



WELLPARK
College of Natural Therapies

APPLICATION FOR OFFSITE INVIGILATION FORM

Assessment Offsite Invigilation may only be applied for Wellpark College written Tests or Exams. Applicants wishing to have a written Test or Exams invigilated outside of Wellpark College must meet ALL of the criteria cited below before the application will be considered. Incomplete applications will be returned to the student.

Assessment Offsite Invigilation is when an assessment is taken outside of the premises of Wellpark College and is supervised by a person not already employed by Wellpark College – see below. All applications for an assessment to be invigilated outside of Wellpark College must be received 6 weeks before the assessment due date.

Applications will only be considered where there is formal evidence of extenuating circumstances provided. All applications are considered by the Education Sub-committee and approval is not guaranteed. Offsite invigilators must be a registered English speaking Justice of the Peace (or equivalent in other countries), or a professional representative from a university or college, or a regulated healthcare professional holding a current license from their respective regulatory college. An offsite invigilator must not be a direct supervisor, colleague, relative, friend, or another student.

Fees:

\$50 administration fee plus an additional offsite College fee of \$150 - \$300

Once the application is approved, these fees must be paid at least 4 weeks before the new due date of the Test/Exam. All offsite invigilation costs must be paid directly by the student to the College. The student pays at College Reception. A copy of the receipt is attached to the application.

Formal evidence of extenuating circumstances must be submitted for approval. They include:

- A serious acute and/or chronic condition that impacts the student's ability to attend Tests or Exam in person.
- A family crisis or death that means the student is not able to attend College at the time of the Tests or Exam.
- Other extenuating circumstances approved by the Academic Board.

Formal evidence of extenuating circumstances includes:

- Medical Certificate (from General Practitioner)
- Hospitalisation record
- Death Certificate
- Evidence of pre-purchased airline booking

Student to complete this section and return to Faculty Support

Student name Student ID

Programme name (e.g. Diploma in Yoga)

Course name Course code

Continued over page

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Assessment name Assessment number

Due date of assessment that is listed on the Course Outline Document (COD)

Reason(s) you cannot attend the Test/Exam in person

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.....
.....

Formal evidence supplied Y / N

Details:

.....
.....
.....

ADMINISTRATION USE ONLY

To be completed by Wellpark College Faculty Support

Name of Faculty Support Date

Consideration of extenuating circumstances (insert notes from Education Sub-committee meeting):

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.....

Decision and evidence of Education Sub-committee:

Approved or Not Approved (insert notes from Education Sub-committee meeting):

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.....

Faculty Support will arrange and follow up payment of the administration and offsite invigilator fees before any further dates and arrangements can be processed.

Fees received (amount and date of receipt) (Amount, date and initial)

Name of proposed offsite invigilator to be used:

.....

Contact details of offsite invigilator:

Address (please include country)

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.....

Email

Phone numbers:

Landline

Cell phone

Offsite invigilator contacted and verified..... (Date and initial)

New date of Test/Exam

Test/Exam location:

.....
.....

Student notified of outcome Y / N Date

By

Method:

- ✓ Email
- ✓ Phone
- ✓ In person
- ✓ All of the above

Notes.....

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If the application is approved:

Invoice generated by Offsite Invigilator received? Y / N Date

Programme Leader and Tutor notified of outcome Y / N Date

Names of relevant College staff:

Programme Leader

Tutor

- ✓ Tutor to prepare the Test/Exam and notify Faculty Support; location and when available
- ✓ Faculty Support will arrange a copy of written Test or Exam and a return envelope to be posted by registered post with signature required so that the Test or Exam arrives at the external location within 3 working days of the Test or Exam, and then track return of the Test or Exam.
- ✓ A Wellpark College Invigilation Compliance Form will need to be posted to the offsite invigilator along with the Test or Exam.
- ✓ The Application for Offsite Invigilation Form and all related receipts, information and forms are to be scanned onto the individual student file (SMS) including Education Sub-committee minuted approval.

Faculty Support Signature **Date**