

LANGUAGE PROFICIENCY INDEX[®]

2010 LPI[®] Schedule of Test Sitzings

March 5, 2010—new prices

Note: Schedule and prices subject to change without notice.
See www.lpitest.ca for the most recent updates.



LPI[®] PROCEDURES AND ADMISSION REQUIREMENTS

1. Registration closes six calendar days prior to each test date: e.g., for a Saturday sitting, registration will close at midnight the previous Sunday. **REGISTER EARLY** as sittings can fill up two or three weeks before a test date!
2. To be admitted to an LPI test sitting, you must attach a RECENT passport-type photo to your Test Admission Ticket, and you must also present RECENT photo identification. Your photo will become part of your permanent record and will be kept at the LPI Office. (Registrants for high school sittings do not require photos.)
3. Read the *LPI Examinee Terms of Reference* before completing the registration form.

4 ways to register

Online

www.lpitest.ca or www.lpi.ubc.ca

Online Services: Register, buy books, print admission tickets, access directions and maps to test sites, and access test scores.

By fax

604-822-9144

By mail

LPI Office
Neville Scarfe Building
Room 6, 2125 Main Mall,
The University of British Columbia
Vancouver, BC V6T 1Z4

Office Hours (PST):

Monday – Friday
8:30 a.m. – 4:30 p.m.

In person

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websites

www.lpitest.ca
www.lpi.ubc.ca

2010 Sitzings

phone

604-822-4146

fax

604-822-9144

**April 8 & Dec 2
2010**

Participating BC high schools will hold sittings of the LPI *for only their own students* in 2010 on April 8 and December 2. If your school is hosting a sitting, your students *must* register with the LPI Office either online, by fax, or by mail. **Note: Registrants for high school sittings do not require photos.**

2010

Lower Mainland of BC

2010

	UBC	Langara College	SFU	Kwantlen Richmond	Kwantlen Surrey	Kwantlen Langley	Capilano University	Douglas College New West	VCC Broadway	UFV Abbotsford	
Jan 9	9:30am/1:30pm	9am/1:30pm/6:30pm		9am/1pm							Jan 9
Feb 6	9:30am/1:30pm		9am/1pm	9am/1pm			9:30am				Feb 6
Mar 6	9:30am/1:30pm			9am/1pm	9am						Mar 6
Mar 13		9am/1:30pm/6:30pm	9am/1pm			9am	9:30am		9am	9am	Mar 13
Apr 3	9:30am/1:30pm	9am/1:30pm/6:30pm		9am/1pm	9am						Apr 3
Apr 17	9:30am/1:30pm						9:30am	9am/1:30pm			Apr 17
May 8		9am/1:30pm/6:30pm	9am/1pm						9am	9am	May 8
May 29	9:30am/1:30pm			9am/1pm							May 29
June 12	9:30am/1:30pm	9am/1:30pm/6:30pm	9am/1pm	9am/1pm						9am	June 12
July 10	9:30am/1:30pm	9am/1:30pm/6:30pm	9am/1pm		9am	9am		9am/1:30pm	9am	9am	July 10
July 31	9:30am/1:30pm	9am/1:30pm/6:30pm		9am/1pm							July 31
Aug 21	9:30am/1:30pm			9am/1pm							Aug 21
Sept 4	9:30am/1:30pm										Sept 4
Sept 18		9am/1:30pm/6:30pm	9am/1pm	9am/1pm						9am	Sept 18
Oct 23	9:30am/1:30pm	9am/1:30pm/6:30pm	9am/1pm	9am/1pm		9am	9:30am	9am	9am	9am	Oct 23
Nov 27	9:30am/1:30pm	9am/1:30pm/6:30pm	9am/1pm	9am/1pm	9am				9am		Nov 27
Dec 11	9:30am/1:30pm			9am/1pm							Dec 11
Dec 18		9am/1:30pm/6:30pm									Dec 18

