



Dear CDP Apprenticeship Students,

Since Winter 2014, invigilated exams have been incorporated into various CDP Apprenticeship courses to continue to support the integrity of the program. An invigilated exam is an exam that is supervised. Loyalist College has many designated testing centres across Ontario that students will be required to contact to set up their final exam. The exams will still be online but completed at a computer in one of the approved testing centres across the province. Click [here](#) to view the map of available testing centres. Students will be required to provide photo ID (Passport or Driver's License) when they show up to write their exam.

The following Level A-F courses within the CDP Apprenticeship program will require an invigilated exam:

CDPA 7000	Child Development 1
CDPB 7003	Creative Expression
CDPC 7000	Infant & Toddler Learning Environment
CDPD 7003	Child Development 2
CDPE 7000	Legislation and Social Policy in Early Learning Administration
CDPF 7000	Professional Practice

Invigilated exam FAQs

- 1. What is an invigilated exam?** An invigilated exam is an exam which is supervised.
- 2. What is an Invigilator/Proctor?** An Invigilator/ Proctor is the individual whom takes responsibility of supervising the examination.
- 3. Who is required to have their exam invigilated?** Students in the CDP Apprenticeship Program who are required to complete their final online exam(s) in a supervised setting.
- 4. Where can I find a Testing Centre?** A list of Testing Centres and their contact information will be found in your course, within the Checklist under the Invigilated Exam Info tab. The testing centres listed are approved and fees associated are fully covered by Loyalist College. If you are considering a testing centre not on the list, you will need to contact the ECE Exam Specialist – Heather Mzee: ceece@loyalistcollege.com for approval, there may be a fee required by the alternative site.

- 5. What is the Checklist?** The Checklist is a form that is filled out for each exam students have to write. Students enter in the information for each exam which automatically is submitted and received by the ECE Exam Specialist. It is important for students to fill out the Checklist form as this is how the ECE Exam Specialist sends confirmation to the testing centre outlining further details of the students exam(s).
- 6. Do you offer academic support for a registered disability?** We do offer academic support, please contact Mary McConnell, AccessAbility Centre- mmcconnell@loyalistcollege.com at extension 2578 (613-969-1913). An Application for the AccessAbility Centre can be found on Blackboard under Invigilation Exam Info, you will need to supply this along with your supporting documentation.
- 7. When should I book my Final Invigilated Exam?** Due Date for booking your Final Invigilated Exam is found with the 'Invigilated Exam Info' tab in Blackboard. Note: Refer to your Course Schedule prior to booking your exam date. Even though there is a 2 week window in which you can write, there may be additional course material being covered during the 1st week window.
- 8. How do I schedule my Final Invigilated Exam?**
- a) Pick your testing centre
 - b) Call and get the following information:
 1. Date/Time for each exam you are required to write
 2. Contact Name of invigilator
 3. Email Address of invigilator
 - c) Continue to fill out the 'Checklist' with the agreed upon information from the test centre.
- 9. How will I know my exam booking is confirmed?** You will receive an email from the ECE Exam Specialist to the email address provided for preferred email address. This email will confirm your testing centre and exam details for each exam. An email will also be sent onto the testing centre of choice to confirm your exam details.
- 10. How will my online exam work?**
- a) Your online exam will be delivered through our Blackboard student learning management system.
 - b) In your course, within the Assessments folder, there will be a folder labeled Final Invigilated Exam, which will be viewable during the 2 week window in which you are to write. (Please refer to your course outline).
 - c) You will write within Blackboard as you might have done for a mid-term or learning activity.
 - d) The testing centre will be given a password from Loyalist College, and the invigilator will use the password to log you into your Final Invigilated Exam.
 - e) The exam will be written while using LockDown Browser.

11. What are the Fees? Loyalist College will be invoiced by the testing centre; students do not need to pay at the time of the exam. Keep in mind that only centres that are on the approved list will be covered, if you require an alternate testing location a fee may be required. If for any reason, you are unable to complete your final exam, you may be required to pay a cancellation fee. Please inquire about the testing centre's cancellation policy.

12. Standard Rules:

- a) Photo ID must be provided to the invigilator before the beginning of the exam; this could include: a driver's license, health card or passport.
- b) Personal Items must be collected and stored at the front of the room or in an office.
- c) Any further rules set out by the testing centre must be followed.

13. Student Responsibilities: It is the student's responsibility to complete the Checklist for Invigilated Exam and submit it on Blackboard by the due date posted on the Checklist for Final Exam.

The invigilated exams will be mandatory. Students will be responsible for making arrangements to set up a time that works within the testing centres schedule. Students may be required to arrange time off work, transportation, child care etc. Parking fees required at testing centre will be the responsibility of the student.