

**Student Name:** \_\_\_\_\_**Student ID:** \_\_\_\_\_**Return to  
Alberta Distance Learning Centre  
Exams Department**4601-63 Avenue (Box 4000)  
Barrhead, Alberta T7N 1P4  
e-mail: info@adlc.ca  
Toll Free: 1-866-774-5333  
fax: 780-674-6977**Prior to completing this form, see instructions on reverse.****Student's Statement**I intend to write my exam(s) at the location below. **ADLC 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.**

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 their exam at ADLC Barrhead.)

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 Alberta Distance Learning Centre's exam(s), including mid-point or 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
3. ensure that the place of writing has appropriate lighting and is free from interruptions or excessive noise
4. ensure that no unauthorized aids, including Internet and telephone, are used by the student
5. 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
6. clear the calculator's memory before and after the student uses it for their exam
7. ensure the student has no unauthorized communication during the exam
8. ensure that the student, if writing an online exam, has access to a computer with Internet capabilities **(Please ensure system compatibility by visiting [adlc.ca](http://adlc.ca) and performing a system check.)**
9. **secure the exam from the above-named student and return it by email to [learningnetwork@adlc.ca](mailto:learningnetwork@adlc.ca), first-class mail to the address above, or by fax to 780-674-6977.**

I understand that Alberta Distance Learning Centre 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

**You are required to write an ADLC final examination** upon completion of your course and are responsible for obtaining 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 time during the course. Do not leave it 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 and photo ID may be required before you can write the exam.

### **Appeals**

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

### **Supervision**

**Vista Virtual School Students with a Barrhead, Edmonton, or Calgary mailing address must write their exams at either Barrhead ADLC campus, a VV campus, or an affiliated school.**

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

### **Supervisor's Qualifications**

- Students unable to write at their affiliate school 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.

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

The following centres can be used during summer months if students want to write exams when their schools are closed. ADLC Barrhead campus is 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.**

Beaumont Library  
library@beaumontlibrary.com  
5700 49 Street  
**Beaumont**, AB T4X 1S7  
780-929-2665

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

Bow Valley College Assessment Services  
TOWES & Assessment Services  
300 - 6 Ave SE  
**Calgary** AB T2G 4V1  
<https://bowvalleycollege.ca/get-working/assessment-services>  
Phone: 403-410-1700

Campus Alberta Central  
250 Centre Street  
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

Cochrane Public Library  
angelique.roy@cochranepubliclibrary.ca  
405 Railway Street West  
**Cochrane**, AB T4C 2E2  
403-932-1204

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: 780-791-4838

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

NAIT  
Peace River Campus  
8106 - 99 Avenue  
Bag 3500  
**Peace River**, AB T8S 1V9  
Phone: 780-618-2607  
Fax: 780-624-4532

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

NorQuest College  
Room 2-074, Testing Services,  
10215 108 Street NW  
**Edmonton**, AB T5J 1L6  
Phone: 780-644-6096  
Fax: 780-644-6065  
Attention: Assessment Services

Northern Lakes College  
www.northernlakes college.ca  
Campus Contact Information  
1-866-652-3456  
**Please contact for locations and hours.**

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. Albert Public Library  
hdolman@sapl.ca  
5 St Anne St  
**St Albert**, AB T8N 3Z9  
780-459-1687  
Fees charged and 3 weeks advanced booking required

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.**

Strathcona Public Library  
proctor@sclibrary.ca  
401 Festival Lane  
**Sherwood Park**, AB T8A 5P7  
780-410-8600  
Fees Charged

The First Step Adult Education Center  
#1 4737- 49B Ave.  
**Lacombe**, AB T4L 1K1  
Phone: 403-782-5040

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: 780-361-4447

**Adults Only**  
Vista Virtual School  
#300, 10055 106 St  
**Edmonton**, AB T5J 2Y2  
Phone: 780-452-4655

**Adults Only**  
Vista Virtual School  
341 58 Ave SE  
**Calgary**, AB T2H 0P3  
Phone: 403-290-0977