2010

Vancouver Island / Outside of BC

2010

University of Victoria	Camosun Victoria	VIU Nanaimo	VIU Duncan	VIU Powell River	North Island College: Campbell River, Courtenay, Port Alberni	Calgary	Toronto	Hong Kong
	Jan 9/ 9am							
Feb 13/ 1pm		Feb 6/ 9am						
	Mar 13/ 9am				Mar 3/ 6pm			
Apr 17/ 1pm		Apr 3/ 9am		Apr 24/ 9am				
May 8/ 1pm		May 8/ 9am				May 8/ 9:30am		
June 12/ 1pm		June 11/ 9am	June 9/ 1pm	June 10/ 6pm		June 12/ 9:30am	June 12/ 9:30am	June 12/ 9:30am
	July 10/ 9am	July 9/ 9am	July 7/ 9am		July 8/ 6pm	July 10/ 9:30am	July 10/ 9:30am	July 10/ 9:30am
Aug 14/ 1pm		Aug 13/ 9am	Aug 11/ 9am	Aug 4/ 9am				
Sept 4/ 1pm								
Sept 18/ 1pm	Oct 23/ 9am	Oct 23/ 9am						
Dec 11/ 1pm	Nov 27/ 9am	Nov 27/ 9am	Nov 24/ 1 pm					

2010

Other BC Locations

2010

TRU Kamloops	TRU Williams Lake	OC Kelowna	OC Penticton	OC Vernon	OC Salmon Arm	Selkirk College	CNC Prince George	Yukon College
Jan 9/ 9am						Castlegar	Jan 9/ 9am	
Feb 6/ 9am		Feb 6/ 9am				Mar 13/ 9am		
		Mar 13/ 9am	Mar 13/ 9am	Mar 13/ 9am	Mar 13/ 9am	Nelson		
Apr 17/ 9am	Apr 17/ 10am	Apr 17/ 9am				Apr 14/ 9am	Apr 17/ 9am	Apr 17/ 9am
May 8/ 9am		May 8/ 9am				Grand Forks		
June 12/ 9 am	June 12/ 10 am	June 12/ 9 am	June 12/ 9 am	June 8/ 7pm	June 10/ 7pm	May 8/ 9am	June 12/ 9 am	June 12/ 9 am
July 10/ 9am	July 10/ 10am	July 10/ 9am	July 10/ 9am	July 10/ 9am	July 10/ 9am	Castlegar		
Aug 14/ 9am	Aug 14/ 10am		Aug 14/ 9am	Aug 14/ 9am	Aug 10/ 7pm	Aug 14/ 9am		Aug 14/ 9am
Sept 18/ 9am				Sept 2/ 7am				Sept 18/ 9am
Oct 23/ 9am		Oct 23/ 9am	Oct 23/ 9am	Oct 23/ 9am		Castlegar	Oct 23/ 9am	
Dec 11/ 9am	Nov 27/ 10am	Nov 27/ 9am	Nov 27/ 9am	Nov 27/ 9am	Nov 27/ 9am	Nov 27/ 9am		Dec 11/ 9am

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HOW TO REGISTER

You must register at least **six calendar days** before an LPI sitting. The quickest way to register and to print out a Test Admission Ticket is by visiting our website at www.lpitest.ca. You may also register by fax (604-822-9144), by mail, or in person at the **LPI Office, Room 6, 2125 Main Mall, University of British Columbia, Vancouver, BC, V6T 1Z4. (LPI information line: 604-822-4146.)** The registration fee (credit card or money order payable to "LPI," with the examinee's name clearly indicated) must accompany your registration form. If paying with a credit card, you must provide your MasterCard or VISA card number, its expiry date, and the cardholder's name and signature.

STUDENTS WITH DISABILITIES

If testing accommodations are required, please contact the LPI Office at 604-822-4145 for further information **before you register**.

