



## OFF-CAMPUS PLACEMENT/EQUIVALENCY TESTING SCHEDULING INSTRUCTIONS

NAIT Assessment Services (Distance Assessments)  
[distanceassessment@nait.ca](mailto:distanceassessment@nait.ca)

If you are a NAIT or prospective NAIT student living more than 100km outside of NAIT Main Campus (Edmonton), you can now take Placement or Equivalency Tests off-campus, at a location in or close to your home town.

### STEP 1: Select an Off-Campus Invigilation Site from the NAIT Assessment Services approved list

- The list of approved institutions for Off-Campus Placement and Equivalency Tests can be found on the [NAIT Placement/Equivalency Off-Campus Invigilation Network](#).
- If overseas, an invigilator approval form will need to be completed and sent in for approval by NAIT to [distanceassessment@nait.ca](mailto:distanceassessment@nait.ca)

### STEP 2: Schedule a date and time with Off-Campus Invigilation Site

- Please note that the NAIT Assessment Services will NOT make arrangements for you. You must contact the Off-Campus Invigilation Site directly to book a date and time for your test.
- Tests can be taken on any date and time that suits the student and invigilator. When booking your test, keep in mind that the **results can take up to 10 business days** to be posted to your NAIT Portal.
- Equivalency tests can be only re-attempted once every 4 months, while Placement tests can be re-attempted once every 2 months.

### STEP 3: Pay the NAIT Off-Campus Placement/Equivalency Test Fee online

- Visit the **NAIT Assessment Services (RegisterBlast)** website: <https://canada.registerblast.com/nait/Exam/List> Ensure you pay the fee online **at least 3 business days prior** to your scheduled date/time.
- Note that on RegisterBlast, you must select **Off-Campus** for **Location**.
- Please select **8:00AM** for the test start time, regardless of the actual start time you booked with the Off-Campus Invigilation Site.
- NAIT Off-Campus Placement Test Fee is **\$82.75** and Equivalency Test Fee is **\$300.00** and it is **payable only online by credit card** at the time of scheduling.
- **IMPORTANT:** Students are responsible for any additional fees and expenses charged by the Off-Campus Invigilation Sites. These fees (if any) are not included in the \$82.75 or \$300.00 fee paid through RegisterBlast.

### STEP 4: Receive a confirmation email from the NAIT Assessment Services (Distance Assessments)

- Once you pay the fee online, you will receive a confirmation email with all further details.

### STEP 5: Write your test

- Please ensure you arrive for your test on time and bring the materials referenced in the confirmation email that you received. The Off-Campus Invigilation Site is **NOT REQUIRED** to supply you with any of these materials.
- If you need to reschedule your test, please contact Off-Campus Invigilation Site directly. After an alternate date/time is agreed upon with them, email the rescheduled date/time to [distanceassessment@nait.ca](mailto:distanceassessment@nait.ca).

If you have any questions or concerns, please contact the **NAIT Assessment Services**  
(Distance Assessments) at **780.491.5415** or [distanceassessment@nait.ca](mailto:distanceassessment@nait.ca)