



Policy Guidance
Integrated Pest Management Act

**Invigilation Policy and Procedures
for Pesticide Certification Examinations**

Version 1.0

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**Integrated Pest Management Program
Environmental Standards Branch
Environmental Protection Division**

Name of Guidance: **Invigilation Policy and Procedures for Pesticide Certification Examinations**

References and Relationships: This guidance is prepared in accordance with the Integrated Pest Management Regulation, but in no way supplants, replaces, or amends any of the legal requirements of the Integrated Pest Management Regulation, *Integrated Pest Management Act*, or any other legislation.

Application: This policy applies to:

- Government staff, government agents, and/or private individuals administering or wishing to administer pesticide certification exams
- Certification exam candidates

Purpose: This policy defines the criteria to approve individuals to invigilate pesticide certification exams and outlines procedures for different examination scenarios.

Goal: This policy is required to ensure pesticide certification exams are invigilated in a professional manner, to prevent exam misconduct, and to protect the integrity of the exams.

Approval: Christa Zacharias Homer Date: _____

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Ministry of Environment and Climate Change Strategy
Environmental Protection Division

Contact: **Integrated Pest Management (IPM) Licence Officer**
Ministry of Environment and Climate Change Strategy
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POLICY STATEMENT

Pesticide certification exams are arranged through Service BC on behalf of the Ministry of Environment and Climate Change Strategy (the Ministry).

Candidates may take an exam through one of the following four arrangements:

1. Invigilation provided by Service BC staff at a Service BC designated examination location.
2. Invigilation provided by a recognized Post-Secondary Institute.
3. Invigilation provided by an invigilator that has been approved by the Ministry (“Approved Invigilator”).
4. Group invigilation provided by Service BC staff at an Offsite Location.

Each of these four arrangements are described in further detail below.

EXAMINATION PROCEDURES

1. Invigilation provided by Service BC staff at a Service BC location

- i. For individual exams, invigilation may be provided by Service BC staff at a Service BC designated examination location.
- ii. The candidate must contact the Service BC Pesticide Exam Administrator at 1-866-205-2102 (out of province: 250-344-3406) or by emailing pesticideadmin@gov.bc.ca, to register for an exam and determine which Service BC location the candidate may write the exam at.
- iii. Candidates must then contact the designated Service BC office to schedule the exam.
- iv. Payment may be made by credit card over the phone (1-866-205-2102) or in person at the Service BC location the exam is written at. Exams will not be marked unless full payment has been received. Exam payment receipts will be emailed by one business day following payment being processed.
- v. Service BC staff will invigilate the exam at the designated Service BC location.
- vi. The Service BC invigilator must complete all instructions in the *Integrated Pest Management Invigilator/Proctor Instructions* (Appendix I), sign, and submit the declaration to the Ministry with every invigilation performed.

2. Invigilation provided by a recognized Post-Secondary Institute

For a single exam candidate:

- i. The candidate must contact the Service BC Pesticide Exam Administrator at 1-866-205-2102 (out of province: 250-344-3406) or by emailing pesticideadmin@gov.bc.ca, to register for an exam. The candidate must provide the name, email and phone number of a representative from the Post-Secondary Institute that will invigilate the exam. The exam must be written at the location of the Post-Secondary Institute.
- ii. The candidate then must contact the representative from the Post-Secondary Institute to schedule the exam date and time.
- iii. Payment may be made by credit card over the phone (1-866-205-2102) to Service BC. Exams will not be marked unless full payment has been received. Exam payment receipts will be emailed by one business day following payment being processed.
- iv. Within 3-5 business days before the scheduled exam session, Service BC will provide the exam download link for the requested exam to the invigilator at the Post-Secondary Institute to print and administer to the candidate.
- v. The invigilator must complete all instructions in the Integrated Pest Management Invigilator/Proctor Instructions (Appendix I), sign, and submit the declaration to the Ministry with every invigilation performed.

For group exams (i.e., for course offerings at a post-secondary institute):

- i. The course instructor or other representative of the Post-Secondary Institute must contact the Service BC Pesticide Exam Administrator at 1-866-205-2102 (out of province: 250-344-3406) or by emailing pesticideadmin@gov.bc.ca to register for the exam. During peak times (e.g. Spring and Summer), responses to calls or emails may take up to one business day to be returned. Group exam orders can be placed up to one month in advance of exam writing date.
- ii. The representative must provide the name and contact information of the person who will invigilate the exam, the maximum number of exam candidates, and exam details (date, location, and exam category for each candidate). The exam must be written at the location of the Post-Secondary Institute.
- iii. The person who will invigilate the exam must be working for, or on behalf of, the Post-Secondary Institute offering the training course.
- iv. The representative must indicate the method of payment for exams. Credit cards are accepted over the phone (1-866-205-2102). Refunds cannot be issued. To ensure payment reflects the exact number of candidates, payment by credit card may be made on the day of the scheduled examination, or by the following business day if on a

weekend. Individual payments will not be accepted for group sessions. Exams will not be marked unless full payment has been received. Exam payment receipts will be emailed by one business day following payment being processed.

