

Computer-Delivered Examinations

Candidate Guide

Once your application is approved through the Regional Screening Centre (RSC) interview process, you will receive an examination authorization letter from the BCRSP. This letter will contain your candidate identification number that you will require in order to book your examination. The Board of Canadian Registered Safety Professionals (BCRSP) has contracted with Pearson Vue to deliver all of its certification examinations at Pearson Vue test centres across Canada.

The Examination Authorization Letter you receive from BCRSP, will include information on the upcoming examination writing window and instructions on how to schedule and pay for your examination. You must make an appointment and sit for your examination before the Authorization Expiration date. If you do not schedule an examination, and you remain eligible for the next examination writing window, a new Examination Authorization Letter will be issued to you prior to the next writing window.

EXAMINATION REGISTRATION PROCESS

Appointment Scheduling

You are responsible for scheduling and keeping your examination appointment with Pearson VUE. BCRSP recommends you schedule your appointment well in advance of your preferred appointment date. There are two options for scheduling your examination:

Online:

You may schedule, pay for and change your examination appointment over the Internet. Visit www.pearsonvue.com/BCRSP. You will need your Candidate ID from your Examination Authorization Letter to schedule or change your examination appointment online.

Phone:

You may also contact a call center Canada +1 866-717-3653; 8:00AM-8:00PM EST, M-F TDD: +1 866-717-3653; 9:00AM-6:00PM EST, M-F to schedule your examination appointment. You will need your Candidate ID from your Examination Authorization Letter to schedule or change your examination appointment over the phone.

If you fail to schedule an appointment and sit for your examination, you forfeit your Examination Authorization. You will have to wait to receive another Examination Authorization, if eligible, from the BCRSP for the next writing window.

The CRSPEX is administered via Pearson Vue Testing Centres during specified writing windows three times per year. **No alternate writing locations or times are permitted.** Please note the availability of examination writing times at the majority of test centre locations is Monday-Friday during regular business hours.

Candidates should arrive at the writing location no later than 30 minutes prior to the scheduled start time. Unscheduled or late candidates will not be admitted.

Please give yourself ample time to arrive at the test centre location. As many test centres are located within urban areas, parking may be limited and/or have a pay lot. Please plan accordingly. Some travel may be required as there may not be a test centre in your area.

The BCRSP strongly recommends that candidates do not schedule appointments immediately after the examination.

You are responsible for directly scheduling and keeping your examination appointment with Pearson Vue. BCRSP strongly recommends you schedule your appointment as soon as you receive the Examination Authorization letter.

Local testing centres are not authorized to schedule, reschedule, cancel, or confirm examination appointments. Save all examination appointment confirmation e-mails until after you complete your examination.

If you have been issued an Examination Authorization letter by BCRSP for the next writing window, and you fail to schedule an appointment and sit for your examination, you forfeit the examination writing opportunity.

If you have scheduled an examination and fail to sit for your examination, you forfeit the examination writing opportunity and fees. You will have to register and pay for another CRSPEX, if you are eligible. If it is your last writing opportunity your file will be closed.

SPECIAL ACCOMMODATIONS AND ASSISTIVE DEVICES

If you require special examination facilities or arrangements because of one or more documented disabilities, you must inform BCRSP of these needs at the time you return your CRSPEX Notice by completing the CRSPEX Accommodation Form a minimum of 90 days in advance of the examination date. In order for your testing accommodation to be approved and appropriate arrangements with the testing centre to be made, we require this advance notice.

If you routinely use (or expect to use) external assistive devices or equipment such as crutches, a wheelchair, a cane, an optical prosthetic, or a hearing aid, you must inform BCRSP of your need to use these devices in the secure testing room a minimum of 90 days in advance of the test date by completing

the CRSPEX Accommodation Form. If you fail to inform BCRSP of your need to use external assistive devices, you may not be permitted to use those devices in the secure testing room.

RULES FOR YOUR CRSPEX APPOINTMENT

To change an existing examination appointment, you must follow strict rules. If you fail to follow these rules, you forfeit your Exam Authorization.

You may change your appointment only if there are one (1) or more full business days before your existing appointment date. Appointments being rescheduled are subject to availability at the testing centres.

You cannot reschedule your appointment to a date on or beyond your Authorization Expiration date.

If you need an examination extension, candidates may apply for a one-year, one-time writing extension by submitting the appropriate form and fee to the BCRSP office. The writing extension may be applied to the first writing period or the supplementary writing period, but not both.

