

Assessment Site	<b>Kitimat Valley Institute</b>		
Website Link	<a href="http://www.kvic.ca">www.kvic.ca</a>		
Site Address	1352 Alexander Avenue		
City, Province	Kitimat, BC	Postal Code	V8C 1A2
<b>To book Administration Services</b>			
Main Contact	Marianne Hemmy		
Phone	(250) 639-9199		
Email	<a href="mailto:mhemmy@kvic.ca">mhemmy@kvic.ca</a>		
Booking Specifications	Appointments must be booked at least 1 business days in advance		
<b>Assessment Site Details</b>			
Services Available	Authorized administration (English) for: <ul style="list-style-type: none"> <li>✓ TOWES paper-based assessments</li> </ul>		
Service Schedule	Monday – Friday 8:00 am – 4:30 pm		
Service Fess & Payment	Hourly rate \$35.00 (plus applicable tax) Payment options: <ul style="list-style-type: none"> <li>✓ Cheque</li> <li>✓ Debit</li> <li>✓ Credit Card</li> <li>✓ Invoice</li> </ul>		
Facility Specifications	<ul style="list-style-type: none"> <li>✓ Permanent facility</li> <li>✓ Access to public transit</li> <li>✓ Public parking available</li> <li>✓ Wheelchair accessible</li> <li>✓ Special accommodations may be provided if required</li> <li>✓ Testing room (meets TOWES invigilation requirements*) to accommodate up to 40 clients/session</li> </ul>		