

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

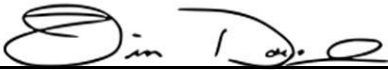
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- 1.1. **PURPOSE:** To provide a written, formal policy on who qualifies to be a proctor for a written exam evaluation.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the Academy to ensure proctor qualifications are clearly defined and this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

### 2.0 PROCEDURES

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- 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. Potential proctors will be given a link to the online VIERA Proctor Agreement. They must read the proctor rules and instructions then correctly answer the questions and agree to follow the rules and processes.
- 2.4. Once a proctor has consented and submitted the VIERA Proctor Agreement and received email confirmation by Academy personnel, they 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.

  
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Tim Doyle  
Academy Director

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April 26, 2021  
Date