

SAIL INVIGILATION REQUEST FORM

An Invigilator must be a certified BCTF teacher. Your invigilator cannot be a relative, close friend or your tutor. The SAIL course teacher reserves the right to deny the authorization of an invigilator.

STUDENT INFORMATION

First Name:	SAIL Course(s):
Last Name:	SAIL Teacher:
Phone Number:	SAIL Teacher Email:
Email Address:	
If the student is under 19 years old	
Parent/guardian First Name:	Phone Number:
Parent/guardian Last Name:	Email Address:

To ensure the integrity of our online exams, the invigilator is responsible for:

- Providing a quiet, safe space for the student to write the exam in their school.
- Providing a computer for them to write the exam.
- Ensuring that the student does not have access to their phone or a personal computer.
- Actively watch the student write the exam, ensuring you position yourself in full view of the student’s screen or paper throughout the exam.
- Ensuring the student does not access the Internet.
- Ensuring that no personal electronics or headphones are used during the exam.
- Unless otherwise stated, ensuring the student does not use notebooks or textbooks.
- Ensuring the exam password is not shared with the student.
- Ensuring that no scrap paper and or notes leave the exam room with the student

INVIGILATOR INFORMATION

First Name:	Email Address:
Last Name:	School Phone Number:
Current School District:	Phone Number:
Current School Name:	

By signing this document, I agree to adhere to the above criteria and acknowledge that I am a current BCTF teacher, not a family member, or close friend of the student and I am not currently tutoring the student. As the invigilator of the exam, I agree to the terms and conditions and will ensure exam integrity as outlined above.

Invigilator’s Signature: _____ Date: _____

The invigilator must sign this form and email it directly to the teacher through their school district email.