- v. Within 3-5 business days before the scheduled exam session, Service BC will provide the exam download link for the requested exams to the invigilator to print and administer to the candidates.

Invigilators should not print the exam session package unless they are certain of the number of candidates and categories needed. If changes need to be made after printing, invigilators will be required to reprint an entire new exam package or be prepared to complete two separate response uploads.

- vi. The invigilator must complete all instructions in the *Integrated Pest Management Invigilator/Proctor Instructions* (Appendix I), sign, and submit the declaration to the Ministry with every invigilation performed.

3. Invigilation provided by an Approved Invigilator

Invigilation by an Approved Invigilator may be used:

- if invigilators are coordinating a pesticide training course, or
- at the discretion of the IPM Licence Officer, if other arrangement options cannot accommodate the needs of the examinee.

Application Process:

- i. Approved Invigilators must meet at least one of the following criteria:
 - Working for, or on behalf, of a recognized Post-Secondary Institute or government agency;
 - Registered professional in good standing with a professional association or regulatory body¹; or
 - The IPM Licence Officer may consider exceptions for applications with significant, relevant experience in the appropriate field and two professional reference letters.

¹ The professional designation would typically involve active membership with an association with established standards of conduct, ethics, and professional competency, such as (but not limited to): BC Institute of Agrologists, College of Applied Biology, Association of BC Forest Professionals, Association of Professional Engineers and Geoscientists of BC, or the Applied Science Technologists and Technicians of BC.

- i. Applicants must submit an application to become an Approved Invigilator. Applicants must complete, sign and submit the *Invigilator Application for Pesticide Certification Examinations* form (Appendix II) to the IPM Licence Officer for approval.
- ii. Once approved, the IPM Licence Officer will add the Approved Invigilator to the Ministry's list of pesticide trainers.

Examination Process for Approved Invigilators:

- i. The Approved Invigilator must contact the Service BC Pesticide Exam Administrator at 1-866-205-2102 (out of province: 250-344-3406) or by emailing pesticideadmin@gov.bc.ca to register for the exam. During peak times (e.g. Spring and Summer), responses to calls or emails may take up to one business day to be returned. Group exam orders can be placed up to one month in advance of exam writing date.
- ii. Approved Invigilators must provide their contact information, the maximum number of exam candidates, and exam details (date, location, and certification category for each candidate). If a class list is available, it may be forwarded to pesticideadmin@gov.bc.ca.
- iii. The Approved Invigilator must indicate the method of payment for exams. Credit cards are accepted over the phone (1-866-205-2102) to Service BC. Refunds cannot be issued. To ensure payment reflects the exact number of candidates, payment by credit card may be made on the day of the scheduled examination, or by the following business day if on a weekend. Individual payments will not be accepted for group sessions. Exams will not be marked unless full payment has been received. Exam payment receipts will be emailed by one business day following payment being processed.
- iv. Within 3-5 business days before the scheduled exam session, Service BC will provide the exam download link for the requested exams to the Approved Invigilator to print and administer to the candidates.

Invigilators should not print the exam session package unless they are certain of the number of candidates and categories needed. If changes need to be made after printing, invigilators will be required to reprint an entire new exam package or be prepared to complete two separate response uploads.

- v. Accommodations to the above process guidelines may be made under certain circumstances if the invigilator arranges with the Pesticide Exam Administrator prior to the exam date.
- vi. The Approved Invigilator must complete all instructions in the *Integrated Pest Management Invigilator/Proctor Instructions* (Appendix I), sign, and submit the declaration to the Ministry with every invigilation performed.

4. Group invigilation provided by Service BC staff at an Offsite Location

Offsite Invigilation is at the discretion of the Service BC Pesticide Exam Administrator and may be cancelled or postponed if the requirements are not met.

Offsite Invigilation by Service BC staff is available within the service area, based on availability and operational requirements of Service BC. This service is available to businesses or other pre-approved organizations with a minimum of 6 and a maximum of 24 candidates.

