

Student Name: _____

Student ID: _____

**Return to
Alberta Distance Learning Centre
Exams Department**

4601-63 Avenue (Box 4000)
Barrhead, Alberta T7N 1P4
e-mail: info@adlc.ca
Toll Free: 1-866-774-5333
fax: 780-674-6977

Prior to completing this form, see instructions on reverse.

Student's Statement

I intend to write my exam(s) at the location below. **ADLC reserves the right to request that a student's exam be written at a specific writing centre. A supervisor of high school examinations must have a teaching certificate or prior approval from the exam department.**

I agree to abide by the examination rules and instructions that accompany the exam.

(Student's signature)

(Parent's or Guardian's signature if student is under 16 years of age)

Supervisor's Statement (This is **not** to be completed if student is writing their exam at ADLC Barrhead.)

Supervisor's Name: _____ Phone (daytime contact): _____

Address: _____ Postal Code: _____

_____ E-mail Address: _____

Occupation/Profession: _____ Place of Employment: _____

Teaching Certificate Number: _____

I agree to

- administer Alberta Distance Learning Centre's exam(s), including mid-point or midterm and final, for the above-named student in accordance with the instructions accompanying the exam(s)
- verify the identity of the above-named student
- ensure that the place of writing has appropriate lighting and is free from interruptions or excessive noise
- ensure that no unauthorized aids, including Internet and telephone, are used by the student
- ensure that no information in any form, including that on paper, in books, or stored on electronic devices, is brought into the examination room or accessed there, unless the student's teacher has given prior approval
- clear the calculator's memory before and after the student uses it for their exam
- ensure the student has no unauthorized communication during the exam
- ensure that the student, if writing an online exam, has access to a computer with Internet capabilities **(Please ensure system compatibility by visiting www.adlc.ca and performing a system check.)**
- secure the exam from the above-named student and return it by email to info@adlc.ca, first-class mail to the address above, or by fax to 780-674-6977.**

I understand that Alberta Distance Learning Centre provides no remuneration for this service.

I certify that I am not related to the above-named student. I agree to supervise the course(s) below.

Supervisor's signature

course

course

You are required to write an ADLC final examination upon completion of your course and are responsible for obtaining the services of an approved supervisor to oversee the writing of your exam. You may also have midterm exams or unit tests that require supervision.

Final Exam Eligibility

Most courses require that compulsory projects or midterm exams be completed before the final exam is released. All assignment booklets or lessons must be graded before the final exam will be released or marked.

When to Write Exams

You are expected to write your midterm exam at the appropriate time during the course. Do not leave it until just before the final exam. You should plan to write your final exam as soon as possible after completing your course. Please arrange with your supervisor for a mutually suitable time and place of writing. All exams must be written before your registration expires and photo ID may be required before you can write the exam.

Appeals

Students may write an appeal exam upon teacher approval. Your teacher must receive notice of your intent to appeal within thirty days of writing the final exam.

Supervision

Vista Virtual School Students with a Barrhead, Edmonton, or Calgary mailing address must write their exams at either Barrhead ADLC campus, a VV campus, or an affiliated school.

You and your chosen supervisor must complete the attached application. If ADLC is not provided with sufficient information or if your supervisor does not meet ADLC's criteria, the processing of your application and the release of your exam will be delayed. **ADLC reserves the right to approve or reject supervisors selected by students.**

NOTE: When booking your exam, inquire if there is a writing fee as approved writing centres may charge a fee for facilitating ADLC exams. This fee is your responsibility to pay and you will not be reimbursed by ADLC.

Supervisor's Qualifications:

- Students unable to write at their affiliate school must find a qualified supervisor or choose one from the attached list.
- **The supervisor** must not have a vested interest in the student's successful course completion, therefore the supervisor cannot be a friend, relative, coach, or someone who has taught or tutored the student in the course for which the exam is based.
- **The supervisor** must be a certified teacher preferably working in an accredited teaching institution.
- **The supervisor** must read, write, and speak English fluently.
- **In extenuating circumstances** a librarian, teaching assistant or person from another field **may** be considered.

If you have any questions or concerns regarding the approval of a supervisor, please contact ADLC Barrhead for assistance.

The following centres can be used during summer months if students want to write exams when their schools are closed. ADLC Barrhead campus is available year-round. **Please note that there may be fees associated with exam supervision.**

Athabasca University
Exam Department
1 University Drive
Athabasca, AB T9S 3A3
Phone: 1-800-788-9041 or 780-675-6100

Banff Public Library
Box 996 (101 Bear Street)
Banff, AB T0L 0C0
Phone: 403-762-2661

This writing centre does not facilitate on-line exams.