TEST ADMISSION TICKETS

There are two ways to get your Test Admission Ticket. If you register over the Internet and your payment is approved, you can immediately print out your own Test Admission Ticket. If you do this, you will not receive a Test Admission Ticket in the mail. Registrants who use other forms of registration (mail, fax, or in person) or who do not have access to a printer will receive a Test Admission Ticket in the mail prior to the test date. **If you have not received your ticket five days before the test date, it is your responsibility to contact the LPI Office (604-822-4145) during office hours to confirm that you are registered and to receive instructions as to what procedures to follow. If you are unable to contact the LPI Office, go to the sitting you requested. If you are registered, your name will be on the official site list, and you will be admitted by submitting a recent passport-type photo AND by presenting recent photo identification. Refunds or transfers will NOT be made on the basis of non-receipt of a ticket.** At UBC, the room number for the LPI sitting is posted on the door of the LPI Office (Room 6, 2125 Main Mall). Your Test Admission Ticket will contain information related to the time and place of your exam sitting. To be admitted to the LPI test sitting, you must present your ticket with a **recent passport-type photo** attached to the top portion along with **recent photo identification** such as a driver's licence or a student card. **If you do not have photo identification, please contact the LPI office for instructions before the test date.** Retain the bottom receipt portion of the Test Admission Ticket so that you can access your scores online when they become available or when needed for future reference.

RESULTS

All post-secondary institutions that make use of LPI scores receive a report of results within three weeks of every sitting. Also, within three weeks, you may access your LPI scores on our website by using your **Registration Number and PIN**; these numbers are printed on your Test Admission Ticket. If you do not print your Personal Score Report, one copy of your LPI scores will be mailed to you within four weeks of your test date. **The LPI Office does not release test results over the phone. NOTE: For tests written in April, please add 15 days to the score-release schedule.**

MARKING LPI ESSAYS

All LPI essays are marked by the same marking team. The marking team is composed of experienced university, college, and grade 12 English instructors. Each essay is marked by two members of the marking team, and, if there is a discrepancy in the level awarded, the paper is reviewed by the head marker and other markers until a consensus is reached.

TRANSFERS

Your request for an alternate test date must be received at least **nine calendar days** prior to the test date (e.g., for a Saturday sitting, your request must be received in the LPI Office no later than Thursday of the previous week). Transfer requests may be made by email, phone, fax, or mail. Call 604-822-4145 for a transfer request form. **The cost of a transfer is \$25+ \$1.25 GST.** You cannot transfer your test date through the LPI website.

CANCELLATIONS

Your request for cancellation must be received at least **nine calendar days** prior to the test date to receive a partial refund of **\$49.50 + \$2.48 GST** (e.g., for a Saturday sitting, your request must be received in the LPI Office no later than Thursday of the previous week). Cancellation requests may be made by email, phone, fax, or mail. You cannot cancel your registration through the LPI website.

LPI SCORES, ADDITIONAL SCORE REPORTS, AND OFFICIAL SCORE REPORTS

For tests written after January 1, 2003, use your Registration Number and PIN to view, print, or request an email copy of your Personal Score Report (at no cost) on our website at www.lpitest.ca. If you have lost or do not have your Registration Number and PIN or need an **Official Score Report** to be sent to a college/university, the **fee is \$18 + \$0.90 GST**. Such requests can be directed to the LPI Office online, by mail, by fax (604-822-9144), or in person. Include payment with your request (credit card or money order).

REREADING OF LPI TESTS

Students may apply to have their papers reread. Rereads will be processed at the next marking session. Please read "**Marking LPI Essays**" before requesting a reread. Requests for rereads must be made within six weeks of the test date. **The fee for this service is \$50 + \$2.50 GST.**

SCORE INTERPRETATION

Each institution that makes use of LPI scores establishes, for its own programs, the level of achievement required on **both the essay score and on Parts I to III of the test**. For information related to any matter of score interpretation, contact the Registrar's Office or the English Department of the college or university to which you are applying. **Such information is not available from the LPI Office.**

WHO REQUIRES LPI SCORES?

Though information in this bulletin is correct at the time of printing, post-secondary institutions may change their admission or registration policies. Therefore, students are responsible for checking with a particular college or university to determine if LPI scores are required or if LPI scores can be used in lieu of a college's or a university's own language assessment.

