

## Proctor Information Legal name only — NO nicknames.

Legal Name: \_\_\_\_\_  
Last First Middle

NFPA Standard and Level: \_\_\_\_\_ Date of Exam: \_\_\_\_\_  
MM/DD/YYYY

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Testing host: \_\_\_\_\_

### Proctor Procedures

Read and follow the procedures listed before, during and after the exam.

### Upon Receiving this Document

- Check with the testing host and instructor regarding accommodations that might be required by any candidates.
- Prepare the facilities where the exam will take place. It must meet the mandatory physical distancing requirements of at least two metres between students, as outlined by the Chief Medical Officer of Alberta.
- Check to make sure that no more than two exams are scheduled for the same day. If so, ensure that there is a break of at least 30 minutes between the two exams.

### Before the Exam Begins

- Provide time for candidates to use the washroom facilities.
- All personal electronic data storage devices, are prohibited in the examination area. These include, but are not limited to, USB keys, cell phones, electronic diaries, recording or filming devices, cameras and fitness trackers.
- Other prohibited items in the examination area include:
  - computers, tablets and ipads
  - books, notebooks, post-its and reference material
  - watches, smart watches and fitness trackers
  - computer bags, purses, briefcases, backpacks
  - personal belongings including coats, gloves, hats or other articles of clothing
- Candidates are permitted to bring the following items to the examination area:
  - masks, hand sanitizers, alcohol wipes, face shields
  - pencils and erasers
  - approved reference material
- Candidates must sign the Examination Sign-in sheet **BEFORE** the exam begins.
- Candidates must complete the Exam Registration form using their **legal name** on their government-issued ID (e.g., driver's licence, passport, birth certificate). Do not complete the Exam Registration form yourself.
- Have candidates sign the Examination Sign-in sheet **BEFORE** the exam begins.
- Contact the testing host immediately if there is a discrepancy in the number of candidates.
- Read the Exam Rules to the candidate(s) and address any questions or concerns before the exam begins.
- Make sure students understand that they must use **pencil only** for the Scantron answer sheet and that any corrections must be thoroughly erased to avoid scoring errors.

### During the Exam

- Make sure there is no talking.
- Stay in the exam room at all times.
- No unauthorized person(s) can enter the exam room.
- Do not help candidates with the exam.
- Ensure all candidates correctly fill in the Scantron answer sheet using **pencil only** and all corrections are thoroughly erased to avoid scoring errors.
- Inform candidates at the midway point and 10 minutes before the end of the exam.
- Candidates cannot leave the exam room. If they do, they cannot finish the exam and must apply for a rewrite.
- If you see or are informed of cheating, act upon it and fill out the Exam/Evaluation Irregularity Form immediately.
- Document the actions of any student who violates the Exam Rules in an Exam/Evaluation Irregularity report.

### After the Exam

- If candidates wish to provide feedback on exam questions, have them fill out the Exam Feedback form with as many details as possible. Candidates may refer to the exam booklet when filling out the feedback form, but it must be returned when the feedback form is handed in.
- Complete and return the Examination Package, the Examination Sign-in sheet, and the Proctor Agreement (this document) to the Government of Alberta.

## DECLARATION Legal name only — NO nicknames

I have complied with all of the examination procedures listed in this agreement and confirm that I have read these procedures before the start of the examination. I confirm I have treated all candidates fairly and with respect in accordance with the *Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights Act*. I understand that failure to follow these procedures may result in suspension of privileges as a proctor for the Government of Alberta.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The proctor must read these rules to candidate(s) 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.
- Read each question carefully and choose the best answer.
- All personal electronic data storage devices are prohibited in the examination area. These include, but are not limited to USB keys, cell phones, electronic diaries, recording or filming devices, cameras and fitness devices.
- The following items are not permitted in the examination area:
  - computers, tablets and ipads
  - books, notebooks, post-its and non-approved reference material
  - watches, smart watches and fitness trackers
  - computer bags, purses, briefcases, backpacks
  - personal belongings including coats, gloves, hats or other articles of clothing
- The following items are permitted in the examination area:
  - masks, hand sanitizers, alcohol wipes, face shields
  - two pencils and erasers
  - approved reference material
- Complete the Exam Registration form using the **legal name** on your government-issued ID such as your driver's licence, passport, birth certificate.
- Sign the Examination Sign-in sheet before the examination begins.
- You must use **pencil only** for the Scantron answer sheet. Erase any corrections thoroughly to avoid scoring errors.
- Do not communicate with other candidates during the exam.
- Do not look at any other desk or computer screen.
- All work on the exam must be your own.
- You may not leave the room during the examination. If you do leave the room, the exam is terminated and you will have to apply for a rewrite.
- If you are suspected of cheating, you will not be allowed to complete the exam and the circumstances will be reported to the Government of Alberta 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 exam questions or to help you with the answers.
- If you have questions or concerns about the exam you will be provided time to complete an Exam Feedback form once all exams have been handed in.
- Hand in any scratch paper to the proctor when you have finished the exam, or when the proctor calls time.