Beaumont Library
library@beaumontlibrary.com
5700 49 Street
Beaumont, AB T4X 1S7
Phone: 780-929-2665

Big Country Comm. Adult Learning Council
Box 667 (113 - 2nd Avenue)
Oyen, AB T0J 2J0
Phone: 403-664-2060
Summer Hours: 403-664-2179

Bow Valley College Assessment Services
TOWES & Assessment Services
300 - 6 Ave SE
Calgary AB T2G 4V1
<https://bowvalleycollege.ca/get-working/assessment-services>
Phone: 403-410-1700

Campus Alberta Central
250 Centre Street
Box 419
Drumheller, AB T0J 0Y0
Phone: 403-823-8300

Canmore Public Library
101-700 Railway Avenue
Canmore, AB T1W 1P4
Phone: 403-678-2468

Cardston Further Ed Council
445 Main Street
Cardston, AB T0K 0K0
Phone: 403-653-3922

Chevraux Career Counselling
5023 - 50 Street
Killam, AB T0B 2L0
Phone: 780-385-2153

Cochrane Public Library
angelique.roy@cochranepubliclibrary.ca
405 Railway Street West
Cochrane, AB T4C 2E2
Phone: 403-932-1204

Community Resource Centre
Box 610
Fox Creek, AB T0H 1P0
Phone: 780-622-3758

Frank Maddock High - Outreach School
5117 - 51 Street,
Drayton Valley, AB T7A 1P4
Phone: 780-542-1551

Further Education Council
Box 215
Bashaw, AB T0B 0H0
Phone: 780-372-3648
Fax: 780-372-2230

Grande Prairie Public Library
#101, 9839 - 10 Avenue
Grande Prairie, AB T8V 6M7
Phone: 780-357-7450
Fax: 780-538-3580

Grande Prairie Regional College
10726 - 106 Avenue
Grande Prairie, AB T8V 4C4
Phone: 780-539-2944
Toll-free: 1-888-539-4772

High River Centennial Library
909 - 1 Street West
High River, AB T1V 1A5
Phone: 403-652-2917

Jasper Municipal Library
Box 1568
Jasper, AB T0E 1E0
Phone: 780-852-3652

Keyano College Skill Centre
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
Phone: 780-791-4838

Lakeland College
5707 - 47 Avenue West
Vermilion, AB T9X 1K5
Phone: 780-853-8646

Medicine Hat College
Academic Resource Centre
299 College Drive, SE
Medicine Hat, AB T1A 3Y6
Phone: 403-529-3811
Toll-free: 1-866-282-8394

NAIT
Peace River Campus
8106 - 99 Avenue
Bag 3500
Peace River, AB T8S 1V9
Phone: 780-618-2607
Fax: 780-624-4532

Newell Further Education Council
Box 478
Bassano, AB T0J 0B0
Phone: 403-641-3444

NorQuest College
Room 2-074, Testing Services,
10215 108 Street NW
Edmonton, AB T5J 1L6
Phone: 780-644-6096
Fax: 780-644-6065
Attention: Assessment Services

Northern Lakes College
www.northernlakes college.ca
Campus Contact Information
Phone: 1-866-652-3456
Please contact for locations and hours.

Pembina Educational Consortium
Box 779 (4739 - 50 Avenue)
Whitecourt, AB T7S 1N2
Phone: 780-778-2000

Ponoka Jubilee Library
Box 4160 (5110 - 48 Avenue)
Ponoka, AB T4J 1R6
Phone: 403-783-3843

Red Deer College Test Centre
100 College Blvd.
Box 5005
Red Deer, AB T4N 5H5
Phone: 403-342-3292

St. Albert Public Library
sdrummond@sapl.ca
5 St Anne St
St Albert, AB T8N 3Z9
Phone: 780-459-1687
Fees charged and 3 weeks advanced booking required

St. Paul Alternate Education Centre
4313 - 48 Avenue
St. Paul, AB T0A 3A3
Phone: 780-645-5015
This writing centre facilitates exams in July ONLY.

Strathcona Public Library
proctor@sclibrary.ca
401 Festival Lane
Sherwood Park, AB T8A 5P7
Phone: 780-410-8600 - Fees Charged

The First Step Adult Education Center
#1 4737- 49B Ave.
Lacombe, AB T4L 1K1
Phone: 403-782-5040

Wainwright Public Library
921 - 3rd Avenue
Wainwright, AB T9W 1C5
Phone: 780-842-2673

Wetaskiwin Public Library
5002 - 51 Street
Wetaskiwin, AB T9A 0V1
Phone: 780-361-4447

Wood Buffalo Regional Library
1 C.A. Knight Way
Fort McMurray, AB T9H 5C5
Phone: 780-743-7800 - Fees Charged