

Registration Exam Rules

I. THE EXAM ROOM

1. **Starting on time.** Invigilator(s) must be in the exam room at least one half hour prior to the start of the exam to ensure all arrangements are made and the exam starts on time. Exam candidates must show up early enough to sign in and become settled before the exam start time. The registration exams start at 9:00 am. Candidates who do not arrive by 9:30 am will not be permitted to write the exam. The invigilator must make note of any candidates who do not arrive on time and are refused entry to the exam.
2. **Exam candidates must sign in.** The invigilator(s) must confirm the identity of each candidate using photo identification and have him/her sign in on the sheet provided before providing the answer books.
3. **Exam candidates are permitted one three-inch binder of reference materials.** Exam candidates are permitted to bring in one three-inch binder of reference materials to the exam. Actual measurement of each binder will not take place, instead an 'honour system' will be observed. Exam candidates must ensure reference materials fit into the binder and that the binder is easily closed. Binders exceeding these specifications will not be permitted in the exam room.
4. **Use of a translation dictionary is permitted.** A translation dictionary, such as an English/French dictionary may be used during the exam. All dictionaries, in digital or paper format, must be inspected by the invigilator(s) for acceptability when candidates sign in.
5. **Electronic or digital devices are not permitted.** Electronic or digital devices such as cell phones, smart phones, laptops, etc., may not be brought into the exam room. The one exception is digital translation dictionaries.
6. **Time management.** We cannot guarantee that each exam room will have a clock. Since electronic or digital devices such as cell phones will not be allowed inside the exam room, we encourage exam writers to wear watches. Invigilators will be posting the amount of exam time left at an hourly basis inside the exam room.

II. WRITING THE EXAM

1. **Distribution of the exams.** The exams will be distributed just before the start time. Exams must remain face down until candidates are advised by the invigilator(s) to begin.
2. **Use of writing implements.** Exam candidates may use pencils or pens (black or blue ink preferred) on the answer books.
3. **Use only the answer books provided.** Exam candidates must use only the answer books provided.
4. **Washroom breaks.** Exam candidates are only permitted to leave the room during the exam to use the washroom facilities. Only one candidate may leave the room at any given time during the exam. Before leaving the exam room, candidates must have the exam questions turned face down and have answer books closed at their seat during the entire break. The invigilator(s) must ensure that exam candidates are not given opportunities to use breaks to converse with each other or consult with preparatory materials. Other breaks are not permitted.
5. **Eating and drinking during the exam.** Exam candidates who wish to eat or drink during the exam are permitted to do so provided they do not interrupt or disturb other candidates.
6. **Questions during the exam.** Exam candidates may not ask questions of the invigilator(s) except in case of perceived errors or ambiguities in the exam questions. The invigilator(s) must not interpret

7. **No communication between exam candidates is permitted.** Exam candidates may not communicate with each other or purposely expose their exam or binders to each other during the exam. If an invigilator suspects any exam candidates of cheating, the invigilator will allow the candidates to complete the exam and make note of them and the details of any infraction which will be provided to the ABCFP.
8. **Completing the exam.** All exams **will end at 1:00 pm.** These times also apply to those exam candidates who are late for the official start time of 9:00 am. Exam candidates must, **quietly with consideration for others** who are still writing the exam, turn in all answer books (including unused books) to the invigilator(s) once they have completed the exam or when time has expired, whichever is sooner. The invigilator(s) **must sign the cover of the first used answer book in the space provided.** Once exam candidates have turned in their answer books, they have indicated their exam or that part of the exam is complete, whichever the case may be. An invigilator is not permitted to return exam books to candidates or allow them to continue writing.

Unless other arrangements have been made on behalf of specific candidates, all times specified throughout this document are not to be altered or exceeded.

III. AFTER THE EXAM

1. Exam candidates may retain their copies of the exam.
2. Invigilators will courier (at the ABCFP's expense) the sign-in sheet, any notes made, and all answer books (used and unused), as soon as possible following the exam to:

Registration Dept. – Exam
Association of BC Forest Professionals
602 – 1281 W. Georgia St
Vancouver, BC V6E 3J7
Tel: 604.687.8027