Blyth Academy Online
Final Examination Information

The final exam may be requested by the student towards the end of the course. The final exam must take place within the year deadline for competition of the course.

The student may select a date, time and venue for the final exam. The student should request the exam at least ten (10) working days before the required date. All assignments and evaluations must be submitted before the date requested. Any assignments or evaluations not submitted before the requested date may be given a mark of zero. If there are any reasons assignments and evaluations cannot be submitted on time, the information must be submitted to the teacher with supporting documentation, eg a doctor’s note.

The final exam is written under the supervision of a Proctor. You may request to write your exam, proctored by a Blyth staff member free of charge at the Blyth Academy closest to you or you may chose to arrange your own proctor. If you arrange for a proctor not affiliated with Blyth Academy, the student is responsible for paying any proctor fees. Once the Proctor has agreed to supervise the exam, the Proctor Application Form must be forwarded to Blyth Academy Online by email to exams@blythacademyonline.com or fax 905-889-4797.

The Proctor must:

- Be a working professional (e.g., teacher, librarian, doctor, etc.)
- Provide a business email for correspondence

The Proctor may not be:

- Related to the student
- Tutoring the student
- A friend of the student

The exam must be taken at the proctor’s place of work, and not at either the proctor’s or the student’s home.

Once the Proctor is approved, an email will be sent to the Proctor outlining the final exam information, instructions and password for access to the exam.

The Proctor will:

- Oversee the writing of the exam.
- Have a clear sight of the student’s laptop/computer screen at all times.
- Monitor the student for the entire duration of the exam.
- Ensure no unpermitted aids are used.
- Ensure the exam is completed in a fair and equitable fashion.
- Ensure all handwritten work (submitted via photograph), digital content, etc. be destroyed upon completion.
- Ensure that no copies, whole or part of the exam are made.

If you have any questions regarding your exam, please contact exams@blythacademyonline.com