

INSOLVENCY ADMINISTRATION COURSE
FINAL EXAM

ROLE OF THE PRESIDING OFFICER

You (or your delegate) must be prepared to administer the examination to your student at the prescribed time, on the scheduled examination date. In the event the regular sponsor is unavailable we will accept substitutions by another Member of CAIRP in the office or another licensed trustee in the office. All **substitutions** must be reported to **Nataliia Mykhaylychenko** and **approved prior to April 7, 2017.**

DATE, TIME & LOCATION OF THE IA EXAM:

Date: **Friday, April 21, 2017**
Time: 9:00 a.m. – 12:00 noon in BC, AB, SK and MB
10:00 a.m. – 1:00 p.m. in ON, QC and the Atlantic provinces

Please arrive at least 30 minutes prior to the start of the exam.

Students are required to arrive at least 15 minutes prior to the start of the exam in order to set-up the computer.

EXAM SECURITY

It is very important that Presiding Officers recognize the necessity of safeguarding the confidential nature of the exam before, during and after administration.

The exam should be written in a **private office or boardroom** and not in an open area.

PREPARATION FOR THE EXAMINATION

You should arrange for a desk or table for yourself where you can view your student(s) writing the exam.

Each candidate must have a computer workstation with web access (in a quiet and isolated environment) with sufficient distance between computer stations to preserve the privacy of candidates and avoid unnecessary distractions.

During a group exam, Presiding Officers should be vigilant to prevent any exchange between candidates or other inappropriate activity. Such vigilance should be tempered, however, by a very high level of trust that characterizes the behaviour of the candidates in their role as professionals and adults.

ADMISSION OF CANDIDATES

- Candidates are to be admitted to the examination room approximately 15 minutes before the start of the examination.
- While admitting candidates to the examination room, they should be instructed to leave all books and notes in a place designated by you. The only item candidates may bring into the exam room is a small, noiseless calculator (battery or solar powered). Scrap paper for making calculations is permissible as long as it is **collected and shredded** by the Presiding Officer immediately following the examination.
- Computers should have no applications running except the browser: Internet Explorer 7 (or higher) **and** Firefox 5 (or higher) are acceptable.
- Ask candidates to sign the "**Presiding Officer's Report of Candidates Writing**".
- The exam will be administered via a secure site on the Internet hosted by CAPTUS. Please follow the "**Logging onto Exam Site**" instructions to access the exam on the day of the exam. Please note that there is no "www" in the website address!
- Have the candidate type in his/her **confidential candidate code** under your supervision. Type in your **Presiding Officer's confidential code**.

ANNOUNCEMENTS:

- You should advise the candidates before the start of the exam, that they must be familiar with the examination rules. It is not necessary to read the rules aloud, but it should be emphasized that "a plea of accident or forgetfulness" will not be received under any circumstances.
- **Remind candidates that they cannot copy, print, transmit or take the examination questions out of the room.**
- The exam is divided into sections with a "Submit" button appearing at the end of every section. Each section has to be submitted by clicking on the "Submit" button. **However, once the section is submitted, it cannot be retrieved. Therefore, please remind candidates to review each section before they click on the "Submit" button.** Please note that the second section will not appear on the screen until the first section has been submitted and so on.
- Candidates should start the exam upon your signal, as close to the designated "start time" as possible. If more than one candidate is writing, please ensure that all candidates start the exam simultaneously. Inform candidates that they have **three hours** for writing the exam. Most students find that 2 - 2.5 hours is adequate to finish the exam, however the Association allows for 3 full hours of writing time in the event of an interruption of internet service.
- After one hour into the exam, notify the candidates of the time and every 15 minutes in the last hour. Please announce when there are only 5 minutes remaining.

DURING THE EXAMINATION

Only one candidate should be permitted to leave the examination room at a time, and only for the purpose of attending the washroom. Candidates must use the "**Sign Out Sheet**" provided for this purpose.

You are urged to circulate throughout the exam room (if there is more than one candidate writing) to ensure there are no infractions of the examination rules. Please remain in the room until the end of the exam.

If you obtain clear evidence of any breach of the examination rules, immediately request the candidate(s) involved to leave the exam room. A report of this incident must be made to Nataliia Mykhaylychenko (416-204-3509), setting out full details as to the candidate's name and the circumstances of the breach. You must report your suspicions even in the event of **suspected** breach of the exam rules, but where clear evidence is lacking.

If, in the rare event that the candidate's computer crashes or there is another technical problem, there are systems in place to assist you!

Please call the CAPTUS toll free support number at 1-866-348-7888 [or the Toronto area number at 416-736-5537] and the office of CAIRP at 416 204-3509, for assistance. The Candidate will start the exam again for the sections not yet submitted.

WHEN THE EXAM WRITING PERIOD HAS EXPIRED

- Once the writing period has expired, ensure that candidates submit the final section of their exam so that their session is complete.
- Collect and shred any scrap paper, which candidates may have used to do calculations.
- At the end of the exam, please close browser and follow the "**Instructions to delete the exam from the computer**".

AFTER THE EXAMINATION

- Please complete the "**Presiding Officer's Report of Candidates Writing**"; any "no shows" are to be indicated beside the candidate's name.
- The **Sign Out sheet** and **Presiding Officer's Report of Candidates Writing** must be sent back to the office of CAIRP, to the attention of **Nataliia Mykhaylychenko**. Please return both items **AS SOON AS POSSIBLE** by email to nataliia.mykhaylychenko@cairp.ca or by fax at: 416-204-3410.