MISSED EXAMINATIONS

If you fail to keep your scheduled examination appointment, if you arrive more than 30 minutes beyond the starting time of your scheduled appointment, or if you fail to present acceptable identification when you arrive for your scheduled appointment, you may be refused admission, and you may forfeit your examination writing. To sit for the examination after having been refused admission, you will have to register and pay for another CRSPEX writing. If it is your last writing opportunity your file will be closed.

INCLEMENT WEATHER OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of the examination, test centre personnel will determine whether circumstances warrant the cancellation of the CRSPEX writing. The examination will usually not be cancelled if the test centre personnel are able to open the test centre.

Every attempt will be made to administer examinations as scheduled. However, should an examination be cancelled, all scheduled candidates will be granted one writing extension to their two year writing period.

You cannot reschedule your appointment to a date beyond the writing window.

ADMISSION TO THE EXAMINATION TESTING AREA

Plan to arrive early for your appointment. If you are 30 or more minutes late for your appointment, you may forfeit your examination writing.

IDENTIFICATION REQUIREMENTS

The examination candidate is required to present two forms of *original* (no photo copies), *valid* (unexpired) IDs; one form as a primary ID (government issued with name, photo, and signature) and one form as a secondary ID (with name and signature).

The **Primary ID** must be a valid, unexpired government-issued identification document bearing both your picture and signature. Your name on this identification document must **exactly match** the name used when you applied for certification with BCRSP. Examples of acceptable identification for testing within the country of your citizenship include your valid, unexpired passport or your valid, unexpired, non-temporary provincial driver's license/identification card, military identification card, government issued health identification card (if it bears a photo), or permanent resident card.

Any government issued ID missing a visible signature or that has an embedded signature, can be supplemented with an original (no photo copies), valid (unexpired) ID that has at least a matching name and signature. This would be in addition to any secondary ID requirement.

The **Secondary ID** must be any identification (original, valid) containing at least your name and signature.

If you are not a citizen of the country in which you are testing, the only acceptable identification document is your valid, unexpired passport.

If you fail to bring the appropriate identification and/or examination confirmation email you will forfeit your examination writing.

PERSONAL BELONGINGS

All candidates will be required to leave their personal belongings outside the testing area. While the testing centre will make available to you a secure area to store your belongings, the BCRSP assumes no responsibility for lost, stolen, broken or misplaced personal property and candidates should plan appropriately.

Before entering the testing area, an unobtrusive visual inspection of personal items will be conducted by the examination proctors.

As you sign in, the testing center staff provides you with materials for working out calculations by hand.

Prohibited items include:

- Mechanical or electronic devices including but not limited to computers, cellular phones, smart phones, personal digital assistants, pagers, calculators, wireless email and reading devices,

electronic paging devices, recording or filming devices, cameras, tape recorders, headphones, headsets, mp3 players and radios.

- All forms of outerwear, including but not limited to hats, scarves, gloves, jackets, coats.
- All forms of luggage, including but not limited to book bags, backpacks, handbags, purses, suitcases and briefcases
- Writing and marking supplies, including but not limited to pens, pencils, erasers, post-it notes, note paper
- Props such as copyholders or clipboards
- Food and beverage
- Weapons of any kind, including but not limited to sharp objects, firearms, explosive devices, razor blades, box cutters and knives
- Hats or headwear of any kind unless provision has been made for specific religious apparel.

Objects worn, or brought into the testing area, because of the candidate's sincerely held personal religious belief, practice or observance will be permitted, subject to prior notification and authorization by the BCRSP.

The BCRSP is not responsible for lost, stolen, broken or misplaced property and strongly recommends that candidates do not bring personal, valuable or non-examination items with them to the examination.

You may access stored medicine or food or drinks outside the secure testing room. You may not access other personal belongings until you complete your examination.

TEST MISCONDUCT

Candidates observed doing any of the following, or engaging in similar, dishonest practices during the CRSPEX, will be considered to have engaged in test misconduct and both their application and CRSPEX administration may be dismissed. Candidates engaged in test misconduct may be disqualified from sitting any future CRSPEX.

Such test misconduct includes, but is not limited to, the following:

1. Disclosing CRSPEX questions and/or any CRSPEX subject matter.
2. Aiding or abetting anyone in a cheating offence.
3. Speaking or communicating with other candidates about specific CRSPEX content or questions before, during, or after the examination administration.
4. Improperly obtaining through theft, bribery, collusion, or otherwise any test form prior to the date and time of the test's administration.

