

2010 RPF Registration Exam Take-Home Exam Procedures



The take-home exam is only available to candidates eligible to write in this year's RPF registration exam. To pass the registration exam, you must achieve a mark of 60% or higher on both the take-home portion and sit-down exam.

Who is required to write the take-home exam? The take-home exam portion is now a requirement for RPF candidates who have **not** already received credit for a professional report. If you belong to this group of candidates, you will only be required to answer 7 of the 14 questions on the sit-down exam.

Who has an option to write the take-home exam? The take-home exam remains an option for RPF candidates who have already received credit for a professional report. If you belong to this group of candidates and choose to write the take-home exam, you will only be required to answer 7 of the 14 questions on the sit-down exam. If you do not choose to write the take-home exam, you will be required to answer 10 of the 14 questions on the sit-down exam. You do not need to contact the registration department in advance to advise whether or not you will write the full sit-down exam.

I. IMPORTANT DEADLINES

The take-home exam was made available on **Friday, July 30, 2010** on the ABCFP website.

Your exam answer must be received by us in electronic format via e-mail attachment addressed to admissions@abcfp.ca or as hard copies by regular mail or via courier at the ABCFP office on or before **Friday, September 10, 2010** at **4:30 pm**. **Late submissions will not be accepted.**

Mailing details are as follows:

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

If you choose to answer one of the take-home exam questions, you must:

- 1. Ensure that you are eligible to write the RPF Registration Exam.**
If you are not eligible to write the registration exam this year and you submit a take-home exam answer, it will be returned to you unmarked. If you submit a take-home answer and still have outstanding requirements (e.g. course requirement) to fulfill before you are eligible to write, you do so at your own risk.
- 2. Complete and submit an exam application on or before the exam application deadline.**
Your application to write the 2010 Registration exam must be received on or before the August 16, 2010, application deadline to be eligible to write the take-home and/or sit-down portions of the registration exam.

II. ANSWER ONE OF THE TWO TAKE-HOME EXAM QUESTIONS

You are required to provide an answer to one (1) of the two (2) questions posed in the take-home exam. If you attempt to submit more than one (1) answer, all your submissions will be returned to you unmarked and you will not be permitted to re-submit your answer.

Once your exam answer is received at the ABCFP office, it will be reviewed to verify compliance with the required format and specifications provided in the Sample Marking Scheme attached. You will be sent a confirmation letter (via e-mail or surface mail) whether or not it has met the required specifications. If your exam answer does not meet the required specifications, it will be returned to you.

If you do not receive a confirmation from us within a week of your submission, contact the ABCFP registration department at admissions@abcfp.ca or 604-687-8027 to confirm receipt of your exam answer.

Once you have submitted your exam answer, it may not be withdrawn. However, if you withdraw from writing the entire exam, your exam answer will automatically be voided. Instructions and deadlines to withdraw from the exam are provided in the RPF Registration Exam Application Package available on the website.

III. FORMAT AND LENGTH

You must put your answer in the format specified by the Sample Marking Scheme attached.

You may either submit an electronic copy in Microsoft Word® format or two (2) complete hard copies of your exam answer. Your exam answer must be formatted to the following specifications:

- One (1) inch margins all the way around,
- Double-spaced and printed on one side only,
- Font : Times New Roman, 12 pt
- Not to exceed ten (10) pages in length (excluding title page, table of contents and references),
- Page numbers on the bottom right of each page (excluding title page, table of contents and references),
- Contains your full name, membership number, and signature on the bottom of the title page. Your signature must appear after the following declaration:

"I [full name] declare that this paper contains my own original work."

- If submitting an electronic copy:
 - a) The document file name of your exam paper must be in this format: "2010_Take-home Exam (Your 4-digit Member ID number - Q1 or Q2 to indicate question answered).doc"
For example: For member FIT#1234 who answered Question 1 of the exam, the document name must be - 2010 Take-home Exam (1234-Q1).doc
 - b) The subject line in your e-mail upon submission of your exam paper to the Registration Dept must be in this format: "2010 Take-home Exam (Question Answered; identify if Q1 or Q2)"
For example: Subject: 2010 Take-home Exam (Q1)
- If submitting a paper copy, it must be printed on letter sized paper (8.5 in x 11 in) and each set must be stapled together. Do not use paper clips, folders or binders.

Any exam answer not conforming to all these specifications will be returned unmarked and may not be resubmitted. There will be no exceptions allowed.

IV. ANSWER MUST BE ORIGINAL WORK

Your exam answer must be your original work. You are expected to conduct research and are free to consult with colleagues and relevant experts when researching your exam answer. You may not however, discuss your exam answer with anyone, and you may not have anyone edit your answer. All sources consulted must be appropriately cited within the text of your exam answer. Only use quotations when it is imperative that the original text be preserved (for example reference to a particular article in an act, or a very profound statement by someone that you are using to build your argument). Your arguments should be based on information you have synthesized and put into your own words.

V. MARKING SCHEME

Below is a copy of the Sample Marking Scheme that will be used when assessing take-home exam papers. It contains useful guidance for structure and intent of the paper. Please be sure to consult the marking scheme as you plan and prepare your paper.

DETAILS	Mark Allocation	Marks
I. FORMAT AND STRUCTURE (15% of grade)	15	
Organization of the paper includes appropriate structure, headings and format.		
Proper grammar, punctuation and spelling are used throughout the paper.		
Literature is cited properly and consistently throughout the paper.		
If used, tables and figures are referenced in the text and are appropriately presented ¹ .		
II. CONTENT (85% of grade)		
Introduction	10	
Author provides a clear and concise description of the problem or issue to be addressed.		
The issue is introduced with relevant information that helps the reader to understand the problem.		
Clear, specific and concise objectives are established for the paper.		
Background Information	15	
Well organized and sets the stage for main argument(s).		
Comprehensive description of information necessary to understand the problem or the issue to be addressed.		
Appropriate and comprehensive material is used to provide the basis for the discussion.		
Discussion and Argument	45	
Integrates information from several sources.		
References information appropriately.		
Presents well organized arguments clearly and thoughtfully.		
Establishes arguments that are reasonable and based on the information presented.		
Arguments include professional judgement that is substantiated by published literature and other sources of information.		
Conclusions and Recommendations	15	
The author presents concise conclusions that are supported by the discussion and argument.		
Recommendations are specific, useful and based on the arguments presented.		
TOTAL MARKS	100	
	Date:	

¹ Suggested style guides include A Short Guide to Writing about Biology; Jan A. Pechenik; 4th Edition.