



boabc

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TITLE: EXAMINATION ADMINISTRATION
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7.4

DATE APPROVED: January 2010

Frankie Victor, Secretary of the Executive Committee

DATE REVISED: May 25, 2014

POLICY:

1. The Association will provide regular computer based testing examinations administered at approved testing facilities on a regular ongoing basis as indicated in the BOABC Examination Information Bulletin. Examinations are available at computer based testing facilities located throughout British Columbia, and thus a member may write an examination in any Zone sitting location.

Both pre-authorization and scheduling of exams for computer based testing administered at approved testing facilities shall be in accordance with the provisions indicated in the BOABC Examination Information Bulletin.

2. Alternate examinations sittings may be provided for those unable to attend a regular computer based testing examination, in accordance with the "Alternate Examination Sitting" policy.
3. The Examination Application and Payment for an examination sitting, including a proctored examination, must be received prior to the examination taking place.

POLICY OBJECTIVE:

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

POLICY JUSTIFICATION:

While computer based testing examinations are the preferred methodology to administer examinations, some Members, because of their location within the Province and the Yukon Territory, or other unusual circumstances, are unable to attend a computer based testing facility. 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.