5. Falsifying your identity or impersonating another candidate.
6. Using any books, memoranda, calculators, audio or visual players or electronic devices including electronic watches, organizers, Smartphones, iPads, pagers or other cell phones, or other memory aid devices or communication devices other than those authorized by the BCRSP.
7. Looking at another candidate's responses.
8. Copying another candidate's responses.
9. Removing or attempting to remove CRSPEX material electronically or otherwise from a test centre.
10. Violating the Pearson Vue computer based testing (CBT) examination agreement in any way.
11. Falsifying CRSPEX scores.

Where proctors/invigilators have issued an incident report on a candidate engaging in test misconduct, the candidate affected may have their score voided.

Failure to abide by these rules and regulations may be determined as test misconduct. The BCRSP will investigate any report of test misconduct or suspected test misconduct. Affected candidates will be contacted to provide their response to the report. The investigation will include an assessment of the appropriate penalty. At the conclusion of the investigation, the Board's Professional Conduct Committee will review the information, make a finding and decide on a penalty.

TAKING YOUR EXAMINATION

The on-site proctor at the Pearson Vue Test Centre will familiarize you with the computer-delivered examination process. When your examination is first launched, you must agree to comply with BCRSP's examination security and nondisclosure rules.

The time remaining for your examination appears on your computer screen (top right). You may choose to hide the time clock during your examination if you find it distracting. One examination item at a time appears on the computer screen. You may select an answer for the item, skip the item, or answer the item and flag it for review. After viewing every item, you are presented with a review screen showing the item numbers and status of all items on your examination. By selecting an item on this screen, you can go directly to it and verify or change your answer selection.

If you experience any technical difficulties with the examination software or hardware during the testing event, please notify your proctor immediately so they may try to resolve the issue.

If you need to use the washroom, or when you leave your workstation for any reason, you must sign out and sign back in- the on-site proctor will log your activity. **Your examination clock continues to run during this time.** You are not allowed to leave the building (or part of the building) controlled by Pearson Vue for any reason while your examination clock is running.

The BCRSP will endeavor to ensure that the environment for writing the examination is acceptable. Please be aware that on occasion, candidates may be exposed to minor distractions and the temperature in the testing area may vary. Candidates who are easily distracted by noise may request earplugs or noise-cancelling headphones from the proctor.

BCRSP examinations are closed book, except for materials provided by testing centre staff or on-screen test aids as part of the examination. Once your examination clock starts, access to any materials beyond those given to you by testing centre staff is prohibited. BCRSP invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing centre staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing centre.

The CRSPEX is a proctored examination. Any incidences of test misconduct may result in the examination results being withheld or a determination of ineligibility. By participating in the CRSPEX you further agree to NOT disclose any information, content, examination questions or response keys from the BCRSP's CRSPEX by any means. If it is determined at any time that you have accidentally or deliberately disclosed information relating to the CRSPEX, it may result in your results being withheld, a determination of ineligibility for the designation, or if the designation has already been awarded, you may be subject to investigation by the Board's Professional Conduct Committee which may result in suspension or termination of your certification.

SECURITY

The BCRSP, ASI and Pearson Vue maintain test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities.

The BCRSP reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

OBTAINING YOUR RESULTS

Once you complete your examination the official notification of your results will be issued to you by the BCRSP within 6-8 weeks of the last date in the examination writing window. These results are issued via regular mail (Canada Post) and will **not** be issued over email or by telephone. If you do not pass, you receive instructions on how to retake the examination or when you may reapply if you have reached your last writing opportunity. If you pass, you will receive information on the necessary steps to complete the certification requirements. Please note that passing the examination does not mean you are certified as a CRSP®, the Governing Board must approve your certification and the process is not complete until the Code of Ethics and certification payment have been received by the BCRSP office.

About BCRSP

The BCRSP verifies competency in professional safety practice through a rigorous application, interview and examination process and evaluates certificate holders for compliance with recertification requirements. The Canadian Registered Safety Professional (CRSP)® certification is considered a benchmark in the OHS profession and the designation of choice for Canadian OHS safety professionals. A majority of employers prefer or require applicants for OHS positions to hold the CRSP, particularly for mid-career or senior positions. CRSPs also receive the best opportunities for career

advancement and are sought for their expertise. Since 1976, over 5,000 individuals have achieved the CRSP credential.

In 2005, the BCRSP was granted accreditation to ISO/IEC 17024 (Personnel Certification Body) by the Standards Council of Canada. In 2008, the BCRSP was certified to ISO 9001 (Quality Management System) by BSI Management Systems.

Career Information

For details on careers in health and safety visit www.bcrsp.ca/careers.asp

Questions: If you have questions, please email us: info@bcrsp.ca

Doc.084
Updated December 2014