

## Emergency Medical Assistants Licensing Board

<b>EMA First Responder Licensing Examinations – Roles for Proctors and Examiners EMALB 2016-15</b>  <b>Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch</b>  <b>Contact: License Administrator</b> <a href="mailto:firstres@gov.bc.ca">firstres@gov.bc.ca</a>	<b>Reference Information (Manual, page number, chapter):</b>
	<b>Replaces former policy: n/a</b>
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	<b>Last Update: August 22, 2016</b>
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<b>Keywords</b>	<b>E.g. examinations, regulation, licensure etc.</b>

### 1. Policy Rationale & Purpose:

The purpose of this policy is to describe the roles and responsibilities of those administering EMA first responder licensing examinations on behalf of the EMA Licensing Board.

The Licensing Board has the statutory responsibility to ensure that all EMA FR candidates possess the necessary knowledge, abilities, skills aptitudes and judgements required for entry to practice and for licence renewal in BC.

Training Agencies offering board-recognized EMA first responder training programs, individual fire departments, or other individuals or organizations, may administer first responder licensing examinations. FR licensing examinations include both written and practical examinations.

This policy describes the duties of those individuals that are designated to proctor written examinations, and/or examine practical examinations.

### 2. Policy Scope

This policy applies to the proctors of EMA FR written examinations and the evaluators/examiners of EMA FR practical examinations.

### 3. Policy Statement:

#### **EMA FR Written Examinations**

EMA FR Written examinations may be proctored by a department officer (training officer, fire chief, deputy fire chief etc.) or a designate of a department officer. EMA FR written examinations may also be proctored by a designate of a recognized training institution or a training agency that has an agreement with the recognized training institution.

Below are the Board expectations of an exam proctor for the EMA FR licence renewal process:

- A proctor agreement (attached) is completed for each exam sitting
- The candidate may ask for assistance from the proctor for clarification of the question only.
- Provide reasonable space for the exam to take place, including a desk or table surface
- Check photo ID and remove cell phones, and backpack/purses prior to administering the exam
- Examinations should be distributed by the proctor to the candidates so that no examinee sits next to another examinee taking the same exam

- Monitor the start time of the exam and ensure the student is given no more than the prescribed time to complete
- Mark the completed examination and submit the [course results](#) to [firstres@gov.bc.ca](mailto:firstres@gov.bc.ca)

The examinations must be kept in a secure area, accessible to only the department/agency designated exam proctors. In addition, completed examinations must be kept in a secure area for 3 years, accessible to only the department/agency designated exam proctors and officers and provided to the EMA Licensing Branch upon request.

#### **EMA FR Practical Examinations**

EMA FR practical examinations must be evaluated by an EMA that holds a valid EMA Licence for the EMA FR or higher licence category that includes no restrictions to practice.

EMAs that have a current patient care complaint before the Board are prohibited from proctoring or evaluating examination until the patient care complaint is complete.

#### **4. Legal Authority:**

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

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

[Emergency Medical Assistants Regulation Section 9.1](#)

#### **5. Key Stakeholders:**

- *EMA Licensing Board Recognized Training Institutions*
- *BC Fire Departments and Fire Rescue*

#### **6. Definitions:**

**Proctor** – A person who is designated to supervise or invigilate a written examination.

**Evaluator/Examiner** – A subject matter expert that evaluates the practical performance of a candidate's application of skills required for an EMA entering practice in BC.

**Reviewed by the EMA Licensing Branch Director on:** August 22, 2016

**Approved:** 

**Date approved:** August 22, 2016

**Drafted by:** Kim Fiege

# Proctor Agreement Form

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I agree to serve as a proctor for EMA First Responder examinations on behalf of the EMA Licensing Board. I agree to comply with the security and continuity requirements of the Licensing Board, as set out in the proctor instructions. I understand that compliance with these security and continuity requirements are required by the Licensing Board.

I have read and understand the material and will comply with all testing and marking requirements.

I agree to monitor examinations and verify that the academic integrity of these examinations is not compromised as follows:

- Create/receive an exam package from the agency/department. The contents of the exam package are the proctor agreement form, written exams, answer sheets and answer keys
- Review and set up the exam area to ensure comfortable testing environment
- Check photo ID and remove cell phones, and backpack/purses prior to administering the exam
- The candidate may ask for assistance from the proctor for clarification of the question only.
- Monitor the start time of the exam and ensure the candidate is given no more than the prescribed time to complete
- Review the submitted answer sheets for completeness, prior to the candidate leaving the test area.
- Mark the completed examination and submit the completed [course results form](#) to [firstres@gov.bc.ca](mailto:firstres@gov.bc.ca). **Please note:** a different course results form is required for each department when evaluating candidates from different departments.

## Security and Continuity Requirements

All exam materials must be returned to the proctor and accounted for. The examinations must be kept in a secure area, accessible to only the department designated exam proctors and training personnel. In addition, completed examinations and a completed proctor agreement form must be kept in a secure area for 3 years, accessible to only the department designated exam proctors and training personnel and provided to the EMA Licensing Branch upon request. Examinations shall not be photocopied.

Proctor Name: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_

Department/Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Instructions for Students

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- Students have 1.5 hours to complete initial examinations and 2 hours to complete licence renewal examination.
- This is a closed book exam.
- Cell phones and backpack/purses are not permitted in the exam room.
- Talking is not allowed between candidates during exam.
- The candidate may ask for assistance from the proctor for clarification of the question only.
- Students caught cheating will receive an automatic failing grade.
- Bathroom breaks are not permitted without an escort
  - ✓ *So allow students time before exams are handed out. Host department is required to have available a representative to assist with this task if conditions and building design dictate.*
- You can write on the exam. If you require paper for calculation it will be provided.
- Using a pencil enter the following information on your answer sheet,
  - ✓ Your full name
  - ✓ The name of the course, date, and instructor/proctor
  - ✓ When filling in response sheets, ensure the ovals are completely and carefully filled in.
- Ensure your answer sheet has your full name and department/agency on it.
- All exams and exam material (exam, answer sheet and writing paper) must be returned to the proctor.
- You are required to complete the online [application for licence form](#).

## Exam Writing Suggestions

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- Read the question fully before you look at the answer, don't read anything into the question.
- In questions where two answers appear to be correct, choose the most correct answer.
- Don't keep on changing your answer, as quite often your first choice is the correct one.
- If you're stumped, leave it until later. Another question may help you answer it.
- Review each question and answer.
- There are no points for finishing quickly.
- Do not leave questions unanswered; a blank answer is graded as a wrong answer.