

LPI® Private Sitting Registration Form



Private Sittings must be pre-approved by the LPI Office and are only available in areas with no access to Public LPI Sittings.

To register for a Private Sitting:

1. **Fill out this form and mail it to the LPI Office along with a money order** (mailing address found below). Make money orders payable to “Paragon Testing Enterprises”.
2. **Arrange for a Test Supervisor**—The supervisor must be a high school or college principal, a university professor, or a counselor from student services. Tell your supervisor that the LPI is a 2.5 hour written test that can be administered at a time suitable to both of you. If the supervisor charges a supervision fee, it is your responsibility to pay it. The supervisor must fax a letter to the LPI Office on their official school letterhead stating that they are willing to supervise your test.

Your results will be available online 2-6 weeks after the LPI Office receives your test from the supervisor. Results of tests administered by Private Sittings are subject to verification by re-test (no charge for the first re-test) at the dis-

Student Information

Name (as it appears on your photo ID) _____

Address _____

City _____ Province _____ Postal Code _____

Email _____ Phone Number _____

Date of Birth _____
Month / Day / Year

University/College ID Number _____

Supervisor Information

Supervisor Name _____

Supervisor Position _____

Email _____ Phone Number _____

Institution Name _____

Institution Address _____

LPI Private Sitting Test Fee

Canada **\$160.00 + *TAX**

Books _____

Shipping _____

Total Payment **\$**

Payment Type **Money Order**

Study Materials

Preparing to Write the LPI® \$33.60

Guide to the LPI® Essay \$37.80

The LPI® Workbook \$36.75

Reading Your Way into English \$36.75

Shipping 1st Book Each Additional Book

Within Canada \$8.40 \$2.10

*All books and shipping prices include GST. Prices are in Canadian dollars.

The total amount includes GST/HST at the applicable rate. Business #:853124063.

***SALES TAX**

NS – add 15% subtotal

NL, NB, ON – add 13% of subtotal

PE – add 14% of subtotal

AB, BC, MB, NT, NU, QC, SK, YT – add 5% of subtotal

To register, include payment with this form. Make money orders payable to “Paragon Testing Enterprises” and send by mail (address on bottom of page).

By checking the box to the left, I acknowledge that I have read, understood and agreed to The LPI Examinee Non-Disclosure Agreement.

TEST TAKER’S SIGNATURE

DATE: _____
DAY / MONTH / YEAR

LPI Examinee Non-Disclosure Agreement

This examination is the property of the University of British Columbia, 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 the University of British Columbia. 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 the University of British Columbia for any loss, damages or costs, including legal fees, it may incur as a result of you breaching this agreement. You understand that the University of British Columbia 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 carefully: 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:

- noncompliance with the directions given by the Test Supervisor and/or Invigilators; or
- misconduct, which includes, but is not limited to, noncompliance with the Test Centre Procedures and Regulations;

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 may maintain 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 text that is substantially similar to that found in other LPI essays;
- contains unattributed quotations or paraphrasing from published sources; or

shows evidence that parts of an essay are mere recital of memorized text that the examinee is seeking to present as spontaneous.

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 an individual 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 administrations (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 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 reschedule 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, 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 law enforcement agencies.

Examinees are cautioned that there are also harsher penalties for breaching test security. These may include suspension or expulsion from postsecondary 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.

This agreement shall be governed by the laws of British Columbia and the laws of Canada applicable therein without regard to principles of conflicts of law. Any disputes shall be determined exclusively in the courts of British Columbia.