



Invigilation Procedures

The College of the Rockies, Invermere campus offers a variety of services to the community, one being invigilating exams for other educational institutions. Please contact Colleen Shaw (contact information listed below) to request a date and time for your exam.

Primary Contact: Colleen Shaw

Email: cshaw@cotr.bc.ca

Phone: 250-342-3210 ext. 7103

Secondary Contact: Jessica Fairhart

Email: jfairhart@cotr.bc.ca

Phone: 250-342-3210 ext. 7102

Mailing Address, Invermere Campus

RR4, #2 1535-14th Street

Invermere, BC

VOA 1K0

Fax: 250-342-9221

Exam Start Time: 9am or 1pm

Proctor Fee: \$15 per exam during the week; \$60 per exam on the weekend. Please note that exams scheduled for the weekend are by special request only. If a weekend exam is longer than 3 hours, a rate of \$20/hour will apply.

Important Notice:

- Candidates are required to present government issued photo ID (valid driver's license, passport) upon arrival
- We reserve the right to change dates if deemed necessary.
- Date changes must be approved by the educational institute that the exam originated from. If you need to reschedule your exam please call us to find out the next available date.