The following institutions either require or accept LPI scores: Camosun College; Capilano College; College of the Rockies; College of New Caledonia; Douglas College; Emily Carr University of Art and Design; Kwantlen Polytechnic University; Langara College; Okanagan College; Selkirk College; Simon Fraser University; Thompson Rivers University; University of British Columbia; University of the Fraser Valley; University of Northern British Columbia; University of Victoria; Vancouver Community College; Vancouver Island University; Yukon College; Justice Institute of BC; Police Departments: New Westminster, Port Moody and Victoria; Correctional Institutions: FRCC, KRCC, NFPC, NCC, PGRCC, and VIRCC; Real Estate Council of BC; and Society of Notaries Public of BC.

LPI[®] Examinee Terms of Reference

The content of the LPI test is the property of Paragon Testing Enterprises, a wholly owned company of The University of British Columbia. Before registering for the LPI test, all examinees will be required to accept the conditions specified in the *LPI Examinee Terms of Reference*. It is important to read the *Terms of Reference* carefully as it affects the legal rights of examinees.

LPI Examinee Non-Disclosure Agreement

This examination is the property of Paragon Testing Enterprises, is confidential, and is protected by laws governing the ownership of intellectual property. It is made available to you, the examinee, solely for the purpose of evaluating your proficiency in reading and writing the English language. You are expressly prohibited from copying, disclosing, publishing, reproducing, or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of Paragon Testing Enterprises. By registering for this examination, you are agreeing that you will not copy the examination or disclose it to any other person. You further agree to indemnify Paragon Testing Enterprises for any loss, damages, or costs, including legal fees, it may incur as a result of your breaching this agreement. You understand that Paragon Testing Enterprises will exercise its full legal rights against you, both civil and criminal, if you breach the terms of this agreement.

YOU UNDERSTAND THAT THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS.

Note: Examinees who do not agree to the terms of this agreement will forfeit their test fee and will not be permitted to take the test.

Test Security Issues

The goal of the LPI Office is to report scores that accurately reflect the English language proficiency of each examinee. Accordingly, the LPI Office's standards and procedures for administering tests have two primary objectives: to provide all examinees with equal opportunity to demonstrate their abilities and to prevent any examinee from gaining an unfair advantage over other examinees. The LPI Office, therefore, reserves the right to cancel any test scores for the reasons outlined below in this document. In the event of such cancellation, the examinee will not have his or her test fees refunded. In addition to cancelling the current test score, the LPI Office reserves the right to take any or all of the following actions: cancel past test scores, notify educational institutions and other third parties of cancelled test scores, refuse the examinee admission to future testing, pursue civil and criminal legal remedies against the examinee, or take such other action that the LPI Office considers appropriate (these actions hereafter in this document referred to as "*Disciplinary Actions*").

Misconduct or Failure to Follow Instructions

If an examinee engages in any of the following:

- a) non-compliance with the directions given by the Test Supervisor and/or Invigilators; or
- b) misconduct, which includes, but is not limited to, non-compliance with the ***Test Centre Procedures and Regulations*** found on page 6 of this form;

then the LPI Office reserves the right to take any action it deems necessary, including, but not limited to, cancelling the current test score and/or further *Disciplinary Actions*.

Improper or Fraudulent Identification

When, in the judgement of the LPI Office or an LPI examination supervisor, the examinee does not present proper identification, the examinee may be refused entry to the test room or may be dismissed from the test centre. This may happen at any time, including during an examination. If identification problems are discovered subsequent to testing, the LPI Office may refuse to score the test or may cancel the test score and/or take further *Disciplinary Actions*. The LPI Office maintains a database of examinee information, including photographs or other collected biometric information that may be referenced to search for potential instances of personation.

Scholarly Integrity

The LPI Office reserves the right to cancel the scores of examinees and/or take further *Disciplinary Actions* when, in the judgement of the LPI Office, there is evidence that an essay includes one or more of the following:

- a) Text that is substantially similar to that found in other LPI essays;
- b) Unattributed quotations or paraphrasing from published sources; and
- c) Mere recital of memorized text that the examinee is seeking to present as spontaneous.

