

**Student Name** \_\_\_\_\_

**Student ID** \_\_\_\_\_

**Return to Vista Virtual School**  
**Calgary:** 5921 3rd Street SE T2H 1K3  
**Edmonton:** 300, 10055 106 Street NW T5J 2Y2  
**Email:** vvsupport@phrd.ab.ca **Fax:** 1-403-265-0814

**Prior to completing this form, see instructions on reverse.**

### Student's Statement

I intend to write my exam(s) at the location indicated: (Check one: ) **VVS reserves the right to request that a student's exam be written at a specific writing centre. A supervisor of high school examinations must have a teaching certificate or prior approval from the exam department.**

- A VVS campus                       Supervisor from attached list. Please write the information below.  
 School \_\_\_\_\_                       Alternate arrangements  
school code

I agree to abide by the examination rules and instructions that accompany the exam.

\_\_\_\_\_  
 (Student's signature)

\_\_\_\_\_  
 (Parent's or Guardian's signature if student is under 16 years of age.)

### Supervisor's Statement (This is **not** to be completed if student is writing exam at an VVS campus.)

Supervisor's Name: \_\_\_\_\_ Phone (daytime contact): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_ E-mail Address: \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Teaching Certificate Number: \_\_\_\_\_

I agree to:

1. Administer Vista Virtual School exam(s), including midterm and final, for the above-named student in accordance with the instructions accompanying the exam(s)
2. Verify the identity of the above-named student if he or she is not personally known to me.
3. In the presence of the above-named student, open the envelope in which the particular exam is contained.
4. Ensure that the place of writing has appropriate lighting and is free from interruptions or excessive noise.
5. Ensure that no unauthorized aids, including internet and telephone, are used by the student.
6. Ensure that no information in any form, including that on paper, in books, or stored on electronic devices, is brought into the examination room or accessed there, unless the student's teacher has given prior approval.
7. Fully clear totally the memory of calculators before their use, and before leaving the exam room, when they are allowed in an exam (This information is provided on the letter sent to you with the exam.)
8. Ensure the student has no unauthorized communication during the exam.
9. Ensure that the student, if writing an online exam, has access to a computer (**Windows Internet Explorer or Firefox or Macintosh Firefox only**) with internet capabilities.
10. **Secure the exam from the above-named student and return it by first-class mail** in the envelope provided, deliver it in person to a **Vista Virtual School campus**, fax to **403-265-0814**, or e-mail it to **vvsupport@phrd.ab.ca**.

I understand that Vista Virtual School provides no remuneration for this service.

**I certify that I am not related to the above-named student. I agree to supervise the course(s) below.**

\_\_\_\_\_  
 Supervisor's signature

\_\_\_\_\_  
 course

\_\_\_\_\_  
 course

# Instructions for Examinations

revised July 2018

**You are required to write a VVS final examination** upon completion of your course and are responsible to obtain the services of an approved supervisor to oversee the writing of your exam. You may also have midterm exams or unit tests that require supervision.

## Final Exam Eligibility

Most courses require that compulsory projects or midterm exams be completed before the final exam is released. All assignment booklets or lessons must be graded before the final exam will be released or marked.

## When to Write Exams

You are expected to write your midterm exam at the appropriate times during the course. Do not leave them until just before the final exam. You should plan to write your final exam as soon as possible after completing your course. Please arrange with your supervisor for a mutually suitable time and place of writing. All exams must be written before your registration expires. Photo ID may be required before you can write the exam.

Our VVS website provides the course completion dates for diploma courses.

## Appeals

A student may write an appeal exam upon teacher approval. VVS must receive notice of your intent to appeal within thirty days of writing the final exam.

## Supervision

**Students with a Barrhead, Edmonton, or Calgary mailing address must write VVS exams at a VVS campus.**

You and your chosen supervisor must fully complete the attached application. If VVS is not provided with sufficient information or if your supervisor does not meet VVS's criteria, the processing of your application and the release of your exam will be delayed. **VVS reserves the right to approve supervisors selected by students.**

**NOTE: When booking your exam, inquire if there is a writing fee as approved writing centres may charge a fee for facilitating VVS exams.**

## Supervisor Qualifications

- Students unable to write at a VVS campus must find a qualified supervisor or choose one from the attached list.
- **The supervisor** must not have a vested interest in the student's successful course completion, therefore the supervisor cannot be a friend, relative, coach, or someone who has taught or tutored the student in the course for which the exam is based.
- **The supervisor** must be a certified teacher preferably working in an accredited teaching institution.
- **The supervisor** must read, write, and speak English fluently.
- **In extenuating circumstances** a librarian, teaching assistant or person from another field **may** be considered.

