

Thank you for inquiring about the Off-Campus Assessment Service we provide for students living outside the Vancouver Island University region. In order to complete the process, please:

- Complete the attached Application for Off-Campus Assessment.
- Contact your local community college or high school to request a counselor or teacher supervise the tests for you. Have them complete the TEST SUPERVISOR section.
- Return the completed form with the \$25.00 fee (*non-refundable*), payable by cheque or money order. See form for the address.

We will then send the tests to your test supervisor and let you know that the package is on its way. If you do not have a VIU student number, an application form will be included. It is *your* responsibility to contact your test supervisor to arrange a time to write the assessment. The test supervisor will return the tests to us for marking. Results of your assessment will be mailed to you from our office.

Be sure to read the information on the program you are interested in, as well as information on preparing for the assessment. Both of these documents are on the Assessment Services web page at viu.ca/assessments.

We look forward to hearing from you.

Yours truly,

Jane Saxton
Assessment Services



APPLICATION FOR OFF-CAMPUS ASSESSMENT

* Requests for off-campus assessments will only be processed for Test Supervisors within North America*

APPLICANT

Name: _____

Address: _____

Postal Code: _____ Phone: _____ Email: _____

PROGRAM APPLYING FOR: _____

TEST SUPERVISOR:

Name & Title _____

School Name: _____

Business Address: _____

Postal Code: _____ Phone: _____ Email: _____

*** To have results emailed to your personal email address, please indicate below:**

I authorize Vancouver Island University to email my assessment results to my personal email address

Yes No

Return this completed form, including \$25.00 (non-refundable) or \$15.00 for a rewrite, in cheque or money order payable to Assessment Services, Vancouver Island University to:

Assessment Services
Vancouver Island University
900 Fifth Street
Nanaimo, BC V9R 5S5

You may return this form by fax or email and send your cheque or money order by mail. We will process your request when received, but your results will not be released until payment arrives.

Fax: 250-740-6615

Email: assessments@viu.ca

Office use only

Cheque Money Order

Payment received: _____

Exam sent: _____

Exam returned: _____