



Student Accessibility Services Test Centre - Invigilation Cover Sheet

Test Centre:

Faculty:

Student Name:

Student #:

Course Code:

Date of Test/Exam:

Start time of Class Test/Exam:

Duration of Class Test/Exam:

Class Location of Test/Exam:

Instructor Name:

Instructor Phone #:
(for student questions)*

TA Name:

TA Authorized to pick up tests/exams?

Yes or No

I will visit the student between: and

* please note that you may be contacted (voice or text) by an invigilator or staff member in the test centre

Test/Exam Printing Instructions (all tests/exams are printed double sided, black and white unless specified below):

<input type="checkbox"/>	Single Sided	<input type="checkbox"/>	Colour printing (only if necessary)
<input type="checkbox"/>	Other printing instructions (specify):		

Test/Exam Format Information:

<input type="checkbox"/>	Multiple Choice	<input type="checkbox"/>	Canvas Test or Exam
<input type="checkbox"/>	Short Answer	<input type="checkbox"/>	Password for Canvas:
<input type="checkbox"/>	Laptop – with internet access	<input type="checkbox"/>	Respondus Required
<input type="checkbox"/>	Laptop – internet access ONLY to submit	<input type="checkbox"/>	Faculty approved memory aid (enclosed)
<input type="checkbox"/>	Laptop – NO internet access	<input type="checkbox"/>	
<input type="checkbox"/>	Part 1 & Part 2 of test/exam	<input type="checkbox"/>	
<input type="checkbox"/>	Should Part 1 & 2 be given to students at different times?	Yes	No
<input type="checkbox"/>	If yes, please explain:		

Invigilation Instructions and Aids:

<input type="checkbox"/>	Class/Lecture Notes	Collect notes with the test/exam?	Yes	or	No
<input type="checkbox"/>	Open Book	Materials Allowed:			
<input type="checkbox"/>	Calculator (details):	Basic	non-programmable	scientific	
<input type="checkbox"/>	Textbook (title):				
<input type="checkbox"/>	Crib sheet (details):	1-sided	2-sided	Size:	
<input type="checkbox"/>	NO AIDS ALLOWED	Should students hand in their crib sheets with test/exam?	Yes	No	
<input type="checkbox"/>	Software allowed/required (please specify):				
<input type="checkbox"/>	Other Invigilation Instructions:				

NOTE: Please include all required materials, including; scantrons, exam booklets, formula sheets etc.