



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 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.



DISTANCE ASSESSMENT SITE AND INVIGILATOR APPROVAL FORM

NAIT Assessment Centre (NAC)

distanceassessment@nait.ca

Invigilators are to complete all parts of this form and email it to 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