



Mission: To inspire lifelong learning and leadership through experience, excellence, and innovation.

Vision: Transforming the future through innovative learning.

Values: We value learner success, integrity, respect, community, excellence and innovation.

EXAMINATION REQUEST FORM

FPHO, GPO, PFO, Pre-Eng Math, Into to Thermodynamics and 3rd Class PE Online

The personal information provided is collected by Section 4(c) of Alberta's Protection of Privacy Act (POPA) and will be protected under section 10. The personal information collected will be used and disclosed by the College solely for the purpose of processing and administering examination requests. Lakeland College uses automated systems to generate content and to make decisions, recommendations and predictions. The personal information collected may be included in these automated systems. For questions about the collection of personal information, please contact Energy Continuing Education at energyconed@lakelandcollege.ca or 780-871-5527.

NOTE: minimum 5 business days are required for exam requests.

Student Information (Please print)

Student Name:	Student ID: (if known)
Email:	Phone #:
Course name & Course code: (ex. EN 112)	Exam type: (check one) <input type="checkbox"/> Midterm <input type="checkbox"/> Final
Date you are requesting exam (minimum 5 business days prior to exam):	Time of Exam: All exams are written in MST

Proctor Information (Please print)

Proctor Name:	Professional Email Address:
Day Phone #:	Fax #:
Proctor place of business: (i.e. School name, Name of library, etc.)	Proctor job title:
Business mailing address:	
<div><div>_____</div><div>Address</div></div> <div><div>_____</div><div>Town/city</div></div> <div><div>_____</div><div>Prov</div></div> <div><div>_____</div><div>Postal Code</div></div>	
Are you related to the student? <input type="checkbox"/> YES <input type="checkbox"/> NO Does the student work for you? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Proctor Declaration I agree to verify the student's identification with his/her Government Approved Photo ID. I have read and understand this document and agree to fully comply with Proctor Guidelines. <div><div>_____</div><div>Proctor Signature</div></div> <div><div>_____</div><div>Date</div></div>	
IMPORTANT-Please check the box: This form is being submitted with at least 5 business days (excluding weekends and holidays) prior to the requested exam date.	

Submit to:

<mailto:energyexams@lakelandcollege.ca>

Proctor Guidelines

The following regulations and procedures must be followed regarding examinations.

Qualifications and Requirements

1. The proctor must:

- a. be an employee of an examination center, school or library, or
- b. hold a professional certification as a Teacher, Lawyer, Librarian, Accountant, Superintendent, Training Coordinator etc. (submission of this form and review of qualifications by Program Coordinator will determine if this person is qualified to proctor).
- c. sign the Exam Request Form, acknowledging intention to comply with the evaluation procedures
- d. not be related to the student

Testing Procedure:

- a. On exam day, students must provide valid student or government issued photo identification (student ID card, driver's license, passport, etc.) to the proctor.
- b. Students must log into D2L account with the proctor present. Proctors are required to ensure that the student is logging in under their name and choosing the correct examination (ie. midterm/final). Please refer to D2L Proctor Instructions that are provided in the exam confirmation email.
- c. Exam incidents must be reported to the Program Coordinator as soon as possible. A review of circumstances will be conducted and appropriate actions will be determined by the Course Coordinator at Lakeland College.
- d. If a student becomes ill and is unable to complete an examination, please contact the Lakeland College Program Coordinator as soon as possible
- e. **No portion of EXAMINATIONS SHALL BE PRINTED AND/OR PHOTOCOPIED.**

Please ensure that a suitable and quiet computer workstation with internet access is set up prior to exam day. Instructions for performing a system check will be included in the proctor confirmation email which is sent out prior to the exam date.

Note: Examinations must be written in a professional setting. (ie. Proctor place of business).

For more information regarding the Exam Request Process, please refer to your online course or visit:

3rd Class Power Engineering <https://www.lakelandcollege.ca/programs-and-courses/continuing-education/professional-energy-training/3rd-class-power-engineering-certificate.html>

Elementary Thermodynamics <https://www.lakelandcollege.ca/programs-and-courses/continuing-education/professional-energy-training/elementary-thermodynamics.html>

Fired Process Heater Operator <https://www.lakelandcollege.ca/programs-and-courses/continuing-education/professional-energy-training/fired-process-heater-operator.html>

Gas Process Operator <https://www.lakelandcollege.ca/programs-and-courses/continuing-education/professional-energy-training/gas-processor-operator.html>

Pre-Engineering Math <https://www.lakelandcollege.ca/programs-and-courses/continuing-education/professional-energy-training/pre-engineering-math-applied-mechanics.html>