



Proctor Information and Request Form

Admissions or Placement Test

If you are unable to travel to Calgary or one of our regional campuses to complete your Bow Valley College admissions or placement test in-person, you have the option to complete your test within your community, with a suitable proctor.

Having your test proctored:

1. Complete the "Admissions or Placement Test - Proctor Request Form" included below.
2. Submit the form by email to the Test Officer at admissions@bowvalleycollege.ca.
3. Admission to Bow Valley College programs are first applied, first qualified so we encourage you to complete the test as soon as possible. Any proctor form submitted within 14 days of the program start date will not be processed.
4. Allow 3 business days for your request to be processed, test information is sent via email.
5. The test must be completed within 30 days of receipt.

Guidelines for selecting a proctor:

1. The proctor must:
 - a. Be employed as a teacher, principal, administrator, or testing personnel at an elementary/high school, college, or university.
 - b. Supervise the test at the educational institution where they are employed.
 - c. Provide a computer.
2. You are not permitted to select a proctor that you have a personal connection with, ie. family member, friend, co-worker, etc.

Please note that you will be responsible for any costs associated with the test, including any fees required by the proctor for their services.

Admissions or Placement Test Proctor Request Form

STUDENT INFORMATION

<i>FIRST NAME</i>	<i>LAST NAME</i>	<i>Bow Valley College Student ID#</i>
<i>BIRTH DATE (MM/DD/YYYY)</i>	<i>PHONE NUMBER</i>	<i>CITY & PROVINCE</i>
<i>PROGRAM APPLIED TO</i>	<i>EMAIL ADDRESS</i>	
<i>STUDENT SIGNATURE</i>		<i>DATE</i>

PROCTOR INFORMATION

The below section must be completed by the proctor.

<i>FIRST NAME</i>	<i>LAST NAME</i>	<i>JOB TITLE</i>
<i>EDUCATIONAL INSTITUTION</i>	<i>ADDRESS OF INSTITUTION</i>	
<i>PHONE NUMBER</i>	<i>PROFESSIONAL EMAIL</i>	
<i>PROCTOR SIGNATURE</i>		<i>DATE</i>

SUBMIT THIS REQUEST FORM TO:

Email: Katie Kalmar at admissions@bowvalleycollege.ca