



Invigilation Request Form

Invigilation requests can be done by completing the form below and returning it by fax or email or by contacting the campus directly by phone. Exam dates/times are not finalized until confirmed by the College of the Rockies, Invermere campus.

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

Student Name: _____

Student Number: _____

Student Email: _____

Student Phone #: _____

Educational Institution: _____

Educational Institution Phone #: _____

Course/Exam: _____

Length of Exam: _____

Requested Date: _____

Requested Time: _____

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.