

## Examination Request and Acceptable Proctor during COVID 19 Period

Once you have completed your online course, you will need to select a proctor and schedule your exam. Exams are done in your own community with an approved proctor. We thank you for your patience and understanding through these challenging times.

**Once you have chosen your examination location, time and date, please email the attached Examination Registration Document to your program area; choose from the list below:**

Hazmat Program: [FSDHazMat@jibc.ca](mailto:FSDHazMat@jibc.ca)  
Fire Officer Program: [FSDFireOfficer@jibc.ca](mailto:FSDFireOfficer@jibc.ca)  
Fire Prevention Officer: [FSDFirePrevention@jibc.ca](mailto:FSDFirePrevention@jibc.ca)  
Exterior/Interior/Full Service Program: [VocationalFFTC@jibc.ca](mailto:VocationalFFTC@jibc.ca)  
FFTC Program: [fftc@jibc.ca](mailto:fftc@jibc.ca)  
General Inquiries: [fire@jibc.ca](mailto:fire@jibc.ca)

Proctor information and attending the scheduled examination, you must:

- Provide valid photo I.D., such as a driver's license or passport
- Arrive at the exam room 15 minutes prior to the exam. If you arrive after the designated start time you will not be allowed entrance into the room
- Not use any textbook, notes, computer, cellphones, text messaging devices, cameras, electronic translation devices or other devices while taking the examination
- Remain in the room until examination(s) has been submitted.
- Examination must be written on date selected

### A SUITABLE PROCTOR INCLUDES:

- High school, University or College Instructor
- An external professional not associated with your Fire Department; a City Official, HR, Finance Manager, Department Director, City Clerk, or CAO
- Other suitable candidates as accepted by the Fire & Safety Division

If none of the above preferred persons are available during the COVID 19 event, JIBC staff will accept the Training Officer or a Chief Officer within your department.

The proctor will:

- not be in a direct reporting relationship,
- be at least one rank higher than the highest ranking person writing the examination,
- have the ability to clear the computer cache after examination has been submitted,
- follow the best health practices as outlined by the Province  
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Please follow the BC Ministry of Health guidelines for social distancing in conjunction with the following: wash your hands, maintain physical distancing and remain 6 feet / 2 meters apart), sanitise any shared surfaces prior to and after contact (eg: keyboard, etc.).

If you have any questions or concerns regarding this Examination Process please contact the program area below:

Hazmat Program: [FSDHazMat@jibc.ca](mailto:FSDHazMat@jibc.ca)  
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Fire Prevention Officer: [FSDFirePrevention@jibc.ca](mailto:FSDFirePrevention@jibc.ca)  
Exterior/Interior/Full Service Program: [VocationalFFTC@jibc.ca](mailto:VocationalFFTC@jibc.ca)  
FFTC Program: [fftc@jibc.ca](mailto:fftc@jibc.ca)  
General Inquiries: [fire@jibc.ca](mailto:fire@jibc.ca)

## EXAMINATION REGISTRATION

**COURSE NAME:**

Please fill in your **Student** information:

<b>Student Name:</b>		<b>Date of Birth:</b> (YYYY-MM-DD)
<b>Student Email:</b>		<b>Student Number: J</b>
<b>Fire Hall/ Organization:</b>		

**Please allow 3-5 business days between this request and your exam date**

**Date of Exam:**  
(YYYY-MM-DD) \_\_\_\_\_

Please fill in your **Proctor** information:

<b>Proctor Name:</b>			
<b>Organization:</b>		<b>Telephone:</b>	
<b>Qualifications:</b>			
<b>Street Address:</b>			
<b>Province:</b>	<input style="width: 100%;" type="text"/>	<b>City:</b>	<b>Postal Code:</b>
<b>Email:</b>			

**Your request MUST be confirmed by the Fire & Safety Division staff to be scheduled.**

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**FFTC Program: [fftc@jibc.ca](mailto:fftc@jibc.ca)**  
**General Inquiries: [fire@jibc.ca](mailto:fire@jibc.ca)**