



South Island Distance Education School

### TEST SUPERVISION FORM

#### Students and Supervisors, please read:

Students enrolled in Grade 8, 9, 10, 11, or 12 courses at SIDES and who live in the Greater Victoria area are expected to write their course tests and exams at SIDES. Those who do not live in the Greater Victoria area **must** write their tests under supervision at a school or institution (ex., school, college, university, or library). Please note that the supervision must be arranged and carried out officially at the institution site; it is not sufficient that the supervisor be affiliated with an institution. Family members, family friends, and tutors who work directly with the student to be supervised are **not** eligible to serve as test supervisors. Exceptions for special educational circumstances must be approved by the SIDES principal. We appreciate your willingness to support our students by taking on the role of test supervisor. **Please provide the information required on page 2 of this form and return page 2 to SIDES as soon as possible. The test supervisor should retain this page for his/her records.**

#### **General Notes**

The student will not be left unsupervised while the test is being written.

The student will not have access to books, notes, manuscripts, or other materials except for those called for in the test.

Test Requests/Approvals may take between 1-3 business days to be processed. It is the responsibility of the student to arrange a date and time to write with the supervisor once the test information has been sent.

#### **Paper Tests/Exams**

The test will be emailed directly to the test supervisor for printing.

The time indicated for completion of the test appears on the cover sheet. This is an approximation; extra time is allowed.

At the conclusion of the test, the test supervisor will sign his/her name in the space provided on the front of the test (or on the first page of the test if there is no cover page), and personally mail the test to SIDES. **\*\*\*\*The student is responsible for the cost of mailing the test and/or providing envelopes and postage.\*\*\*\***

Please note that all written and unwritten tests and test materials must be returned to SIDES by the supervisor, even if the test is also scanned and emailed back as well. Further, if the test is scanned, the supervisor **must** delete all electronic versions of the test from the computer after the test is emailed to SIDES. If a student enlists a new test supervisor or chooses to not complete the course, we ask that all materials be returned directly to SIDES; **please do not forward any materials to the student or a new supervisor.**

#### **Online Tests/Exams**

A student writing an online test must be provided with a computer with Internet access for the duration of the test.

Confidential passwords will be sent to the supervisor for online tests.

The student logs into their course, and the test is accessed from the Assessments tab, under Quizzes.

Online tests are timed, and the time limit will be indicated to the student in the course content and at the start of the test. When the student has completed the test, they 'submit' the test and log out of their course.



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**TEST SUPERVISION INFORMATION – TO BE RETURNED TO SIDES**

Return by email: [sides@saanichschools.ca](mailto:sides@saanichschools.ca)  
or fax: 250-479-9870, or mail to SIDES: 4575 Wilkinson Rd. Victoria BC V8Z 7E8

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

I have read, understand, and agree to the conditions identified on page 1 of this form concerning test supervision of SIDES courses.

Student Signature: \_\_\_\_\_

Test Supervisor Signature: \_\_\_\_\_

**STUDENT INFORMATION**

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

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

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

**SUPERVISOR INFORMATION**

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

Position (teacher, librarian, counselor, etc.): \_\_\_\_\_

Work-related Email: \_\_\_\_\_

Name of school or institution: \_\_\_\_\_

Mailing address (street, city, country, postal code): \_\_\_\_\_

\_\_\_\_\_

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

Please send a copy of your personal business card if you have one.

Thank you for supporting our student,  
Karen Flelo - Principal