LPI[®] Examinee Terms of Reference

Invalid Scores

The LPI Office may cancel test scores and take further *Disciplinary Actions* if, in its judgement, there is evidence that test scores are invalid for any reason. Evidence of invalid scores may include, without limitation, discrepant handwriting, unusual answer patterns, and inconsistent performance on different parts of the test. Before cancelling scores pursuant to this paragraph, the LPI Office will advise the examinee in writing of its concerns and will allow the examinee the opportunity to submit information that addresses those concerns. The LPI Office will review any such information submitted prior to advising the examinee of the action that the LPI Office will take.

In the event of a breach of Test Security as defined above, LPI results and any associated information from the LPI registration/examination process (photographs, test scores, completed tests, application materials, etc.) may, without prior notification to the examinee, be released to educational institutions or to third parties, including government agencies and law enforcement agencies.

Testing Irregularities

“*Testing irregularities*” refers to problems with the administration of a test. When *testing irregularities* occur, they may affect individuals or groups of examinees. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials, and defective equipment); improper access to test content; and other disruptions to test administration (such as natural disasters and other emergencies). When testing irregularities occur, the LPI Office may decline to score the test or may cancel the test score. When the LPI Office judges that it is appropriate to do so, the LPI Office will provide to affected examinees the opportunity to take the test again as soon as possible without charge.

On occasion, weather conditions or other circumstances beyond the Test Supervisor’s or the LPI Office’s control may require delaying, rescheduling, or cancelling a test. In the event that a technical problem at the test centre makes it necessary to cancel a test session, the examinee can choose to either write at another test session free of charge or receive a full refund of the original test fee. To request a refund of a test fee, the examinee must contact the LPI Office within 30 days of the original test date and provide the following information: name, mailing address, daytime telephone number, e-mail address, original test date and time, test location, registration number, and a brief description of what occurred at the test centre. All refunds will be made in Canadian dollars.

Although tests are administered under strict supervision and secure conditions, irregularities that are not observed by the LPI Office may sometimes occur. Examinees are asked to contact the LPI Office as soon as possible to report any observed improper behavior—for example, someone copying from another examinee, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids. It is damaging to all other examinees if one examinee or a group of examinees obtains an advantage on the test through inappropriate behavior.

Penalties for Breach of Test Security

In the event that an examinee commits a breach of Test Security, the LPI Office will not score the examinee’s test and will not refund the test fee. In addition, the LPI Office may refuse such person admission to future testing, may cancel previous test results, may pursue civil and criminal legal remedies, or may take other actions that the LPI Office considers appropriate. In the event that test scores are cancelled, notification of their cancellation may be sent, without further notification to the examinee, to educational institutions and to other third parties such as government agencies and other law enforcement agencies.

Examinees are cautioned that there are harsh penalties for breaching Test Security. These may include suspension or expulsion from post-secondary institutions and the laying of criminal charges under the Criminal Code of Canada. It should be noted that, in the event of examinee substitution (i.e., personation), both parties to the offence are liable for prosecution.

In addition, examinees caught cheating will be billed for the costs of the investigation that uncovered the cheating. These costs can typically range from \$500 to \$1000 but can be higher if an extensive investigation is required.

GETTING READY FOR THE LPI®

To be admitted to the LPI test sitting, you need the following:

1. Test Admission Ticket

If you register online, you can print your own Test Admission Ticket. If you register through other means (mail, fax, or in person), the LPI Office will mail you a Test Admission Ticket.

2. Recent Passport-Type Photo

On the day of the test, bring one recent (taken within the past six months) passport-type photo of yourself. Ensure that you print your name and registration number on the back of this photo. Your photo must be attached with glue or tape to your Test Admission Ticket in the space indicated on your ticket. Do NOT staple the photo to the ticket. Your photo will be kept on file at the LPI Office.

Acceptable Passport-Type Photo Specifications

- Recent black and white, or color original photo (photo taken within the last six months)
- One color background on photo quality paper
- Head and shoulder shot, face square to camera
- Neutral expression
- Glasses acceptable if eyes are visible
- Head covers for religious purposes acceptable (face must be completely visible)
- Photo size should be no larger than 5 x 5 cm and no smaller than 3 x 3 cm

Unacceptable Photos

- All photocopies
- Non-photo quality paper
- Use of sunglasses
- Cut-out, part of group shot, or part of any other individual in photo
- Questionable photo likeness

3. Recent Photo Identification

A recent passport, driver's licence, provincial identification card, or other official government- or school-issued identification is acceptable. Note: Transit "Go Cards" are not acceptable photo identification.

