



## PROCTOR QUALIFICATIONS AND TRAINING

Operational Guideline #OG006

References:	Pro Board Criteria: TA5
Revised:	May 22, 2017

### 1.0 GENERAL INFORMATION

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- 1.1 Purpose:** To ensure that all Proctor's selected to conduct Cognitive Test re-examinations only meet the minimum prerequisite qualifications required to conduct the Cognitive Test portion of the standard being tested in a fair and consistent manner.
- 1.1 Responsibility:** It is the responsibility of FPOABC ProBoard Certification to ensure that these minimum qualifications are met and the responsibility of the Proctor to abide by these requirements.

### 2.0 PROCEDURES

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#### 2.1. Required Qualifications

- 2.1.1 Whenever possible Proctors will be a FPOABC trained Evaluator
- 2.1.2 A Cognitive Test proctor **does not** have to be a content expert.
- 2.1.3 A Cognitive Test proctor must be a person that holds a position of trust and is approved by the FPOABC NFPA Certification Co-coordinator. Such positions of trust include, but are not limited to: Fire Chiefs, Fire Prevention Officers, RCMP, city or municipal peace officer, pastor, teacher, college, university professor or administrator, instructor, evaluator, administrative assistant, etc.

#### 2.2. Proctors

- 2.2.1 Once a proctor has been selected, he/she will be given the proctor's evaluation course supplied by the FPOABC ProBoard Certification Coordinator.
- 2.2.2 The Proctor will be sent the Proctors Agreement (FPOA006) to be signed and returned to The FPOABC Administration prior to the exam, where it will be kept on file by the FPOABC Administration.
- 2.2.3 Proctors will be selected primarily due to location for remote proctoring and availability.
- 2.2.4 The FPOABC ProBoard Certification Coordinator will monitor the proctor assignment records to ensure equity.
- 2.2.5 Proctors may be financially compensated for their time.

  
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Date