



Red Deer College
 100 College Blvd.
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.357.3664
 Fax: 403.340.8940
 Web-site: www.rdc.ab.ca/test_centre_entrancetesting

OFF-CAMPUS EXAMINATION INVIGILATOR RED DEER COLLEGE

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. It will be used by the Department to facilitate off-campus examinations. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information will be retained in accordance with approved Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the collection and use of this personal information, please contact the Registrar, Red Deer College, 100 College Blvd, Box 5005, Red Deer, Alberta, T4N 5H5. Telephone: 403.342.3300.

An acceptable exam proctor will be an independent, objective third-party individual who is willing to administer and supervise these tests – acceptable persons could be high school or college instructors, principals or counselors, librarians, or perhaps employees of a government or not-for-profit agencies. Proctor can NOT be related to, or be a personal friend of the applicant.

On exam day, the student is to go to the office of the Invigilator to write the exam by paper or online. The student will need to provide their RDC iCard or picture ID when they arrive for their exam.

PLEASE COMPLETE ALL FIELDS UNLESS OTHERWISE SPECIFIED

STUDENT INFORMATION

LAST NAME	FIRST NAME	RDC ID NUMBER
ADDRESS		CITY
PROVINCE	POSTAL CODE	PHONE
EMAIL ADDRESS	PROGRAM OF STUDY	
INSTRUCTOR'S NAME AND CONTACT INFORMATION (IF APPLICABLE)		

EXAM INFORMATION

EXAM TYPE – Please check <input checked="" type="checkbox"/> one only:			
<input type="checkbox"/> Entrance - Keyboarding	<input type="checkbox"/> Entrance - Computer Literacy	<input type="checkbox"/> Entrance - Keyboarding and Computer Literacy	<input type="checkbox"/> Entrance - Music Theory
<input type="checkbox"/> College Board Placement Test - English	<input type="checkbox"/> College Board Placement Test - Math	<input type="checkbox"/> College Board Placement Test – English & Math	<input type="checkbox"/> ESL Testing
<input type="checkbox"/> Mid-term Exam	<input type="checkbox"/> Final Exam	<input type="checkbox"/> Challenge Exam	<input type="checkbox"/> Deferred Exam
<input type="checkbox"/> Supplemental Exam			
COURSE NAME AND NUMBER (IF APPLICABLE)			
EXAM DATE	EXAM TIME	Is this an eCampus course?	<input type="checkbox"/> YES <input type="checkbox"/> NO

INVIGILATOR INFORMATION

LAST NAME	FIRST NAME	TITLE
INSTITUTION NAME		
ADDRESS		CITY
PROVINCE	POSTAL CODE	BUSINESS PHONE
BUSINESS FAX (IF AVAILABLE)	EMAIL ADDRESS	
APPLICATION DATE		

Please email or fax this completed form to RDC Distance Learning at least **20 days** prior to your examination date. This is necessary to allow adequate time to make the appropriate arrangements for your exam.