

# SAIL Invigilation Policy & Form

## Test/Examination Invigilation Form

- **The student will fill in Section A** of the Test/Examination Invigilation Form
    - The student (or parent/guardian if the student is under 19 years old) will nominate **a teacher, administrator or professional** to invigilate as the student writes the test/exam. (See below for more info)
  
  - **The invigilator will fill in Section B** of the Test/Examination Invigilation Form
    - It is important to include ALL information and print clearly, particularly Business Name & Website, Business Email Address and Phone Number. We require this information for verification, and to contact the invigilator.
  
  - **If outside of British Columbia, the student will fill out Section C** (*Temporarily Out of the Province Form*) and include a copy of Travel Itinerary and/or Plane Ticket
  
  - **Email or fax all the completed forms to:**
    - Email: [sailacademy@surreyschools.ca](mailto:sailacademy@surreyschools.ca)
    - Fax #: 604-595-6346
    - By regular mail at: **Surrey Academy of Innovative Learning (SAIL)**  
14033 92 Avenue  
Surrey, BC Canada V3V 0B7
- 

## Who May Invigilate Test/Examinations?

- An Invigilator should be a **teacher, administrator or professional** in the community and be computer literate. **Your invigilator cannot be your tutor.** In addition, the following rules apply for invigilator requests:
  - Students cross-enrolled at a BC Secondary school must nominate a teacher or administrator from their home school
  - Students who are temporarily out of the province **or writing a Provincial Exam** must nominate an investigator affiliated with an educational institution.

If a student is not cross-enrolled at a BC Secondary school and is not out of the province, they may also nominate one of the following persons as an invigilator:

- School Teacher/Principal
- Judge/Lawyer
- Clergy Person
- Other Professionals
- University/College Lecturer
- (\*\*subject to approval)
- Police Officer

The invigilator nominated must be currently employed as listed above. If the student lives in Canada, and is under 19 years of age, an invigilator must have passed a Criminal Records Check. For students under 19 years old, it is the parent/guardian's responsibility to ensure the invigilator's suitability.

### **Who May Not Invigilate Test/Examinations?**

To avoid the possibility of conflict of interest, SAIL **will not approve** the following as an invigilator:

- A close friend or relative of the student or his/her parent(s)
- A person residing in the same residence as the student
- The student's tutor

**SAIL reserves the right to deny the authorization of an invigilator.**

### **Additional Information**

- **Students must be supervised at all times by the Invigilator**
- Unless explicitly stated otherwise, all invigilated (supervised) exams are “**closed book**” exams. While writing the examination, students must only use materials authorized by SAIL.
- Arrangements for invigilation at an alternate location to SAIL should be made as soon as possible prior to the scheduled test/exam date (at least two weeks prior to the test/exam date is best, but some texts/exams will require more than two weeks' notice. Students should contact SAIL for more information.)
- For **additional information** regarding invigilation at an alternate location, please contact the SAIL office via email at [sailacademy@surreyschools.ca](mailto:sailacademy@surreyschools.ca) or phone 604-592-4263, 1-888-492-4263, or by emailing the student's SAIL teacher.
- If you plan on writing your Provincial Exam while you are out of the Province, additional forms will need to be completed and sent to the Ministry of Education. The Ministry requires a minimum of **6 weeks** to process an Out of Province request, so please contact SAIL well in advance for more information and to set this up.

## SAIL INVIGILATION REQUEST FORM

Please complete the following **three steps** (incomplete information may result in a denied request):

**STEP 1: The student or parent/guardian (if the student is under 19 years old), must read and fill in the following:**

**SECTION A – STUDENT DETAILS** (to be completed by student/parent)

Student's First Name: \_\_\_\_\_ Student's Last Name: \_\_\_\_\_

SAIL Student Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ EmailAddress \_\_\_\_\_

SAIL Course(s):  
\_\_\_\_\_

Name of the Invigilator nominated: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Parent/Guardian completes the following if the student is under 19 years old*

I, \_\_\_\_\_ nominate and consent for \_\_\_\_\_  
(Parent/Guardian's Name) (Invigilator's name)

to supervise \_\_\_\_\_ as he/she writes his/her test/exam.  
(Student's name)

(It is the parent/guardian's responsibility to ensure the invigilator's suitability.)

