



REQUESTING INVIGILATED EXAMS

A quick reference guide for registered Access Services students

Submit your exam dates and times **as soon as possible** once you have the information.

STEP ONE: Fill out the online exam request form for [NLC Accommodation Students](#)

STEP TWO: Click “Submit”

STEP THREE: Wait for Invigilation to contact you. You can expect a response to take up to 3 business days or more depending on current request volume.

HELPFUL HINTS:

- Some test dates will be on your course outline in D2L, some will be announced throughout the semester.
- Don't panic if you don't know all your exam dates at the beginning of the semester!
- Do try to provide a minimum of five days' notice before a test date.

NEED MORE HELP? CONTACT US:

Access Services:	accessservices@nlc.bc.ca
Invigilation:	invigilation@nlc.bc.ca

Thank you on behalf of the Access Services and Invigilation departments!

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