



WHERE TO WRITE YOUR EXAMS

IF YOU LIVE HERE	YOU WRITE YOUR EXAMS HERE
Kelowna, West Kelowna, Peachland, Winfield, Lake Country, Okanagan Centre	Okanagan College Kelowna (KLO) Campus
Vernon, Coldstream, Oyama, Armstrong, Lumby, Falkland, Spallumcheen	Okanagan College Vernon (Kalamalka) Campus
Penticton, Kaleden, Naramata, Summerland, Okanagan Falls, Oliver, Osoyoos, Keremeos, Cawston	Okanagan College Penticton Campus
Salmon Arm, Sicamous, Sorrento, Chase, Canoe, Tappen, Grinrod, Malakwa, Celista, Mara lake, Scotch Creek, Enderby, Blind Bay, Anglemont, Eagle Bay	Okanagan College Salmon Arm Campus

See Page 2 for instructions on where to write if you live outside of the Okanagan

If you live:

WITHIN THE OKANAGAN

If you live within the Okanagan region, please follow the information above to determine which Okanagan College campus is closest to you. Please check www.okanagan.bc.ca/DEExams (Exam Schedule) for date, time, and location of your examination.

OUTSIDE OF THE OKANAGAN BUT WITHIN CANADA

If you live outside of the Okanagan region but within Canada, you are required to find a supervisor for your examinations. According to OC policy, your supervisor must be employed by a public educational institution. This can be a public university, college, or K-12 institution. (Example: University of Toronto, Camosun College, Sunde High School, etc.). You are expected to schedule your exams according to the Distance Education exam schedule posted. If you are unable to find an exam supervisor for the scheduled date of your exam(s), contact exams@okanagan.bc.ca and we will assist you. You can find our "Request for Supervision" form under the "Where to write your Distance Educations Exams" section.

Distance Education Exam Schedule

Request for Supervision Form

IN THE UNITED STATES

If you live in the United States, use the NCTA Proctoring Network to find a qualified invigilator. You are expected to schedule your exams according to the Distance Education exam schedule. If you are unable to find an exam supervisor for the scheduled date of your exam(s) contact exams@okanagan.bc.ca and we will assist you. You will need to complete and submit the "Request for Supervision of Exam" form a minimum of 3 weeks before your scheduled exam date. The form can be found under the "Where to write your Distance Educations Exams" section.

NCTA Proctoring Network Schedule

Distance Education Exam Schedule

Request for Supervision Form

OUTSIDE OF CANADA & THE UNITED STATES

If you live outside of Canada and the United States, please contact a British Council office in your area. If the nearest British Council office is more than two hours away from where you reside (or is unable to invigilate your exam), please contact exams@okanagan.bc.ca. You are expected to schedule your exams according to the Distance Education exam schedule. If you are unable to find an exam supervisor for the scheduled date of your exam(s) contact exams@okanagan.bc.ca and we will assist you.

You will need to complete and submit the "Request for Supervision of Exam" form a minimum of 3 weeks before your scheduled exam date. The form can be found here under the "Where to write your Distance Educations Exams" section.

British Council

Distance Education Exam Schedule

Request for Supervision Form

TO ENSURE YOU ARE SCHEDULED AT THE CORRECT LOCATION:

Please contact the Distance Education Department immediately if your address has changed since your date of registration

Email: exams@okanagan.bc.ca