

PROCTOR AND EXAM INFORMATION		
Please print clearly and DO NOT use initials.		
Surname	First Name	Department for whom you are proctoring
Address	Email	Phone
NFPA Standard	Level	Date of exam (mm/dd/yyyy)

PROCTOR EXAMINATION PROCEDURES

The following procedures **must be READ immediately upon receiving your exam package. You must FOLLOW all of the procedures listed here. SIGN the declaration** confirming that you have read and followed all of these procedures. **SUBMIT your signed agreement** with the completed examination package.

BEFORE THE EXAM DATE

- Check that the proctor package contains the following items:
 - Introductory letter
 - Examination Record Form (summary of the exams sent and attendance form)
 - Proctor Agreement and Exam Rules (this document)
 - Student answer sheets, instructions for completing answer sheets, and envelope for completed answer sheets
 - Sealed envelope containing exam booklets
 - Addressed return envelope.
- If any of these items are missing, contact the OFC immediately.
- Open the envelope with the exam booklets upon receipt and check that the exam type and number are correct. If there are any discrepancies, contact the OFC immediately. After the exams have been verified, reseal the envelope until the start time of the exam. Keep the exams in a secure, locked location to which only you have access.
- Check the facility where the exam will be written to ensure it is a safe and healthy environment for testing (e.g., temperature, air quality, lighting, space, exits, adequate number of desks/chairs).
- If the host department has indicated that there are candidates with disabilities that have been declared and accommodated during training, ensure the appropriate accommodations can be applied during testing. If a candidate has not declared a need for accommodation before training (training application), accommodations cannot be made during testing.
- Throughout the examination process, treat all candidates fairly and with respect. Discrimination against any candidate will not be tolerated. The Office of the Fire Commissioner expects proctors to treat all candidates in accordance with the *Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights Act*.

BEFORE THE EXAM BEGINS

- Ensure that the only objects on or near all desks and chairs are the exam booklets, exam feedback form, answer sheets, blank scratch paper, two HB pencils, eraser and the permitted reference material specified on page 2 of the exam booklet.
- Check that there is adequate spacing between desks so that the candidates cannot copy each other's work.
- Have the candidates sign in as they arrive. If there are more candidates than exam booklets, contact the host department and the OFC to reschedule an exam for the extra students. **DO NOT COPY** the exam booklets or allow candidates to share. If candidates miss the scheduled exam, they must apply for a rewrite.
- Check the identification of all candidates and match them to the list provided by the training host.
- Explain to the candidates how to complete the answer sheets. Refer to the Instructions for Completing Examination Card. Candidates must enter their complete name, birthdate, and gender. Remind candidates that any incompletely filled out or crossed out answers will be marked as incorrect by the computer. Emphasize that they must completely fill one circle per question and completely erase any other marks on the answer sheet. The OFC will not hand mark exam answer sheets that are unreadable by machine due to candidate error.

- Provide time for the candidates to use the washroom facilities, clear their desks, remove any headgear (e.g., hats, headphones, bandanas) and place personal items including backpacks, cellphones where they cannot be accessed during testing.
- **Read the Exam Rules to the candidates before the start of the exam (see page 3).**
- Ensure that the candidates complete, sign, and date the Examination Registration stapled to the front of each exam booklet.

DURING THE EXAM

- Remain objective when dealing with the candidates and considerate of their individual circumstances. Do not treat any candidate preferentially or place any individual or group at a disadvantage compared to any other individual or group. Treat all candidates as equally valued participants.
- DO NOT allow any unauthorized person(s) to enter the room or be present during the exam.
- DO NOT leave the room while the exam is in progress.
- DO NOT provide any assistance or coaching to the candidates regarding the content of the exam questions.
- Any candidate who leaves the exam room for any reason during the exam will not be allowed to re-enter and will not be allowed to complete the exam.
- Ask any candidate who violates the Exam Rules to leave the room. Document the candidate's actions and send your report to the OFC with the exam package.
- Collect the exam booklets as the candidates finish the exam or at the scheduled end of the exam. Make sure all candidates' Registration Forms are correctly filled out (e.g., name, birthdate, gender, exam name).
- Ten minutes before the exam is scheduled to end, give the candidates a warning. Ensure all exams have been turned in to you at the end of the scheduled time.

