



## Environmental Operators Certification Program

201 - 3833 Henning Drive, Burnaby, B.C., V5C 6N5

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### ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM CERTIFICATION EXAM WRITING POLICY

#### REGISTRATION AND ATTENDANCE

Exam writing sessions are restricted to those who have completed an "Application for Certification" and have been approved by EOCP to write. Examinees appearing later than ten minutes after the scheduled exam start time will not be permitted to write and must make alternate arrangements to write at another time except in extraordinary circumstances, and at the discretion of the exam administrator.

#### EXAM WRITING MATERIALS

Exam booklets, formula sheets, answer sheets, scrap paper and pencils are provided. Do not use ballpoint pens. Textbooks, study guides, personal notes, etc. are **NOT** permitted in the exam room or must be left in the care of the exam administrator. Solar or battery calculators are the only types permitted in an exam session. Laptop computers, Cellular phones or organizer units may not be used as calculators.

#### EXAM WRITING CONDUCT

Examinees are encouraged to use washroom facilities prior to the scheduled exam session. After receiving exam material from the exam administrator, the exam booklet must be kept closed until all pre-exam papers have been filled out and permission to start the exam has been given by the exam administrator.

Exam booklets must **NOT** be marked at any time with pencil, pen or any other marker. When answering exam questions, make sure the appropriate circle on the answer sheet is filled in completely. If erasing, make sure the incorrect answer is fully erased. Examinees have up to 3 hours to complete Operator-In-Training and Level I to IV exams. Those writing Small System exams have 1.5 hours to complete the exam. Barring illness, an emergency or a situation of great importance, examinees are not permitted to leave the exam room until the exam has been completed or abandoned. If an extraordinary situation occurs, an examinee must obtain permission from the exam administrator and hand in all exam materials before leaving the exam room. He/she shall return in a reasonable period of time or notify the administrator when and if he/she plans to return or for what reason he/she will not return. Under no circumstance shall more than one examinee be permitted to leave the exam room at the same time.

**"Smoke breaks" are NOT permitted."**

After completing the exam, all exam papers including formula sheets and scratch papers must be returned to the exam administrator and the examinee must leave the room at that time.

#### INAPPROPRIATE BEHAVIOUR

In the event that the exam administrator observes or has reason to believe there has been a violation of any of the above provisions - examinees communicating with each other, attempting to copy from another examinee or any other action(s) he/she believes to be improper, it shall be at the sole discretion of the exam administrator to ask the examinee to leave the exam room after handing in all exam materials. The answer sheet completed up to that point will not be submitted for marking and the exam fee shall not be refunded. In the event of such action by the exam administrator, the examinee shall have the right to appeal to the Certification Board and to explain to the Board why his/her exam should be marked and why he/she should be allowed to write the exam at the next mutually convenient time. In the event of no appeal or if the appeal is denied, the examinee shall not be permitted to write any examination for a period of one year from the date of writing the exam or the Board's decision.