



boabc

Serving the Province of British Columbia for over 50 years

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| TITLE: EXAMINATION SITTINGS | 7.4 |
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DATE APPROVED: January 2010

Frankie Victor, Secretary of the Executive Committee

POLICY:

1. The Association will provide regular scheduled examinations at least twice a year in each Regional Zone in British Columbia. A member may challenge an examination in any Zone sitting location.
2. Alternate sittings examinations may be provided for those unable to attend a regular scheduled examination sitting, upon request to the Association office. Alternate examination sittings will be scheduled to coincide with regional Zone examination sittings.
3. Costs associated with alternate examination sittings, such as proctor and invigilation fees, are the responsibility of candidates challenging the examination.
4. The Examination Application and Payment for an examination sitting, including a proctored examination, must be received in the Association office prior to the examination sitting taking place.

POLICY OBJECTIVE:

To accommodate an increasing demand from the membership for the opportunity to write examinations, and to accommodate those Members within Zones which require extensive travel to write an examination.

POLICY JUSTIFICATION:

Some Members, because of their location within the Province and the Yukon Territory, or other unusual circumstances, are unable to attend an examination sitting. This policy is to ensure that all members have equal and fair access to examinations.

In order for Members to meet the demands and expectations of their employers and their responsibilities under the BOABC Bylaws, it is necessary for the Association to provide reasonable access to examinations to all Members. This must be achieved while maintaining optimum security of the examination process and within the administration and cost control capabilities of the Association.