



Exam Invigilator Submission Form

Getting ready to write your EXAM(S):

- Choose an invigilator – a responsible adult who is NOT a friend or a relative. The Invigilator will need to be with you the entire time of the exam. The invigilator verifies that the student did not use any books/resources while writing the exam(s).
- Agree on a date, time and place for you, the student, to write the exam(s). **NOTE: you will need a computer and A STRONG internet access.** You can write each exam on a separate date or back-to-back.
- **2 weeks before** you wish to write your exam you need to fill out the questions on this Exam Submission Form and email it back to bcsls@bcsls.net.

- Your name (student): _____
- Name of Invigilator: _____
- Invigilator Email: _____
- Invigilator Phone: () -
- Date you plan on writing your exam: / /
Day / Month / Year
- Which Exam are you writing on this day:
Chemistry Hematology Both (back-to-back)

- The invigilator contract is emailed directly to the invigilator from the BCSLS office.

The day of your exam:

- In front of the invigilator, you can open your computer and access the exam(s) online.
- The link and password were already emailed to you at an earlier date. The same one you used to view your written material and videos.
- The invigilator must fill in their verification statement form and email it back to me.

After your exam:

- After you have submitted your exam, it will take 2-4 weeks for it to be graded.
- You will receive an official letter of completion from BCSLS after your grades and invigilator contract have been received in the office.
- If you want your grades to be sent to another party (ex. CSMLS), then notify the office in an email. BCSLS@bcsls.net

EXAM(S):

- All exams are completed online. The link and password were already emailed to you. The same one you used to view your written material and videos.
- You are only to begin an exam once.
- Closed book exam
- Exams are marked individually and are **NOT** averaged together for one final mark.
- Exam times are as follows:
 - Chemistry – 1.0 hour
 - Hematology – 1.0 hour
- All questions are from the Video's and the course materials.
- The exam(s) include multiple choice and subjective/short answer
- Each Exam is marked out of 70. The amount of questions is proportional to the amount of material covered, (i.e. there will more questions about RBC, and less on Body Fluids). Thirty percent of the questions will be multiple choice, seventy percent will be subjective questions (short answer). There will be no essay questions.
- Questions are randomly chosen. Questions are weighted differently depending on the major points expected in the answer. (i.e. T/F is worth 1 mark, subjective short answer could be worth 5 marks, etc...)
- They are based on knowledge required to function effectively in the core lab areas.

If you do not complete the exam you will be given an ***INCOMPLETE*** standing.

EXAM RE-WRITES

- You are allowed one exam re-write for each course if you choose to.
- Exam re-write fees are \$200 per exam.

PASSING MARKS

- BCSLS & CSMLS Policies stipulate that a passing mark is 60% or higher.