



**Northern Lights College**  
BC's Energy College

Early Childhood Education and Care / Education Assistant (ECEC/EA) Office  
Box 1000 (Courier Address: 9820 120th Ave)

Fort St. John, BC V1J 6K1

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Direct Phone: 250-787-6234

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Email: [ece-ea-office@nlc.bc.ca](mailto:ece-ea-office@nlc.bc.ca)

## Application Procedures for the Writing Assessment (WA)

(For Applicants who do not live in a Northern Lights College Region)

*The Writing Assessment is intended to foster a smooth transition into university-level courses that involve considerable writing. The time allotted for writing the assessment is 2.5 hours. No dictionaries are allowed.*

*The Writing Assessment consists of two parts. In Part One, you will be asked to summarize a passage that is approximately 600 to 800 words long. Your summary should be 120 to 150 words. In Part Two, you will be asked to compose an essay on a subject that relates to the content of the passage you have summarized. The essay should be 800 to 1000 words.*

1. Take the "Application Form for the Writing Assessment" to your nearest educational institute and ask to speak to whomever "invigilates" (watches over people as they write) external exams. Phoning first may save you time. Tell them that you need an Invigilator, as you are registering for an English course at Northern Lights College in Fort St. John and are required to write a 2½ hour timed entrance exam. You may have to pay this person/educational institute a fee for invigilating your exams – please make sure you ask him/her what the fee is, as **you** are responsible for paying it!!
2. When you find a qualified person (teacher, principal, college invigilator, librarian, etc.) who is willing to invigilate for you, have this person fill out the middle section and sign the application form (you must fill out the top section). He/She must fill out his/her business address, phone and fax number, as we are unable to send the exam to a personal address. As soon as we receive your Assessment request form completed and payment for the exam registration, the exam will be mailed to your Invigilator within 1-2 business days or emailed to the Invigilators email address, if provided.
3. The Exam commonly takes 7-10 days by mail to be received by the Invigilator. **You are responsible to contact your Invigilator to coordinate a time for writing the exam.** Once you have finished writing the exam, your Invigilator will mail it back to the Northern Lights College Invigilator at the Fort St. John Campus. The exam must be written and sent back to NLC within 30 days of registration. If extenuating circumstances occur, preventing writing within this time frame, please email [invigilation@nlc.bc.ca](mailto:invigilation@nlc.bc.ca) for extended time permission.
4. When the NLC Invigilator receives your Writing Assessment, it will be forwarded to an NLC Instructor and be marked. Once the exam grade has been received by the ECEC/EA Program support clerk, you will be notified by email with your results.

**If you have any further questions please contact the ECEC/EA Office at [ece-ea-office@nlc.bc.ca](mailto:ece-ea-office@nlc.bc.ca)**



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### Writing Assessment Application (WA)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program of Interest: (circle one)      ECEC      EA

The invigilator must be one of the following: (cannot be your employer or a relative)

Teacher                  Principal                  College Invigilator                  Librarian

Name of Invigilator (must not be a relative): \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please submit \$14.29 plus GST (Total = \$15.00) and this completed form to:**

Northern Lights College  
Attention: **ECEC/EA Office**  
Box 1000 (Courier Address: 9820 120 Avenue)  
Fort St. John BC V1J 6K1  
Fax: (250) 787- 6222  
Email: [ece-ea-office@nlc.bc.ca](mailto:ece-ea-office@nlc.bc.ca)

❖ ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE ❖



## Web Resources for the Writing Assessment Entrance Exams

### How to Prepare for NLC Entrance Exams

It is recommended that you study and review the subject materials before taking your exam. Consider reviewing high school and college preparatory textbooks, workbooks, study guides and the GED practice test books. Ask library staff at your public library or local academic library for assistance in finding these materials.

The following websites from the NLC Library **Career and College Preparation Subject Guide** may be useful for your test preparation:

**NLC Entrance Exams:** <http://libguides.nlc.bc.ca/CCP/exams>

**English Review:** <http://libguides.nlc.bc.ca/CCP/englishr>

**All Disciplines:** <http://libguides.nlc.bc.ca/CCP> (found under “Web Resources”)

This includes:

- General Education Development Testing (GED)
- BC Ministry of Education - past Provincial Exams and Keys for Grades 10 – 11 – 12

Compiled by D. Turcotte, March 2018