



PERMANENT PROCTOR APPROVAL FORM

Note: This is a one-time permanent proctor approval form, to be filled out and submitted by the proctor. Once approved as a Safety Codes Council Proctor, no further forms are necessary to act as a proctor, even for different students/exams (see "The Proctoring Process" below).

PROCTOR INSTRUCTIONS

- STEP 1: Login to your account in Council Connect. If you do not have a Council Connect account, you can create one by visiting www.safetycodes.ab.ca and clicking on the 'Council Connect' tab.
- STEP 2: Fill out **Part B** of this form; save the form.
- STEP 3: **UPLOAD DOCUMENT** - In Council Connect, Under the 'Help' tab, click 'Contact Us'. Using the drop-down menu under 'Activity', select 'Training Enquiries'. In the drop-down menu for 'Reason', select 'Submit Proctor Consent Form'. Upload this form using the 'Upload File' function, and include any necessary comments. Click Submit when done.

The Safety Codes Council will notify you when your request is processed.

THE PROCTORING PROCESS - PLEASE READ CAREFULLY BEFORE SUBMITTING THIS FORM:

1. Students who are ready to write their exams must include their proctor's name, Council Connect Customer number and mailing address (in the case of paper exams) on their exam registration. Please ensure students you are proctoring have access to this information.
2. After a student has registered for an exam, the proctor will receive an email confirming the particulars of the exam (student name, date, exam).
 - **NOTE:** This email will be sent to the primary email on record in the proctor's Council Connect account; it is the proctor's responsibility to keep this contact information up to date.
3. If any of the information in the email is incorrect, the proctor is responsible for notifying the Safety Codes Council immediately by replying to the email with the correction.
4. If no corrections are received, the Safety Codes Council will send the proctor the exam login information or paper exam.

Proctor Customer Number:

I, (type name) _____, have read and understood the information above and agree to follow the Examination Proctoring Guidelines on page 2 of this form.

Date: _____

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 GUIDELINES

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, either the Safety Codes Council's own 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
- after the exam has been completed, mailing exam materials to the Safety Codes Council, by the following business day
- strictly adhering to the amount of time allotted for the exam and being available to supervise the examinee