

RFT and RPF AIT / TILMA Exam Rules



I. THE EXAM ROOM

1. **Starting on time.** Invigilator(s) must be in the exam room at least one half hour prior to the start of the exam to ensure all arrangements are made and the exam starts on time. Exam candidates must show up early enough to sign in and become settled before the exam start time. The exam starts at 9 am. Candidates who do not arrive by 9:30 am will not be permitted to write the exam. The invigilator must make note of any candidates who do not arrive on time and are refused entry to the exam.
2. **Exam candidates must sign in.** The invigilator(s) must confirm the identity of each candidate using photo identification and have him/her sign in on the sheet provided before providing the answer books.
3. **Exam candidates are permitted one three-inch binder of reference materials.** Exam candidates are permitted to bring in one three-inch binder of reference materials to the exam. Actual measurement of each binder will not take place, instead an "honour system" will be observed. Exam candidates must ensure reference materials fit into the binder and that the binder is easily closed. Binders exceeding these specifications will not be permitted in the exam room.
4. **Use of a translation dictionary is permitted.** A translation dictionary, such as an English/French dictionary may be used during the exam, other dictionaries will not be permitted. All dictionaries must be inspected by the invigilator(s) for acceptability when candidates sign in.
5. **Electronic devices are not permitted.** Electronic devices such as cell phones, smart phones (i.e. BlackBerry), laptops, etc., may not be brought into the exam room.
6. **Time management.** We cannot guarantee that each exam room will have a clock. Since electronic devices such as cell phones will not be allowed inside the exam room, we encourage exam writers to wear watches. Invigilators will be posting the amount of exam time left at an hourly basis inside the exam room.

II. WRITING THE EXAM

1. **Distribution of exam materials.** The exam questions and answer books will be distributed just before the start time. Exam questions must remain face down until candidates are advised by the invigilator(s) to begin.
2. **Use only the answer books provided.** Exam candidates must use only the answer books provided.
3. **Washroom breaks.** Exam candidates are only permitted to leave the room during the exam to use the washroom facilities. Only one candidate may leave the room at any given time during the exam. The invigilator(s) must ensure that exam candidates are not given opportunities to use breaks to converse with each other or consult with preparatory materials. Other breaks are not permitted.
4. **Eating and drinking during the exam.** Exam candidates who wish to eat or drink during the exam are permitted to do so provided they do not interrupt or disturb other candidates.
5. **Questions during the exam.** Exam candidates may not ask questions of the invigilator(s) except in cases of perceived errors or ambiguities in the exam questions. The invigilator(s) must not interpret questions for exam candidates, as the question may require them to make their own interpretations or assumptions.

6. **No communication between exam candidates is permitted.** Exam candidates may not communicate with each other or purposely expose their exam or binders to each other during the exam. If the invigilator(s) suspects any exam candidates of cheating, the invigilator will allow the candidates to complete the exam, make note of them and details of any infraction which will be provided to the ABCFP.
7. **Completing the exam.** The **exam will end at 11 am.** Exam candidates must, **quietly with consideration for others** who are still writing the exam, turn in all answer books (including unused books) to the invigilator(s) once they have completed the exam or when time has expired, whichever is sooner. The invigilator(s) **must sign the cover of the first used answer book in the space provided.**

Once exam candidates have turned in their answer books, they have indicated their exam is complete, whichever the case may be. The invigilator(s) is not permitted to return exam books to candidates or allow them to continue writing.

Unless other arrangements have been made on behalf of specific candidates, all times specified throughout this document are not to be altered or exceeded.

III. AFTER THE EXAM

1. Exam candidates must return their copies of the exam to the invigilators.
2. Invigilators will courier (collect) the sign-in sheet, the exam, any notes made, and all answer books (used and unused), as soon as possible following the exam to:

Registration Dept. – Exam
Association of BC Forest Professionals
330 – 321 Water St.
Vancouver, BC V6B 1B8
Tel: 604.687.8027