



Coquitlam Learning Opportunity Centre (CLOC)

Testing Supervisor Screening Form

Student Name

First Name

Last Name

Course

Supervisor Information

Supervisor Name

Supervisor Position

Supervisor's Institution or School

Supervisor's Work Email

Supervisor's Phone Number

Relationship to Student

Confirmations:

1. I am currently a BC Certified Teacher and registered with the Teacher Regulation Branch

Yes

No

2. I have no personal relationships with the student or their family.

I confirm

3. I understand that the test must be supervised at an educational facility, or another location approved by Coquitlam Continuing Education (CCE) Administration. Tests cannot be supervised in private residencies.

I confirm

Expectations & Responsibilities of the Testing Supervisor:

- Maintain the integrity and security of the Coquitlam Continuing Education (CCE) testing process by keeping test and passwords secure.
- Supervise the student throughout the test writing process to ensure there is no opportunity for academic dishonesty.
- Ensure that the student does not access any outside resources as required of the test (mobile phones, books, websites, notes, other individuals...)
- Report any suspicions of academic dishonesty with Coquitlam Continuing Education administration as soon as possible.
- For online tests, the test supervisor will enter the password for the student writing the test and visually confirm that the test has been submitted for marking before the student leaves.
- For paper tests, the testing supervisor will promptly scan/email the completed test back to Coquitlam Continuing Education and securely destroy the test once Coquitlam Continuing Education has confirmed that they have received the test.

4. I agree to the above responsibilities of a testing supervisor with Coquitlam Continuing Education

I confirm

Please scan/email this form to clcoffice@sd43.bc.ca

If there are any questions about this form please contact us:

Telephone: 604 945 4211

Email: clcoffice@sd43.bc.ca

Principal: Kim Cuellar