



Invigilation Department
 Dawson Creek Campus
 11401 - 8th Street
 Dawson Creek, B.C.
 V1G 4G2
 Ph: 250-782-5251
 Fax: 250-782-5233

INTERNAL INVIGILATION REQUEST

Today's date (YY/MM/DD)

Course **Course Type** Online FTF VC

Instructor **Request submitted by**

Location	During regularly scheduled class	Requested Room #
Campus	Not during regular class	

Date(s) of Invigilation(s) **Time(s) of Invigilation(s)**

Number of Students **Student Name(s) (optional)**

Exam Materials to be provided by Instructor Yes No

Format of materials to be provided to Invigilator	Email	Electronic	Print
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- Multiple Campus Invigilation due to VC/TC
- Instructor Away
- Multiple Classrooms (due to size of class or computer lab limitation)
- Special Request
- Other

Exam Type
D2L
Open Book
Regular Closed Book exam
Quiz
Other

Specific Equipment Allowed/Needed
Regular writing materials only (blank paper, pens, pencils, exam booklets)
Calculator
Computer
Textbook
Bubble Sheets
Other

Please submit form to invigilation@nlc.bc.ca. In the event of a cancellation, please notify same parties.

OFFICE USE ONLY

Room Booked	Location	Invigilator(s) Assigned
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