AFTER THE EXAM

- Provide time after the candidates have submitted their exam answer sheets to complete exam feedback forms, if they wish to do so. Provide the candidates with a copy of the exam for reference (but not their answer sheets) when they complete their exam feedback forms and ensure all exams are returned. Collect the feedback forms after they have been completed and submit them to the OFC with the exam package.
- Immediately after the exam, ensure all paperwork has been filled out and signed. Place the following items in the return envelope:
 - Completed Examination Record Form (attendance form)
 - All exam booklets (used or unused) with attached Examination Registrations (cover sheets)
 - Student answer sheets (in sealed envelope)
 - Signed and dated Proctor Agreement (this document)
 - Other documents associated with the examination (e.g., Exam Feedback forms, Exam/Evaluation Irregularity reports)
- DO NOT keep any extra copies or reproductions of the exam, in full or in part.
- The exam package MUST be sent by courier to the OFC as soon as possible (within 24 hours) and no later than 48 hours after the exam. If the exams cannot be shipped immediately, ALL materials must be locked in a secure location that only you can access until they are returned to the OFC. If a delay is necessary, The OFC must be advised of the reason for the delay and provided an estimated date of when the package will be sent.

DECLARATION

I, _____, have complied with all of the examination procedures listed in this agreement. I understand that failure to follow these procedures may result in suspension of my duties as an instructor, proctor, and evaluator for certification processes with the Office of the Fire Commissioner. I also confirm that the following statements are true:

- I am a member in good standing in the community.
- I have not been involved with the instruction of the NFPA level for the examination that I am proctoring.
- I will not proctor an exam for any person to whom I am related, by birth or marriage.
- I will not proctor an exam and then take the exam as a candidate within one year.

SIGNATURE

DATE

EXAM RULES

THE PROCTOR MUST READ THE FOLLOWING RULES TO THE CANDIDATES BEFORE BEGINNING THE EXAM.

Infractions of the exam rules will not be tolerated. If you violate these rules, you will be required to leave the exam area and will not be allowed to complete the exam.

- The passing grade for this exam is 70%.
- You have _____ minutes to complete the exam. (See page 1 of the exam booklet.)
- Fill in the following information before you begin:
 - Examination Registration on the front of the exam
 - the name of the exam and the version number at the top of the answer sheet
 - your name (last name, first name) and birth date written in the boxes AND coloured in each corresponding circle on the answer sheet.
- Do not write in the exam booklet unless you are told you can.
- The only objects that you can have on your desk are: the exam booklet, answer sheet, blank scratch paper, two HB pencils, eraser and the permitted reference material specified on page 2 of the exam booklet.
- Turn off all cellphones and place them at the back of the exam room. Cellphones cannot be used as a calculator.
- Place all other personal items at the back of the exam room. You must not wear any headgear, sunglasses, visors, or hoodies.
- Do not leave the room once the exam has started. If you do, you will not be allowed back in and will have to apply to rewrite the exam.
- Do not communicate with other candidates during the exam. Do not look at the exam papers of any other candidates. All work on the exam must be your own. If you are suspected of cheating, you will not be allowed to complete the exam and the proctor will report the circumstances to the OFC for investigation.
- If you have a concern, raise your hand and the proctor will come to your desk. Do not ask the proctor to explain any exam questions or to help you with the answers.
- Read each question carefully and mark your responses clearly on the answer sheet with an HB pencil only. The computer cannot read responses made by any other pencils or pens. Any incompletely filled out or crossed out answers will be marked as incorrect by the computer. You must completely fill one circle per question and completely erase any other marks on the answer sheet. The OFC will not hand mark exam answer sheets that are unreadable by machine due to candidate error.
- Mark A for true answers. Mark B for false answers.
- Hand in the entire exam booklet, answer sheet, exam feedback, and any scratch paper to the proctor when you have finished the exam, or when the proctor calls time.
- After all exams have been returned to the proctor, you will be provided time to complete an Exam Feedback form if you wish to do so.