



# Fraser Valley Distance Education School

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Chilliwack  
School District

## TEST INVIGILATOR APPLICATION

**This application is for students who are not able to take tests at one of FVDES's designated test sites. Student must arrange to have exams invigilated by one of the following:**

- A school administrator or a certified teacher at a local school.
- Librarian at a public library.
- Other professional at the workplace.
- The person applying to be a Test Invigilator must be an adult, not related to the student, not a correspondence student, not living at the same address, and NOT CHARGING A FEE.
- Before completing this application, please review pages 2 & 3.
- **By completing & signing this application you agree to follow the Test Invigilator guidelines required by FVDES. Return page 1 only to FVDES, by fax, mail or email (testclerk@k12connect.ca). Please retain pages 2 & 3.**

***PLEASE PRINT CLEARLY***

### Student:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Number: \_\_\_\_\_ FVDES Counsellor: Michelle Reilly mreilly@k12connect.ca

### Invigilator:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Profession: \_\_\_\_\_ School/Institution: c/o \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

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

Test Invigilator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FVDES Office:

FVDES Counsellor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

FVDES Data Entry: \_\_\_\_\_ Date: \_\_\_\_\_

Paper Tests: \_\_\_\_\_

Online Tests: \_\_\_\_\_

# PAPER TESTS

## Invigilation Guidelines

- ✗ You will receive tests for the student you have agreed to supervise, at the address you provided. Tests are mailed (or e-mailed) when student contact FVDES to request each Module test after they complete the course work for the Module.
- ✗ DO NOT OPEN THE TEST IN THE ENVELOPE UNTIL THE TIME FOR EXAMINATION – it must be opened in the presence of the student at the time of writing the test.
- ✗ UNDER NO CIRCUMSTANCES DO YOU EVER ALLOW A STUDENT TO LEAVE WITH A TEST.
- ✗ Contact the student to make an appointment to write the test (you may have to hold the test for a while).
- ✗ **When the student arrives to write the test:**
  - 1) Student is to show ID, unless you personally know student.
  - 2) Student is to place all personal belongings off to the side.
  - 3) All electronic devices are to be turned off, and stored away. Electronic devices are **not** to be used as calculators, dictionaries, thesauruses, or any other referencing.
  - 4) If formula sheets are needed for the test, they are attached to the back of the paper test.
  - 5) If student is permitted a calculator, it will indicate on the bottom of the cover sheet of the test.
  - 6) When steps 1-3 are completed, the student may be given the test and comment sheet. The student is responsible for completing the top portion of the comment sheet. On the reverse side of the white portion of the comment sheet, the student is to complete the address where it indicates “TESTS ONLY”.
  - 7) The time allotted is on the front of the test - some students require more time than others, which we allow, as long as it does not go beyond the three (3) hour testing period or closing time of the testing location.
  - 8) Once testing has begun, student is not to leave the test room or area that they are in. If they must go to the washroom, they will have to be accompanied.
- ✗ **When the student has finished writing the test, or the allotted time has passed:**
  - 9) Ensure that all information on the top portion of the comment sheet is completed, and that the student signs the white ‘rewrite policy’ label on the side of the test.
  - 10) Sign your name as Test Invigilator in the space provided on the front of the test and enter the time taken to complete.
  - 11) Place the completed test and comment sheet in the return envelope provided and mail to FVDES. Do not give the test to the student to mail and do not fax or email written tests.
  - 12) Lateness: it can happen to anyone of us – at FVDES we follow the Provincial Exam rule of accepting student/s at 30 minutes from the start of your testing time.
  - 13) Cheating: if you suspect, or find a student cheating, document your findings and contact FVDES –Diane Chapman, Vice-Principal, dchapman@k12connect.ca or 604-701-4917 PLEASE RETURN ANY UNUSED TESTS TO FVDES – DO NOT GIVE ANY TESTS TO STUDENTS TO RETURN TO US.

*Thank you for assisting this student in the pursuit of their education at FVDES*

# ONLINE TESTS

## Invigilation Guidelines

- ✗ The student will contact you to make an appointment to take the online exam.
- ✗ The student will either write the exam on your computer or theirs, whichever is more convenient.
- ✗ When your application to be Test Invigilator is approved, you will receive an email from our FVDES test clerk confirming your email address.
- ✗ Subsequently, you will receive an email from the FVDES Teacher of the course, providing the online test password.
- ✗ For enquiries or issues accessing online tests, contact the course teacher for support and if unable to reach the course teacher, contact our test clerk.
- ✗ **When the student arrives to write the exam:**
  - 1) Student is to show ID, unless you personally know student.
  - 2) Student is to place all personal belongings off to the side.
  - 3) All electronic devices are to be turned off, and stored away. Electronic devices are **not** to be used as calculators, dictionaries, thesauruses, or any other referencing.
  - 4) If formula sheets are needed for the test, they are found within the online test, in document form.
  - 5) If a student is permitted a calculator, you will have been advised of this by the FVDES teacher for the course.
  - 6) When steps 1-3 are completed, the student may access the online test
    - Start Safari (or another web browser) link: <https://my.fvdes.com/>
    - NOTE THAT THE LOGIN AND PASSWORDS ARE CASE SENSITIVE
    - Student is required to login with their FVDES First Class Username and Password
    - Student will select the course and test they wish to write
    - Invigilator enters the Password
  - 7) Some online tests are set to time out, and before the student starts, it will indicate this at the top of the computer screen. Most tests should take 1 1/2 to 2 hours to complete – tests do not exceed 3 hours.
  - 8) Once testing has begun, student is not to leave the test room. If they must go to the washroom, they need to be accompanied.
  - 9) When the student completes the test they select 'Finish' and/or 'Exit'.
  - 10) The results are automatically emailed to the FVDES Teacher and the student - as Invigilator you do not have to do this.
  - 11) Cheating: if you suspect, or find a student cheating, document your findings and contact FVDES–Diane Chapman, Vice-Principal, [dchapman@k12connect.ca](mailto:dchapman@k12connect.ca) or 604-701-4917.

*Thank you for assisting this student in the pursuit of their education at FVDES*