

SENECA COLLEGE SCHOOL OF TOURISM PROCTOR POLICY AND REGISTRATION FORM

Location, Contact and Proctor Information:

Pauline Hussey
Professor
Seneca College School of Tourism
Markham Campus
10 Allstate Parkway
Markham, Ontario L3R 5Y1
5th Floor Computer Lab Room M510
Email: Pauline.Hussey@senecacollege.ca
Fax # 905-940-9324

Scheduled Exam Dates:

March 24, 2012
July 28, 2012
Nov 24, 2012

Proctor Policy & Registration Information for TICO Standards Exam:

Seneca College School of Tourism is pleased to offer a proctored venue for travel industry personnel writing the TICO Minimum Education Standards Exam.

Registration:

If you use a proctored venue remember this is a two-step process.

1. Register with CITC for the TICO exam and pay CITC the exam fee.
2. Register with Seneca College your date of choice and directly pay the non refundable, non transferable, and non endorsable proctoring fee of \$25.00 by either cash, certified cheque payable to Seneca College or a major credit as indicated on the payment form. Payment must be made 2 weeks prior to the exam at the Seneca College Registration desk, Markham campus.

CITC does not accept payments for the proctored venues and proctored venues colleges cannot accept exam payments.

The completed registration form and proof of payment must be faxed (905-940-9324) to the attention of Pauline Hussey not later than 14 days prior to the exam date. Payment must be made at the Seneca College Registration desk, Markham Campus 2 weeks prior to the exam date.

Parking: A nominal fee will apply on site. Directions and a campus map link can be found at <http://www.senecac.on.ca/cms/about/markhamlocation.jsp>

Important Notice:

1. Candidates are required to present government issued photo ID (valid driver's license, passport) upon arrival.
2. No food or beverages are allowed in the Computer Lab.
3. Seneca College reserves the right to change or amalgamate dates and times, and will provide at least 48 hours notice.