Exam invigilation

City of North Vancouver community members can request an exam invigilator to supervise an exam to ensure the integrity of the exam.

North Vancouver City Library hosts exam periods every week on Thursday and Saturday afternoons.

Requests for exam invigilation must be submitted at least two weeks before the exam date.

Request an exam session

Eligibility

Exam invigilation services are free and available only to those who meet at least one of the following eligibility requirements:

- Residents of the City of North Vancouver;
- Students attending schools in the City of North Vancouver;
- Business owners whose businesses are in the City of North Vancouver.

There are no exceptions to the eligibility requirements.

Writing your exam

City Library will provide a quiet space for you to write your exam and accommodate necessary observation for the invigilator. Please note: because the library is a public building, we cannot guarantee complete silence.

The invigilator will receive your exam prior to the scheduled test appointment and return the exam to the issuing institution upon completion.

The invigilator can also provide basic technical assistance for Wi-Fi if required for the exam. Troubleshooting access to the exam institution's website or portal is not provided.

Student responsibilities

- Students are responsible for arranging the delivery of the exam and exam instructions via secure email, post or courier. Materials must be received by the library at least three days before your exam appointment.
- Students are responsible for any costs and supplies related to the receipt and return of the exam, such as postage or courier costs.

What to bring with you

Please arrive at least 15 minutes before your exam appointment and bring:

- Your City Library card;
- One of the following:
    - Proof of residency in the City of North Vancouver;
    - Student status in the City of North Vancouver (such as a student ID);
    - Proof of business ownership in the City of North Vancouver.

Other exam invigilation services

If you are seeking invigilation but don't qualify for our service, or cannot attend during our invigilation hours, the following links provide alternatives:

- West Vancouver Memorial Library (available to residents of West Vancouver)
- Athabasca University invigilation network
- BC Institute of Technology