



# boabc

Serving the Province of British Columbia for over 50 years

<b>TITLE:</b>	<b>SCHEDULED &amp; ALTERNATE EXAMINATION SITTINGS</b>	<b>7.7</b>
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**DATE APPROVED:** September 23, 2006      **SIGNED:** Frankie Victor (Secretary)

**POLICY:**

1. To provide regular *scheduled* examinations at least twice a year in each Regional Zone in the Province and in locations to provide a majority of members the opportunity to write examinations.
2. To provide *alternate* method of sitting examinations for those Members unable to attend a regular *scheduled* examination sitting due to remoteness of location or other unusual circumstances.

It shall be considered that a Member is unable to attend a regular *scheduled* examination sitting in their Regional Zone if that Member has to travel more than two hours to the examination location, or more than 160 km, whichever is greater.

Where this occurs, an “acceptable” *alternate* method of providing examinations shall be conditional upon:

- a) Written request is submitted to the Certification/Examination Committee outlining:
  - (i) reason for not being able to attend a regular *scheduled* examination sitting;
  - (ii) name, position and contact information of person who will oversee the writing of the examination;
  - (iii) the preferred date and location of the examination sitting.
- b) The items, as identified under (a) above, must be acceptable to the Certification/Examination Committee. *Location should be at a local education institution with a faculty member overseeing the examination.*
- c) Letter of conditions must be agreed to, signed and returned by the person who will oversee the examination sitting, to the Certification/Examination Committee.
- d) Identify paper(s) to be written; and
- e) All costs associated with this *alternate* method of examination sitting will be in addition to the cost of providing the examination and be the responsibility of the candidate writing the examination.

Payment for a *scheduled* examination sitting is to be received by the BOABC Office along with the completed registration form prior to the examination sitting.

Payment for an *alternate* examination sitting is to be received by the BOABC office prior to examination(s) being mailed out to the approved person responsible for overseeing the examination sitting.

A Member is not restricted to write an examination within their own Zone.

A Member may write an examination in any Zone upon registration for the examination sitting in the Zone.

**POLICY OBJECTIVE:**

To accommodate an increasing demand from the membership for the opportunity to write various levels of 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, 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 BOABC office and Examination Committee.