All students in the Edmonton, Calgary, and Barrhead areas may call the appropriate VVS campus to arrange to write their exams. The toll-free number for all offices is **1-855-974-5333**.

Barrhead: 780-674-5333 (local)      Calgary: 403-290-0977 (local)  
Edmonton: 780-452-4655 (local)

**If you have any questions or concerns regarding the approval of a supervisor, please contact a VVS campus for assistance.**

## Examination Writing Centres for VVS Exams

revised July 2018

The following centres can be used during summer months if students want to write exams when their schools are closed. VVS's Barrhead, Calgary, and Edmonton campuses are available year-round.

Athabasca University  
Exam Department  
1 University Drive  
**Athabasca**, AB T9S 3A3  
Phone: 1-800-788-9041 or 780-675-6100

Banff Public Library  
Box 996 (101 Bear Street)  
**Banff**, AB T0L 0C0  
Phone: 403-762-2661

**This writing centre does not facilitate on-line exams.**

Big Country Comm. Adult Learning Council  
Box 667 (113 - 2nd Avenue)  
**Oyen**, AB T0J 2J0  
Phone: 403-664-2060  
Summer Hours: 403-664-2179

Big Country Educational Consortium  
245 - 3 Street, N  
Box 419  
**Drumheller**, AB T0J 0Y0  
Phone: 403-823-8300

Canmore Public Library  
101 - 700 Railway Avenue  
**Canmore**, AB T1W 1P4  
Phone: 403-678-2468

Cardston Further Ed Council  
445 Main Street  
**Cardston**, AB T0K 0K0  
Phone: 403-653-3922

Chevraux Career Counselling  
5023 - 50 Street  
**Killam**, AB T0B 2L0  
Phone: 780-385-2153

Community Resource Centre  
Box 610  
**Fox Creek**, AB T0H 1P0  
Phone: 780-622-3758

Frank Maddock High - Outreach  
School 5117 - 51 Street,  
**Drayton Valley**, AB T7A 1P4  
Phone: 780-542-1551

Further Education Council  
Box 215  
**Bashaw**, AB T0B 0H0  
Phone: 780-372-3648  
Fax: 780-372-2230

Grande Prairie Public Library  
#101, 9839 - 10 Avenue  
**Grande Prairie**, AB T8V 6M7  
Phone: 780-357-7450  
Fax: 780-538-3580

Grande Prairie Regional College 10726  
- 106 Avenue  
**Grande Prairie**, AB T8V 4C4  
Phone: 780-539-2944  
Toll-free: 1-888-539-4772

High River Centennial Library  
909 - 1 Street West  
**High River**, AB T1V 1A5  
Phone: 403-652-2917

Jasper Municipal Library  
Box 1568  
**Jasper**, AB T0E 1E0  
Phone: 780-852-3652

Keyano College Skill Centre  
8115 Franklin Avenue  
**Fort McMurray**, AB T9H 2H7  
Phone: 780-791-8940

Lakeland College  
5707 - 47 Avenue  
West Vermilion, AB T9X 1K5  
Phone: 780-853-8646

Medicine Hat College  
Academic Resource Centre  
299 College Drive, SE  
**Medicine Hat**, AB T1A 3Y6  
Phone: 403-529-3811  
Toll-free: 1-866-282-8394

Newell Further Education Council  
Box 478  
**Bassano**, AB T0J 0B0  
Phone: 403-641-3444

Northern Lakes College  
[www.northernlakescollege.ca](http://www.northernlakescollege.ca)  
Campus Contact Information  
Phone: 1-866-652-3456  
**Please contact for locations and hours.**

Peace River Municipal Library  
9807 - 97 Avenue  
**Peace River**, AB T8S 1H6  
Phone: 780-624-4076  
**A \$40 writing fee will be charged.**

Pembina Educational Consortium  
Box 779 (4739 - 50 Avenue) **Whitecourt**,  
AB T7S 1N2  
Phone: 780-778-2000

Ponoka Jubilee Library  
Box 4160 (5110 - 48 Avenue)  
**Ponoka**, AB T4J 1R6  
Phone: 403-783-3843

Red Deer College Test Centre  
100 College Blvd.  
Box 5005  
Red Deer, AB T4N 5H5  
Phone: 403-342-3292

St. Paul Alternate Education Centre 4313 - 48  
Avenue  
St. Paul, AB T0A 3A3  
Phone: 780-645-5015  
This writing centre facilitates exams in July  
ONLY.

Wainwright Public Library 921 - 3rd Avenue  
**Wainwright**, AB T9W 1C5  
Phone: 780-842-2673

Wetaskiwin Public Library 5002 - 51 Street  
**Wetaskiwin**, AB T9A 0V1  
Phone: 780-361-4446