ID verification during testing may include photographing, videotaping, or other confirming forms of electronic/biometric ID. This verification is in addition to the requirement that you present acceptable and valid identification. If you refuse to participate in verification procedures, you will not be permitted to take the test, and you will forfeit your test fee. Please note that the LPI Office may maintain in its database your information, including photos or other collected biometric information that may be subsequently referenced to search for potential instances of personation or fraud. In cases of suspected personation or fraud, information collected through the application and verification process may be supplied to third parties, including law enforcement agencies.

IMPORTANT:

If you do **not** receive a Test Admission Ticket but have official authorization from the LPI Office to take the test, **you must still bring a recent passport-type photo and the required recent photo identification to the test centre.** The Test Supervisor will give you an Alternate Test Admission Ticket to complete at the centre. You must attach your photograph to the ticket and give it to the Test Supervisor.

Test Centre Procedures and Regulations

The same procedures are followed at all test sessions to ensure that each examinee has equal testing time and that each test session meets the criteria for standardized testing. Some important procedures to know are listed below:

1. You will be assigned to a seat by supervisory staff. You may not select your own seat.
2. There is no scheduled rest break during the LPI test. If you become ill or need to go to the washroom, you must notify a Test Supervisor. You will not be permitted to make up lost time. You may be dismissed from the testing room or have your scores cancelled if you fail to follow any of the test regulations or instructions given by the Test Supervisor.
3. Attempts to give or receive assistance or otherwise communicate by any means about the test content with another person during the examination are strictly forbidden.
4. If you arrive more than 30 minutes after the posted start time of the LPI examination, you will not be admitted to the test room, and you will not receive a refund or a transfer.

LPI® ADMISSION REQUIREMENTS 2010

To be admitted to an LPI test sitting, you must do the following:

1. Bring RECENT photo identification and submit a RECENT passport-type photo (taken within the past six months) attached to your Test Admission Ticket. The photo will become part of your permanent record and will be kept at the LPI Office.
2. Read, understand, and accept the LPI Examinee Terms of Reference as explained on pages 4 and 5 of this form.

websites www.lpitest.ca www.lpi.ubc.ca	LPI REGISTRATION APPLICATION	phone 604-822-4146 fax 604-822-9144
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Acceptance of the LPI Examinee Terms of Reference:
 By completing this registration form and by registering to write the LPI examination, you are certifying that you have read and that you understand and accept the *LPI Examinee Terms of Reference* as provided in the LPI Schedule or on the LPI website. By writing this examination, you are consenting to the release of your LPI score(s) and related information to users of LPI results.

Register me for date _____ time _____ location _____

Name _____ / _____
PRINT First name(s) / Family name (as they appear on your photo ID)

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____

E-mail _____ University/College ID# _____ (if applicable)

P.E.N. _____ OR SIN _____ (if applicable) Date of Birth ____/____/____ (MM/DD/YY)
(BC Secondary School Students only)

office use only

- LPI Public Sitting Registration Fee** (Add 5% GST)
- \$99.00 + \$4.95 GST Within BC
 - \$125.00 + \$6.25 GST Outside BC, within Canada
 - \$150.00 Outside Canada

Registration Fee (Add GST): _____

Books (Add GST): _____

Shipping (Add GST): _____

Total Payment: \$ _____

Study Materials Available

(More information at www.lpitest.ca)

\$32.00 + \$1.60 GST	<input type="checkbox"/> Preparing to Write the LPI, 3rd Edition	
\$27.00 + \$1.35 GST	<input type="checkbox"/> Perfecting Your Second Language	
\$35.00 + \$1.75 GST	<input type="checkbox"/> Reading Your Way into English	
\$35.00 + \$1.75 GST	<input type="checkbox"/> The LPI Workbook, 2nd Edition	

