

References:	PRO BOARD CRITERIA: TA5, TA6, TA7 EVALUATOR MANUAL, VIERA FORMS VIERA006, VIERA007	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy on who qualifies to be a proctor for a written exam evaluation.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the Academy to ensure proctor qualifications are clearly defined and this information is shared with all Academy staff that may select and book written exam proctors.

2.0 PROCEDURES

- 2.1. A written exam proctor **does not** have to be a subject matter expert.
- 2.2. A written exam proctor must be a person that holds a position of trust and is approved by the Academy. Such positions of trust include, but are not limited to: Fire Chiefs, RCMP, city or municipal peace officer, pastor, teacher, college, university professor or administrator, instructor, evaluator, administrative assistant, etc.
- 2.3. Once a proctor has been selected and approved he/she will be given the Evaluator Manual (VIERA005) and Operational Guidelines to review. The proposed proctor will be given the opportunity to seek clarification and/or ask questions regarding the Evaluator Manual and Operational Guidelines, and asked to sign the Evaluator Agreement (VIERA007) and the Operational Guideline Agreement (VIERA006).
- 2.4. Once a proctor has signed the Evaluator Agreement and has completed the proctoring of one written exam evaluation, he/she will be placed on the eligible proctor list that will be maintained by the Academy Administration.
- 2.5. Proctors will be selected primarily due to location for remote proctoring and availability.
- 2.6. Proctors may be financially compensated for their time.



Karen Fry
Academy Director

December 22, 2017

Date