- i. To apply for Offsite Invigilation, an applicant must contact the Service BC Pesticide Exam Administrator to arrange a custom invigilation session at 1-866-205-2102 (out of province: 250-344-3406) or by emailing pesticideadmin@gov.bc.ca. During peak times (e.g. Spring and Summer), responses to calls or emails may take up to one business day to be returned.
- ii. At least two weeks prior to the date of the exam, the applicant must provide the exam category, the maximum number of candidates, location, and contact information (email address, phone number and address) for a primary and secondary contact.
- iii. The applicant must indicate method of payment for exams. Credit cards are accepted over the phone (1-866-205-2102) to Service BC. Refunds cannot be issued. To ensure payment reflects the exact number of candidates, payment by credit card may be made on the day of the scheduled examination, or by the following business day if on a weekend. Individual payments will not be accepted for group sessions. Exams will not be marked unless full payment has been received. Exam payment receipts will be emailed by one business day following payment being processed.
- iv. The applicant must notify Service BC of any changes to the original group exam registration (e.g. number of candidates) at least two days prior to the date of the exam.
- v. The Service BC invigilator must complete all instructions in the *Integrated Pest Management Invigilator/Proctor Instructions* (Appendix I), sign, and submit the declaration to the Ministry with every invigilation performed.

Appendix I.



Ministry of
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Integrated Pest Management and Industry
Environmental Standards Branch
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Integrated Pest Management Invigilator/Proctor Instructions

The role of the Approved Invigilator is only to **maintain proper conduct and prevent cheating** and **not to provide any assistance with questions** during the examination.

Invigilators must adhere to the following instructions:

1. Identify yourself to candidates as the exam invigilator.
2. Ensure each candidate is seated in a location where they have adequate desk space to open the exam booklets and are spaced reasonably from other candidates to prevent communication and viewing other exams.
3. Candidates may retain manuals, practice tests and other study materials; however, invigilators must ensure that candidates do not have any materials that may contain exam questions and/or answers.
4. Check government-issued photo identification (required) to verify the identity of each candidate. Other forms of ID are not acceptable.
5. Candidates are required to leave all electronic devices (cell phones, cameras, tablets, computers, etc.) and bags (such as backpacks, purses) outside the exam room in the care of office staff. The only electronic devices allowed during the exam are non-programmable calculators.
6. Ensure that everyone has a soft lead pencil to use on the answer forms.
7. Tell candidates not to open the exam booklets until instructed to do so.
8. Distribute to each candidate three documents:
 - the exam booklet,
 - the student declaration form, and
 - the computer answer form (“examination response sheet”).

9. Read the following paragraph verbatim out loud to examinee/s:

“In the top right corner of your exam booklet there is a 6-digit exam ID number. Please confirm this Exam ID matches the Exam ID on your response sheet and student declaration. You will be signing the student declaration stating you completed this step. Confirm that the exam category is what you expected to write.”

10. Ask candidates to do the following:

- read the exam cover and response sheet instructions;
- confirm and/or complete their personal information on the student declaration form. Ensure handwriting is legible; then
- Sign the student declaration form.

Appendix I.

11. Tell candidates that all notes and calculations must be made in the exam booklet. Any notes made during the exam must be left with the invigilator at the end of the exam.
12. When everyone has completed step 10, tell candidates they can start the exam and that their allotted time starts now. (Allotted times are on the front of the exam booklets).

Note: A person who convincingly indicates they have a disability such as a reading impairment or difficulty reading English can be allowed 30 minutes longer, if requested ahead of time.

13. Check the time at the start of the exam and ensure you stop the exam at the allotted time.
14. During the exam:
 - check regularly that candidates are not talking or sharing information;
 - answer questions **only** that pertain to exam administration (e.g. instructions for completing forms or time remaining), but **DO NOT** answer questions regarding exam material;
 - washroom breaks are allowed, one person at a time (all materials must be left with the invigilator), and;
 - if candidates finish early, they must be quiet when leaving the exam room.
15. Advise candidates when they have 30 minutes remaining.
16. Ask candidates to stop the exam when their allotted time is up.
17. **Before each candidate leaves the exam room, you MUST obtain all of the following:**
 - student declaration form;
 - response sheet;
 - exam booklet, and;
 - any notes made by candidates during the exam.

Exam Submission Instructions

1. Scan **one-sided** and email or save the following documents to your computer:
 - IPM Student Declaration Form
 - IPM Examination Response Sheet
 - Invigilator Declaration Form (**SIGNED SIDE ONLY**)

IMPORTANT!

Scanner settings must be 300dpi resolution and in black and white ONLY.

If these scanner settings are not followed, exam results are unable to be marked and will be delayed. Please triple check before uploading exam response and student registration forms.

2. Save the file to your desktop with file name.
 - For an individual examinee: Ensure documents are scanned one sided and in one pdf file per candidate. The file name should be the Exam ID and candidate's last name (i.e. *44212, Smith*)
 - For a group exam session: Ensure documents are scanned one sided as one pdf file for the group, and may be named as the date of the exam session (i.e. *2019-07-04*)

Appendix I.


