



BCRPA FITNESS PROGRAM ONLINE EXAM POLICY

Test-takers of the BCRPA exams are expected to follow regulations set out by ProctorU as described by the proctor at the beginning of the exam session, and as they are laid out in the notification sent by The Registry® upon purchase of your exam.

At any point during an exam session, if a test-taker fails to follow instructions from the online proctor, an incident report will be automatically issued to BCRPA by ProctorU. BCRPA will then block access of the test-taker's account in The Registry® of Fitness Professionals and begin its investigation.

This will prevent the test-taker from proceeding with subsequent registration steps. The investigation could take up to 10 business days. The test-taker will be contacted immediately thereafter to be informed of the results of the investigation.

If no wrong-doing is found on the test-taker's part, his/her account in The Registry® will be reinstated and he/she will be able to continue on with the registration process.

However, if misconduct is deemed plausible, the exam score will be nulled.

Depending on the severity of the misconduct, which will be determined by BCRPA and ProctorU, penalties will range from a warning to expulsion, based on BCRPA's Code of Ethics and Disciplinary Policy.

Misconduct includes:

- Failure to obey regulations set out by ProctorU as described by the proctor and included in the notification sent by our system upon booking your exam session
- Failure to comply with the proctor's instructions
- Disconnection from ProctorU without notice
- Failure to notify the proctor when the exam is completed and ready for submission
- Attempt to record the proctor code of the exam