

Four campuses of North Island College are available to travel industry personnel writing the BC Travel Insurance Exam. Please consult the NIC Open Testing Schedule for the campus at which you wish to write your exam. Please complete the Proctor Verification form only <u>after</u> you have contacted the appropriate campus at North Island College and verified seat availability for your requested date. North Island College Open Testing is also used by students doing distance courses so please book well in advance for busy times (December, April).

All Campuses Open Testing Schedule:

http://www.nic.bc.ca/services/educationplanning/pdf/OC Test Schedules.pdf

Locations:

COURTENAY

Discovery Hall Room 222

2300 Ryan Road

Courtenay BC V9N 8N6

Contact: Susan at susan.billie@nic.bc.ca 250-334-5014

Alternate Contact: Open Testing appointments can also be booked through the main

switchboard number: 250-334-5000

Exam Times: Mondays 1:15pm, alternate Wednesday evenings 6 pm

Maximum: 2

CAMPBELL RIVER

Student Services

1685 S. Dogwood Street

Campbell River, BC V9W 8C1

Contact: Agnes at agnes.sharkie@nic.bc.ca 250-923-9715

Alternate Contact: Open Testing appointments can also be booked through the main

switchboard number: 250-923-9700

Exam Times: Tuesdays 1:15, alternate Wednesday evenings 6 pm

Maximum: 8

PORT ALBERNI

Room S 105 3699 Roger St.

Port Alberni, BC V9Y 3E3

Contact: Mona at mona.fournier@nic.bc.ca 250-724-8741

Exam Times: Tuesdays 1 pm, Wednesdays 9 am (once a month Wednesday evening testing)

Maximum: 2

PORT HARDY *

Library

9300 Trustee Road

Port Hardy, BC VON 2P0

Contact: Colleen at colleen.sorensen@nic.bc.ca 250-949-2863

Maximum: 2

Exam Times: alternate Tuesdays at 1 pm, alternate Thursdays at 5 pm

Proctor Fees: Proctor fees are currently \$28 per exam, but are subject to change. These fees are payable by cash, credit card or debit. Please note debit can only be used if the fee is paid to a Registrations Assistant in Student Services during regular Student Services hours (9-4 pm 9-6 pm on Wednesdays). Fees are to be paid on the day of the exam.

Important Information:

*Candidates are required to present photo identification before starting an exam

^{*}The Port Hardy Campus works limited hours from mid June to mid August annually.

^{*}Candidates are asked to be at the examination room at least 10 minutes before a scheduled exam.