



TICO EXAM PROCTOR PROCEDURES FOR HUMBER COLLEGE

Humber College Institute of Technology and Advanced Learning is pleased to work with the CITC and TICO in providing a proctored venue for industry personnel writing the Education Standards Exams.

STEP 1: Register with the CITC at www.citc.ca/ticoexam at least 14 days prior to the proctored exam date chosen. Exam fee plus applicable taxes are paid directly to the CITC. *(If you do not complete this step then your proctor will not receive the necessary password and you will not be able to write the exam.)*

STEP 2: Complete the “HRT-TICO Education Standards Exam Proctor Fee” application form which can be found under “Application form” in the Humber College listing in the list of “Proctored Venues in Ontario” on the CITC’s website. Forward it by FAX to (416) 675-3062, to the attention of your Proctor Karen Moyle or email it to karen.moyle@humber.ca. *(If you do not complete this step then Humber College has no way of knowing that you are coming and there may not be space available for you in the computer lab.)*

STEP 3: Pay the \$25.00 non-refundable Proctor Fee to Humber College. If you have indicated either a Master Card or Visa credit card on the “HRT-TICO Education Standards Exam Proctor Fee” application form in STEP 2 then the proctor fee will be processed by the Registration Office of Humber College immediately. If you choose to pay by debit card or by certified cheque payable to Humber College then you must do so in person at the Registration Office **prior** to the exam.

<u>CONTACT</u>	<u>COURSE CODE</u>	<u>DAY and DATE</u>	<u>TIME</u>
Karen Moyle (karen.moyle@humber.ca)	HRT-TICO PROCTOR FEE	Tuesday, Jan. 24 th , 2012	7:00pm
		Tuesday, Feb. 28 th , 2012	7:00pm
		Tuesday, Mar. 27 th , 2012	7:00pm
		Tuesday, Apr. 24 th , 2012	7:00pm
		Tuesday, May 22 nd , 2012	7:00pm

LOCATION: Humber College North Campus, Room E305 (3rd Floor in the E-wing),
205 Humber College Blvd., Toronto, Ontario M9W 5L7
Phone (416) 675-6622

CLASSROOM PROTOCOL:

Candidates are required to **arrive no later than 15 minutes prior** to the exam and present **photo ID** matching their registration form. No food or beverages are allowed in the computer lab.

PARKING: Complimentary on site. See directions and campus map at
<http://www.humber.ca/maps/northmap.htm>