

Professional Bookkeeping Program, Continuing Studies

In-Person Exam Proctor for Online Courses Form

1. Student to Complete:

NAME: _____ LANGARA ID: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

PROGRAM: PROFESSIONAL BOOKKEEPER (SHORT) CERTIFICATE PROGRAM

COURSE TITLE: _____ COURSE CODE: _____

INSTRUCTOR: _____ TERM: _____

EXAM DATE: _____ EXAM TIME: _____

I agree to pay all associated costs with external exam invigilation, and I acknowledge and agree that I shall refrain from disclosing, publishing, reproducing, or transmitting the exam content, in whole or in part, in any format or media, verbal or written, electronic, paper-based or otherwise, with any other person. I acknowledge and agree that the exam content, questions, and answers are confidential and failure to comply with the above will result in a failing grade on the exam and/or the course and consequences for academic integrity breach.

STUDENT SIGNATURE: _____ DATE: _____

2. Exam Proctor to Complete:

EXAM PROCTOR NAME: _____

EMPLOYER: _____ POSITION TITLE: _____

BUSINESS TELEPHONE NUMBER: _____ FAX NUMBER: _____

BUSINESS EMAIL ADDRESS: _____

ADDRESS WHERE EXAM WILL BE WRITTEN: _____

I agree to supervise the examination of the student listed above. I am not a relative, friend, roommate, supervisor, coworker, employee, social media acquaintance, or have any appearance of a relationship with the student above. I agree that I will ensure the student will write the examination without assistance unless noted on the examination paper or instruction from instructor/program coordinator; all documents will be kept confidential until the time of writing, and I will not make copies; all examination papers, questions, answers, answer booklets (including those unused), and/or other documents relating to the exam will be returned to Langara College or upon request by Langara College.

EXAM PROCTOR SIGNATURE: _____ DATE: _____

Submit completed form by email to CSBookkeeping@Langara.ca and the course instructor