

**OVERVIEW**

Authorized TOWES Assessment Centres provide invigilation services, by a certified TOWES administrator in response to client, employer or learner requests for assessment proctoring. A listing of authorized centres will allow users across Canada to easily locate and contact a centre within their region to provide assessment services.

Please complete the Authorized TOWES Assessment Centre form and submit to [towes@bowvalleycollege.ca](mailto:towes@bowvalleycollege.ca) to be listed on [www.towes.com](http://www.towes.com) as an Authorized Assessment Centre.

APPLICATION	
Organization:	Contact Person:
Mailing Address:	
City/Province:	Postal Code:
Phone: (     )     )	Fax: (     )     )
Email:	
INVIGILATION SITE SUMMARY	
Authorized Assessment Centre Address:	
City/Province:	Postal Code:
Phone: (     )     )	Fax: (     )     )
Email:	
<p><b>SITE DETAILS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent facility</li> <li><input type="checkbox"/> Access to public transportation</li> <li><input type="checkbox"/> Public parking available</li> <li><input type="checkbox"/> Wheelchair accessible</li> <li><input type="checkbox"/> Special accommodations may be provided if required</li> <li><input type="checkbox"/> Computer lab (meets TOWES technical requirements*)</li> <li><input type="checkbox"/> Computer lab to accommodate up to _____ clients/session</li> <li><input type="checkbox"/> Testing room (meets TOWES invigilation requirements*)</li> <li><input type="checkbox"/> Testing room to accommodate up to _____ clients/session</li> <li><input type="checkbox"/> Photograph of site included (optional)</li> </ul>	
<p><b>INVIGILATION SERVICES AVAILABLE FOR THE FOLLOWING ASSESSMENTS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TOWES Paper-Based Assessments</li> <li><input type="checkbox"/> TOWES Focus Web-Based Assessment</li> <li><input type="checkbox"/> TOWES Foundation Web-Based Assessment</li> </ul>	
There are _____ (number) certified TOWES administrators available at this site.	
<p><b>INVIGILATION SERVICES ARE AVAILABLE IN:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> English</li> <li><input type="checkbox"/> French</li> </ul>	

SITE HOURS OF OPERATION

Days: \_\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ am to \_\_\_\_:\_\_\_\_ pm

SCHEDULING SERVICES:

Appointments may be booked by the following:

- Phone \_\_\_\_\_
- Email \_\_\_\_\_
- Drop-in/Same day service available

Appointments must be booked at least \_\_\_\_\_ days in advance

COST & PAYMENT:

Invigilation services are:

- Flat rate of \$ \_\_\_\_\_

or

- Hourly rate of \$ \_\_\_\_\_

THE FOLLOWING PAYMENT OPTIONS ARE AVAILABLE:

- Cash
- Cheque
- Debit
- Credit Card
- Invoice

WEBSITE LINK \_\_\_\_\_

ADDITIONAL NOTES SPECIFIC TO THIS SITE:

APPLICANT NAME:

APPLICANT SIGNATURE:

DATE:

*\*Invigilation requirements as specified in the TOWES Administrator & Invigilation guides for TOWES paper and web-based assessments*