



British Columbia Recreation & Parks Association
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PROCTORED EXAMINATION REQUEST

Proctors for the BCRPA Fitness Theory Exam, Advanced Fitness Theory Exam and Personal Training Exam must be:

- Registered as a BCRPA Supervisor of Fitness Leaders or Trainer of Fitness Leaders. Exams may be requested by the proctor via email or phone.
- Or a community leader (teacher, manager, professor, etc.) in the case of remote communities. These requests must be in writing on letterhead or with a business card and are at the discretion of the Program Manager.

Note: Proctors must not be related by family, marriage or similar presumption.

Proctors must agree to the following terms:

- The examination is to be proctored, that is, it will take place within the proctors observation or that of trusted staff, and will be returned directly to the BCRPA office.
- The person taking the examination is not to have notes, reference books or other aids present during the examination - unless specifically directed by written instruction.
- Upon conclusion of the examination, the proctor agrees to sign and return the BCRPA Proctored Examination Advisory Form with the exam within 2 working days.
- Proctors are not to mark the exams or give the person writing the test any feedback on their score during the exam sitting.

The proctor will need to submit a letter on company letter head to the BCRPA including signature, position with company, which exam and for whom they wish to proctor. We will send the exam to them once the request is approved. Exams will only be mailed directly to the proctor, not faxed. Fees for proctoring exams are at the discretion of the proctor.

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