



## HUMAN RESOURCES POLICY INVIGILATION

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**EFFECTIVE:** November 1981  
**REVISED:** March 2009  
**RELATED POLICIES:**

### POLICY

The College provides invigilators for external agencies whenever possible. Student Services coordinates invigilation duties at each Campus.

### PROCEDURE

In arranging for Invigilation, Student Services will perform the following tasks:

- Finalize arrangements with the examining institution.
- Book rooms and equipment.
- Receive examinations, check for accuracy and secure.
- Recruit invigilators.
- Ensure that the invigilator has all necessary instructions and materials.
- Return completed examinations as requested by examining institution, as well as unused exams and other materials as required.

Three sets of circumstances may arise and should be handled as follows:

1. Where the examining institution pays a fee for invigilating and the **examinations are to be held outside of regular Student Services operating hours:**

Student Services will recruit the invigilator.

The invigilation fee will be paid directly to the invigilator by the examining institution.

2. **During regular Student Services operating hours:**

Student Services will handle invigilator duties during normal office hours. Any fees collected from outside agencies will be paid to Northern Lights College.

3. When the examining institution does not pay a fee and the **student must arrange for invigilation.**

Student Services may perform this service.

**INVIGILATION FEE:**

The rate charged for providing invigilation services is \$12.50 per hour where the total charge is determined by the scheduled length of the exam, calculated to the next hour. (ie. a 2 1/2 hour exam would be  $\$12.50 \times 3 \text{ hours} = \$37.50$  charge.) This rate is charged per person, regardless of how many are being invigilated at one time.

In those instances where an agency has an established invigilation rate which is greater than the \$12.50 per hour, the agency's rate will prevail.

**Note:** This fee policy for invigilation services does not apply to a course:

- which is sponsored by the College;
- which is required by another educational institution in which the College is in a partnership arrangement for that course.