

Emergency Medical Assistants Licensing Board

Examinations – Failure to Attend or Late Notice of Cancellation EMALB2012-02 Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch Contact: Exam Coordinator Email: getanexam@gov.bc.ca	Reference Information (Manual, page number, chapter):
	Replaces former policy: EMALB 2012-02 Exams - No show and late cancel of exams
	Date Effective: April 1, 2012
	Last Update: December 09, 2015
	Next Review Date: December 09, 2016
Keywords: examinations	E.g. examinations, regulation, licensure etc.

1. Policy Rationale & Purpose:

Practical examinations are scheduled on a first come first serve basis with a waitlist for candidates that the branch was unable to schedule for a preferred session. The branch is unable to accommodate the waitlisted candidates when space becomes available in the session with less than 7 days' notice. Candidates that fail to show up or cancel an examination with less than 7 days' notice are affecting other candidate's abilities to complete their examinations in a timely manner.

The purpose of this policy is to minimize the number of examination candidates who fail to attend their scheduled practical examination session, or provide less than 7 days' notice of cancellation. Minimizing the number of cancellations maximizes the effectiveness of the Branch's examination resources (exam facilities, examiners and exam equipment).

2. Policy Scope

This policy applies to all candidates scheduled for EMA practical examinations.

3. Policy Statement:

Candidates who do not attend their scheduled practical examination session, or cancel with less than 7 days' notice, will be advised by email that the non-attended session will be considered an "attempt" at the exam process.

If a candidate believes that they have a valid reason for not attending their scheduled practical exam, they may request an [exemption for an unattended practical examination](#) within two weeks of being notified of the missed scheduled practical exam. The request will be reviewed by the Exam Coordinator and/or the Manager, Branch Operations as per guidelines below.

Guidelines for Exemption from No Show and Late Cancellation Policy:

The following reasons may be considered acceptable as exemptions to the “no show and late cancel” policy:

- Client was ill or injured and unable to attend (a doctor’s note must be provided)
- Sick family member that the client needed to provide care to (i.e., child)
- Motor vehicle or bicycle accident
- Death in family
- Travel delay due to weather
- Domestic emergencies (i.e., broken pipes)
- Other reasons may also be taken into consideration

4. Legal Authority:

[Emergency Health Service Act Section 6\(5\)\(a\)](#)

[Emergency Medical Assistants Regulation Section 2\(ii\)](#)

[Emergency Medical Assistants Regulation Section 3\(3\)\(a\) and \(b\)](#)

[Emergency Medical Assistants Regulation Section 9.2\(b\)](#)

5. Key Stakeholders:

- Examination candidates

Reviewed by the EMA Licensing Board on: September 28, 2011

Approved (director name & signature): N/A

Date approved: September 28, 2011

Drafted by: N/A