

Memorandum

To All CA Training Offices & CASB Students From Dan Magnan, MEd
Subject **LAPTOP INTRODUCTION FOR EVALUATION** VP Student & Support
PURPOSES FOR STUDENTS IN ALL Services
MODULES
Date April 14, 2009

I am pleased to announce that CASB will be introducing laptops in all modules for evaluation purposes starting July 2009. There are many benefits for students. Students typically find it easier to write evaluations on laptops. As well, students will have the opportunity to become accustomed to the specialized evaluation software that is used in the Uniform Evaluation (UFE). Gaining experience with the software will be invaluable, as the 2009 UFE is making laptop use mandatory. Conducting evaluations on laptops will also allow CASB to improve its operations -- and to become more enviro-friendly -- by reducing paper consumption.

Key Details:

- All students in modules 1, 2, 3 and 5 will use laptops to write their evaluations on July 3, 2009. Use of computers will be mandatory for this and all subsequent evaluations. Students may apply for an exemption through CASB's regular accommodation process.
- IT proctor support will only be provided in CASB's 19 approved writing centres and, as such, all students are encouraged to write their evaluations at one of these centres. Students writing at one of the alternative writing centres will not receive IT support.
- No back-up computers will be provided or allowed at any of the writing centres. Students will need to switch to paper if a computer problem develops and it cannot be resolved within five minutes.
- Additional information such as computer specifications and how to download and test lock-down software will be provided to firms and students by the middle of May.

If you have any questions, please contact the Module Registration unit, via email (moduleregistration@casb.com) or phone – toll free – 1 (866) 420 2350 ext. 2101.