3. Return to original exam email and upload the saved file using the link, as shown below:

Re: Integrated Pest Management Exam #44212 – Exam package PDF download

Exam package 44212 ("Structural - General") for student "[REDACTED]" is now available for download.

Please click here to download the package PDF: [Download PDF](#)

Please ensure that completed Response Sheets are scanned in **Black and White** (not greyscale) at **300 dpi**.

Scanned Response Sheets can be uploaded via the Registration Form, which can be accessed from the original registration email or via this [direct link](#). 

4. Keep the original completed response sheets and student declaration forms and retain for 90 days in a secure location. After the 90 days these documents must be destroyed (e.g. shredded).

Note: the exam booklets do **not** need to be submitted or retained, and must be destroyed (e.g. shredded) after candidates have finished writing.

QUESTIONS?

If you have any issues or questions about uploading and submitting the required documents, please contact the Pesticide Exam Administrator at Service BC: phone 1-866-205-2102 (out of province: 250-344-3406) or by emailing pesticideadmin@gov.bc.ca.

Read and Sign/Initial the Following Declarations

(initial)	I have collected all exam booklets from candidates.
(initial)	I have destroyed/shredded all hard copies of the pesticide certificate exam and have deleted electronic copies of the exam.
(initial)	I acknowledge that failure to comply with these instructions may result in action(s) taken by the Ministry as outlined below ¹ .
(initial)	I have acted in good faith as the invigilator and followed all instructions as outlined in this declaration.

Print name	Exam Location (City, Province)
Signature	Date (DD/MM/YYYY)

Appendix I.

¹ In cases of pesticide certification exam misconduct, the Ministry may take compliance and enforcement action(s) against the invigilator and/or involved individual(s), such as (but not limited to):

- Maintaining a record of any person associated with cheating or misconduct
- Suspension and/or revocation of ability to invigilate pesticide exams
- Assessment and suspension and/or revocation of any pre-existing certifications earned by candidates under the invigilator in question
- Further compliance action, investigation and resulting enforcement tools available under the *Integrated Pest Management Act*

Appendix II.



Ministry of
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Invigilator Application for Pesticide Certification Examinations

This form is required as part of the application to become an Approved Invigilator for Pesticide Certification Examinations with the Integrated Pest Management Program.

Applicant Information

Legal First Name		Legal Last Name	
Mailing Address			
City		Province	Postal Code
Telephone number	Email address		

Applicant Declaration

Initial	I understand that the role of the invigilator is only to maintain proper conduct and prevent cheating and not to provide any assistance with questions during the examination.
Initial	I will not provide any additional information or interpretation of any kind to the candidates during the examination.
Initial	I will not assist the candidates in any manner to answer questions, mark answer sheets, or perform calculations.
Initial	I will not disclose any information regarding the content of the examination to any party.
Initial	I understand that the Integrated Pest Management Program retains the right to audit courses at any time.

Ensure your application also includes one of the following:

Appendix II.

Confirmation of employment with or on behalf of a recognized Post-Secondary Organization, Government Agency, or Non-Profit Organization

OR Confirmation of membership in good standing with a recognized Professional Organization

OR Two professional reference letters outlining your relevant experience in the appropriate field(s)

I certify that the information provided is accurate and I recognize that the Integrated Pest Management Program reserves the right to verify the accuracy of the information.

Signature	Date (DD/MM/YYYY)
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The Ministry of Environment and Climate Change Strategy reserves the right to change the terms, conditions and/or policies associated with the Ministry's invigilation standards, or to revoke Approved Invigilator status of individuals or organizations at any time.

Appendix III. References.

Integrated Pest Management Regulation

Certificate criteria

- 16** (1) For the purpose of section 5 (5) (b) of the Act, the administrator must be satisfied that the applicant
- (a) has reached 16 years of age,
 - (b) has attained the appropriate educational level for the certificate or has completed one or more courses specified by the administrator, and
 - (c) either
 - (i) has passed an examination set by the administrator for the purpose of testing the knowledge of an applicant in relation to the matters listed in Schedule 3 for the category of certificate applied for, or
 - (ii) has passed an examination, approved by the administrator, of another provincial government and has passed an examination set by the administrator for the purpose of testing the knowledge of an applicant in relation to the Act and this regulation.

Certificate examinations

- 52** (1) An examination for the purpose of section 16 (1) (c) [*certificate criteria*] examines the applicant's knowledge in relation to the certificate applied for and each matter set out in Schedule 3.
- (2) An examination referred to in subsection (1)
- (a) may be taken orally or in writing, as directed by the administrator, and
 - (b) must be taken at the time and place directed by the administrator.