

Bow Valley College Proctor Information and Request Form

If you live within a 1-hour drive of a Bow Valley College campus, you are expected to complete your admissions test at one of our locations. Locations and contact information for our regional campuses can be found at: <http://www.bowvalleycollege.ca/regional-campuses.html>. If you live beyond a 1-hour drive of a Bow Valley College campus, you have the option to complete the admissions test within your community with a suitable proctor.

Having your test proctored:

1. Complete the **“Proctor Request Form”** included below.
2. Submit the form by email to the Test Administrator at admissions@bowvalleycollege.ca or by fax at 403-297-4887.
3. Admissions 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.
 - a. Allow 3 business days for your request to be processed, test materials are sent via mail.
 - b. The test must be completed and returned to Bow Valley College 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 – if required for the specific testing.
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.



Office of the Registrar
and Enrolment Services

345 – 6th Avenue SE
Calgary, Alberta,
Canada | T2G 4V1

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 (full address incl. postal code)</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

Fax: 403-297-4887