

Examination Provisions

Invigilation

1. Examination Facilities

An appropriate examination room with locking door must be provided when examinations are invigilated at remote locations (e.g. training providers' facilities). The door should be set to lock automatically in the event that evacuation is required. Washroom facilities must be directly located across from the classroom or at close proximity within eyesight of door.

2. Room Set-Up

Only one door is to be used for access to the examination room, and the invigilator and registration table should be located between the candidates and the access door. Tables must be spaced to prevent compromise of the examination through copying or other communication between candidates. A minimum of one person space between writers is required and no face to face set up. **Invigilator has the right to decline the session due to improper facilities.**

3. Invigilation Ratio

The required exam candidate to invigilator ratio is 20:1. A maximum of 24 exam candidates is permitted in an invigilation room. If there are more than 24 exam candidates, additional rooms are required to comply with this ratio.

4. Exclusion of Instructors and Third Parties

Instructors are not allowed in the room during examinations and are not permitted to view standardized (Level, CofQ or IP) examinations. Only candidates and invigilators are permitted in the room during standard examinations. Candidates should refrain from discussing the contents of an examination with their instructors following an examination.

5. Security Personnel

Where appropriate (outside of regular work hours – nights, weekends, etc.) security personnel must be provided by the institution to escort the invigilator and examination materials to and from the building.