Parent/guardian Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**Reason Invigilator is Required for Tests:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Remember to attach copy of travel itinerary or plane ticket and *Temporarily Out of the Province Form* if travelling outside BC ):**

**STEP 2: The invigilator must read and fill in the following:**

**SECTION B – INVIGILATOR INFORMATION** (to be completed by invigilator)

The invigilator nominated cannot be a close relative or friend of the student and must be currently employed in one of the professions as stated in our Invigilation Policy. For students out of the province or writing a Provincial Examinations, the invigilator must be affiliated with an educational institution

**Please Note: Students must be supervised at all times by the Invigilator. All exams are closed book, unless explicitly stated otherwise.** *The information you have provided above is kept confidential, and will only be used for SAIL administrative purposes.*

Invigilator Title (Mr/Ms, etc): \_\_\_\_\_ Invigilator First Name: \_\_\_\_\_

Invigilator Last Name: \_\_\_\_\_

Invigilator Profession: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Website: \_\_\_\_\_

Business Email Address: \_\_\_\_\_

Business Address and Postal/Zip Code: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Home Fax Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

SAIL Student's Name: \_\_\_\_\_

**PLEASE READ THE FOLLOWING BEFORE SIGNING:**

**By signing this document, I confirm that I am not a family member, or close friend and I am not tutoring the student. I will keep the confidentiality and integrity of all test material by not sharing them with the student or others. I understand that unless otherwise explicitly stated, all tests are closed-book and will be supervising the student at all times.**

If the student is under 19 years old, the invigilator completes one of the two lines below:

My profession/job requires a Criminal Records Check (check one) \_\_\_\_ Yes \_\_\_\_ No

I have completed and attached the required volunteer criminal records check \_\_\_\_ Yes \_\_\_\_ No

Invigilator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Approved

Not Approved

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 3: The student (and parent/guardian if the student is under 19 years old), must read and fill in the following Student Temporarily of the Province Form:**



## **Student Temporarily Out of the Province Form**

Name of Student \_\_\_\_\_ Student Number \_\_\_\_\_

**This is to confirm that we are temporarily travelling out of the province. We will continue to be “ordinary residents of BC”.**

We plan to return by \_\_\_\_\_

**Notes/Details:**

---

---

---

---

---

**Reason for travel:**

---

---

---

**\*\* This document does not replace the invigilation forms that must be completed for students to write closed book exams and assignments. In addition, a copy of your travel itinerary or plane ticket MUST be included with this request form.**

\_\_\_\_\_  
Parent/Guardian Name  
or Adult Student

\_\_\_\_\_  
Parent/Guardian Signature  
or Adult Student

\_\_\_\_\_  
Date

**STEP 4: The student must read the following and then return this form to SAIL:**

**Please ensure the following:**

- The student and parent/guardian (if under 19) has signed Section A where indicated.
- The invigilator has signed Section B where indicated.
- Both Section A and Section B of the Invigilation Form are complete and accurate.
- If travelling outside BC, Section C (*Temporarily Out of the Province Form*) is complete and accurate and a copy of your travel itinerary or plane ticket is included with your invigilation request.

**Please return this Invigilation Request Form along with travel documents (if required) to:**

- Email: [sailacademy@surreyschools.ca](mailto:sailacademy@surreyschools.ca)
- Fax #: 604-595-6346
- By regular mail at: Surrey Academy of Innovative Learning (SAIL)  
14033 92 Avenue  
Surrey, BC Canada V3V 0B7

