



EXAM REGISTRATION FORM FOR ORGANIZATIONS

SUBMISSION INSTRUCTIONS

- STEP 1: Ensure that each of your students has their own individual Council Connect account.
- STEP 2: Fill out this form. If the exams differ by student, please fill out a separate form for each request.
- STEP 3: Log in to your Council Connect account to submit the form(s) using Help > Contact Us.
- STEP 4: **(For Copyright Challenge Exams only)** Pay the invoice that will be submitted to you through your Council Connect account's organization dashboard.

Organization Name: _____

Organization Contact Name: _____

- Group Exam(s)
- In-House Training Exam(s)
- Copyright Challenge Exam(s)
- Copyright Challenge Exam(s) Rewrite

Which exam(s) would you like to register for?

Exam Name	Exam ID	Requested Exam Date (not guaranteed until confirmed)

- Proctored Exam(s)
- Electronic
- Online Proctored Exam(s)
- Electronic

Which student(s) would you like to register? Attach a separate page if necessary.

Student Name	Student Customer Number

Examination Proctor's Information: (Do not complete if writing with online proctoring)

This section must be completed by your Proctor

Place of Writing: _____

I, (print name) _____, agree to directly supervise the above student(s) for the examination(s). I will follow the Examination Proctoring Information on the following page of this form.

Proctor Customer ID :

Comments/special requests:

The personal information requested on this form is being collected for the purpose of managing the Safety Codes Council (Council) client database to ensure contact information is accurate and complete. The personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and will be managed in accordance with the privacy provisions under that Act. Some personal information may be disclosed to contracted service providers for Council research purposes. No personally identifying information will be published. If you have questions concerning the collection of this information, please contact the Manager of Policy and Legislation at the Safety Codes Council, 500 10405 Jasper Avenue NW, Edmonton, AB T5J 3N4 780 413-0099, Toll-Free 1-888-413-0099, for further information on the collection.

EXAMINATION PROCTOR INFORMATION

Proctoring Requests:

The examination candidate must complete the Examination Proctor Consent form and submit it to the Safety Codes Council for approval.

The Safety Codes Council's Examination Proctoring Guidelines:

“Examination proctoring shall be administered at a location and with a proctor (supervisor) approved by the Safety Codes Council, based upon the following criteria:

- a. The location should be a training facility, or an alternative location conducive to a training environment, and
- b. The proctor of the examination shall be an educator or qualified person not directly related to the employee.”

A facility suitable for examination purposes would have these characteristics:

- a quiet environment with controlled access
- appropriate lighting, ventilation and temperature control
- adequate space so that if two or more examinees take the same exam, they do not sit next to each other

An appropriate choice for a proctor could include:

A faculty member, administrator or other professional staff member of a school or college, a librarian, regional staff member of Alberta Municipal Affairs, an employee of a testing centre, an educational counsellor, the examinee's workplace supervisor, a priest, minister, etc.

Proctors' primary responsibility is to ensure the basic security and integrity of examination and to ensure the standardization and fairness of the examination process. They do this by the following:

- being respectful of the examinees
- not allowing anyone to see the examination materials except the examinee at the time of the test
- ensuring that the exam questions are not copied in any way and are kept in a secure place before and after the examination
- positively identifying the examinee through photo ID, before administering the examination, if the candidate is not known personally to the proctor
- answering question only on test-taking procedures and not on questions related to test content
- only allowing appropriate documents to be used in the exam as specified by the Safety Codes Council
- not allowing talking between examinees, or the use of cellphones
- strictly adhering to the amount of time allotted for the exam and being available to supervise the examinee