



boabc

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TITLE:	ALTERNATE EXAMINATION ADMINISTRATION	7.7
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DATE APPROVED: September 23, 2006 **SIGNED:** Frankie Victor (Secretary)
DATE REVISED: May 25, 2014

POLICY:

An *alternate* method of sitting examinations for those Members unable to attend a computer based testing facility may be accommodated due to remoteness of location or other unusual circumstances.

It shall be considered that a Member is unable to attend a computer based testing facility 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.

An “acceptable” *alternate* method of providing examinations shall be conditional upon:

- a) Written request is submitted to the Chair of the Examination Development Committee outlining:
 - (i) reason for not being able to attend a computer based testing facility;
 - (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 Chair of the Examination Development 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 Chair of the Examination Development 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 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.

POLICY OBJECTIVE:

To accommodate the membership for the opportunity to write various levels of examinations where they can otherwise not attend a computer based testing facility, 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, 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 BOABC office and Examination Development Committee.