ADD Shipping	1st Book	Each Additional Book
Canada <input type="checkbox"/>	\$8.00 + \$0.40 GST	<input type="checkbox"/> \$8.00 + \$0.40 GST
USA <input type="checkbox"/>	\$14.00 + \$0.70 GST	<input type="checkbox"/> \$8.00 + \$0.40 GST
Overseas (Surface) <input type="checkbox"/>	\$25.00 + \$1.25 GST	<input type="checkbox"/> \$8.00 + \$0.40 GST
Overseas (Air) <input type="checkbox"/>	\$35.00 + \$1.75 GST	<input type="checkbox"/> \$14.00 + \$0.70 GST

All book prices are in Canadian dollars.

Credit card declines will be assessed a handling fee of \$25.00.

To register, include payment with this form. Make money orders payable to "LPI" and indicate the examinee's name. Credit card payments may also be sent by fax (604-822-9144).

Mail LPI Office
 Room 6, 2125 Main Mall
 University of British Columbia
 Vancouver, BC V6T 1Z4

Payment Type

- Cash (\$100 bills not accepted)
- Money Order
- Debit Card (in person only)

VISA MasterCard # _____

Name as it appears on Card _____

Expiry ____/____/____ Signature _____

LPI® PRIVATE SITTINGS

Who can have a private sitting?—You may be eligible for a private sitting if you live in an area that does not have access to scheduled public sittings. **Note: The results of tests administered by private sitting are subject to verification by re-test (no charge for the first re-test) at the discretion of the LPI Test Security Committee.** Private sittings are permitted in cities outside of British Columbia but cannot be held within two weeks of a public sitting scheduled for your city. **Private sittings must be pre-approved by the LPI Office.**

How to arrange for a private sitting—If you wish to arrange for a private sitting, you will need to do two things: [1] register with the LPI Office to write the test, using the form below; and [2] arrange for a Test Supervisor. At the test sitting, you must present recent photo identification and submit a recent passport-type photo. (Read *LPI Examinee Terms of Reference*.)

To register for a private sitting—Specify your name, address, telephone number, where and when you want to write, and the name of your Test Supervisor. [1] *If paying by credit card* (VISA or MasterCard), you may register by fax or by email. For fax or email registration, include the credit card number, its expiry date, and the name and signature of the cardholder. [2] *If paying by money order*, make the money order payable to “LPI” and write your name, address, and phone number on it.

To arrange for a Test Supervisor for the test—The Test Supervisor may be a high school or college principal, a vice principal, a university professor, or a counsellor from guidance or student services. Tell your chosen Supervisor that the LPI is a 2½-hour written test that can be administered at a time suitable to both of you (within two weeks of Supervisor’s receipt of exam). If the Supervisor charges for supervision services, it is your responsibility to pay the fee. **Supervisors must mail or fax a letter to the LPI Office on their official school letterhead stating that they are willing to supervise your test.** They must provide your name and their institution’s street address because the test will be delivered directly to your Test Supervisor by express post or courier. Once the LPI Office has received your application, payment, and a letter from the Supervisor, your Test Admission Ticket, the LPI test, and instructions will be sent to the Supervisor. **Both before and after administering the test, the Supervisor must keep the LPI test booklet in a secure place. The LPI test booklet MUST be returned to the LPI office within one month, whether you have written the test or not.** Your Personal Score Report will be mailed to you within four weeks of our receipt of your test from your Supervisor. Your scores will appear in the next Score Report sent to institutions. Once scores are available, you may view, print, or request a Personal Score Report online at www.lpitest.ca or www.lpi.ubc.ca.

websites www.lpitest.ca
www.lpi.ubc.ca

LPI PRIVATE SITTING REGISTRATION APPLICATION

phone 604-822-4145
fax 604-822-9144

Acceptance of LPI Examinee Terms of Reference: By completing this registration form and by registering to write the LPI examination, you are certifying that you have read and that you understand and accept the *LPI Examinee Terms of Reference* as provided in the LPI schedule or on the LPI website. By writing this examination, you are consenting to the release of your LPI score(s) and related information to users of LPI results.

Name _____
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