

**SESSION TERMS AND CONDITIONS**  
**Consent (Permitted User License Agreement)**

This Consent describes the terms and conditions upon which you as the assessment taker are permitted to access and use **TOWES™ Focus on Document Use (V2)**. You will also be providing consent for your scores and data to be used and disclosed to others as described in this Agreement.

You agree that you have read and understood all of the terms and conditions of this Agreement and that your Invigilator (the person who supervises your assessment session) explained the purpose of this Agreement and answered all your questions. You understand that by using **TOWES™ Focus on Document Use (V2)** and related services you agree to comply with and be bound by this Agreement. If you do not agree, you should stop using **TOWES™ Focus on Document Use (V2)** and related services immediately.

**PURPOSE**

**TOWES™ Focus on Document Use (V2)** measures some of the important skills people use at work, in school and in their daily lives. The skill being assessed is document use.

By responding to the questions in the assessment, you will be providing information that will be used to generate a score. Scores are reported as a Raw Score (0-500), a Level Score (Level 1 to Level 5) and as a Percentage Score (0% to 100%).

The purpose of the assessment is to provide a Requesting Party (organization or individual that requested the assessment) with an understanding of your abilities in the skills being measured. The Requesting Party will use your **TOWES™ Focus on Document Use (V2)** scores to do any or all of the following things:

- identify your learning and training needs
- identify whether you need additional diagnostic assessment
- measure your learning gains (pre and post assessment scores)

**DATA COLLECTION AND USE**

The following information will be collected from you during the **TOWES™ Focus on Document Use (V2)** session. This information will be used as described:

**1. Demographic Data**

You will be asked to complete a Demographic Survey. The information collected in the Demographic Survey is used for research purposes only and will never be used in association with your name or any other of your personal identifying information.

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## **2. Assessment Responses**

You will be asked to respond to a series of questions when completing **TOWES™ Focus on Document Use (V2)**. These responses will be used to generate your assessment score. Your Invigilator will tell you **how your results will be used and who (Requesting Party) will have access to your results.**

### **GRANTING CONSENT TO RELEASING RESULTS**

You consent and agree to the following uses of your results from the **TOWES™ Focus on Document Use (V2)**:

- Your results to be used and disclosed for any of the purposes described in the Thunder System Terms of Use and Privacy Policy located at [www.towes.com](http://www.towes.com) which you agreed to prior to starting **TOWES™ Focus on Document Use (V2)**. Research partners authorized by Bow Valley College have access to results for research purposes only, provided that your personal identifying information (name, home address, telephone number, email address) are never disclosed.
- Your results will be released for distribution by your name, to the Requesting Party, as described by your Invigilator. You understand that your Invigilator and the Requesting Party must comply with **TOWES™ Focus on Document Use (V2)** policies and procedures related to protection of your personal information and privacy.

You also acknowledge and agree to the following:

- You understand the purpose for completing the assessment.
- You have had any questions about how to complete the assessment answered by your Invigilator.
- You are free to ask questions about the assessment now or in the future

### **ADDITIONAL NOTES**

You may contact your Invigilator at any time for a copy of this Agreement or to confirm what personal information is being retained about you. Further information about **TOWES™ Focus on Document Use (V2)** can be obtained by contacting:

**TOWES Department, Bow Valley College**  
345 6th Avenue SE, Calgary, AB, T2G 4V1  
(403) 410-3200  
[www.towes.com](http://www.towes.com)