



# NAIT Assessment Centre

## Distance Assessment Site and Invigilator Requirements

*This process is for NAIT students writing a distance assessment who do not reside within 100 kms of a distance assessment site listed in the [NAIT Distance Assessment Invigilation Network](#).*

Students are responsible for **identifying** and **obtaining** an approved invigilator and invigilation site.

Invigilators are to complete this form and email it to [distanceassessment@nait.ca](mailto:distanceassessment@nait.ca) from their **professional email address** for approval.

In order to be approved, the **Distance Assessment site** must fall into one of the following categories:

- A recognized post-secondary institution
- A recognized public or private post-secondary education institution
- A public library or a public school library
- A public or private elementary or secondary school
- Armed Forces, RCMP, or local police force facility
- Approved invigilation service location
- An embassy or consulate office

Please be advised an **Invigilator** must be fluent in written and verbal English and fall into one of the following categories:

- A professor or instructor at a recognized post-secondary institution
- A full-time administrative or professional employee of a recognized public or private post-secondary education institution
- A full-time administrative or professional staff member of a public library or a public school library
- A full-time administrative or faculty staff member of a public or private elementary or secondary school
- A senior ranking member of the Armed Forces, RCMP, or local police force
- An employee of an approved invigilation service
- An official at an embassy or consulate office

An assessment invigilator **cannot** be:

- A family member or relative.
- A friend or neighbour or an individual who resides at the same address as the student.
- A co-worker or an individual with a supervisory relationship to the student.
- Another NAIT student, unless approved as an invigilator by NAIT.
- A student from another school, unless the individual is a paid employee of a NAIT-approved invigilation site or has been approved as an invigilator by NAIT.

**Students are responsible for any fees and expenses incurred in obtaining distance invigilation.**

**Questions? Phone 780.491.5415 or email [distanceassessment@nait.ca](mailto:distanceassessment@nait.ca).**



## DISTANCE ASSESSMENT SITE AND INVIGILATOR APPROVAL FORM

NAIT Assessment Centre (NAC)

[distanceassessment@nait.ca](mailto:distanceassessment@nait.ca)

Invigilators are to complete all parts of this form and email it to [distanceassessment@nait.ca](mailto:distanceassessment@nait.ca).

### STUDENT INFORMATION

NAIT Student Name: \_\_\_\_\_

### INVIGILATION SITE INFORMATION

Invigilation Site: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Province/State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### INVIGILATOR CONTACT INFORMATION

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

Telephone # (With Area Code): \_\_\_\_\_

Email Address: \_\_\_\_\_ (NOTE: this must be your professional email address)

### INVIGILATOR DECLARATION SECTION

I confirm that I am fluent in written and verbal English and fall into one of the following categories (choose 1):

A professor or instructor at a recognized post-secondary institution

A full-time administrative or professional employee of a recognized public or private post-secondary education institution

A full-time administrative or professional staff member of a public library or a public school library

A full-time administrative or faculty staff member of a public or private elementary or secondary school

A senior ranking member of the Armed Forces, RCMP, or local police force

An employee of an approved invigilation service

An official at an embassy or consulate office

I confirm that I am **not** (check all):

A family member or relative of the student.

A friend or neighbour or an individual who resides at the same address as the student.

A co-worker or an individual with a supervisory relationship to the student.

Another NAIT student, unless approved as an invigilator by NAIT.

A student from another school, unless the individual is a paid employee of a NAIT-approved invigilation site or has been approved as an invigilator by NAIT.

I verify that the above information is accurate and that the assessment will be proctored at the invigilation site specified above.

\_\_\_\_\_  
Invigilator Signature

\_\_\_\_\_  
Date