



Computer-Delivered Examinations

Candidate Guide

The Board of Canadian Registered Safety Professionals (BCRSP) has contracted with Kryterion to deliver all of its certification examinations by computer at their testing centres throughout Canada.

Examination Registration Process

There are several steps necessary to confirm your examination date once you have received confirmation from the BCRSP that you are eligible to write the examination.

- 1) A *CRSPEX Notice* will be sent to all eligible candidates by the BCRSP approximately eight weeks in advance of each examination administration. You are required to return this form by a specified deadline along with any applicable CRSPEX fees to be able to write in the next writing window.
- 2) The CRSPEX is administered via *Kryterion Testing Centres* during specified writing windows in May and October. No alternate writing locations or times are permitted. **Please note the availability of examination writing times at the majority of test centre locations is Monday-Friday during regular business hours.**
- 2) You will receive an email with instructions to access the *Kryterion Webassessor BCRSP Portal* website where you will schedule your examination time/date (email will include a user id/password log-in)
- 3) You will receive a second email with a voucher code - you will need this voucher code in order to register for the examination.
- 4) Once you have your access information and voucher code, you may log-in to the *Kryterion Webassessor BCRSP Portal* website. You will need to schedule an appointment to sit your examination prior to 72 hours before the first date of the writing window (the writing window will be confirmed to you in step 1 above).
- 5) Once you have registered at one of the test centres to write the examination, you will receive a confirmation email. You **MUST** bring this email with you to the testing centre as it will contain an authorization code that is required by the proctor.
- 6) Candidates should arrive at the writing location no later than 15 minutes prior to the scheduled start time. Unscheduled or late candidates will not be admitted.
 - **Please give yourself ample time to arrive at the test centre location. As many test centres are located within urban areas, parking may be limited and/or pay lot. Please plan accordingly.**
 - **Some travel may be required as there may not be a test centre in your area.**
 - **The BCRSP strongly recommends that candidates do not schedule appointments immediately after the examination. If there are any technical interruptions in exam delivery you will require more than 3 ½ hours to sit your examination.**

You are responsible for directly scheduling and keeping your examination appointment with Kryterion. BCRSP strongly recommends you schedule your appointment as soon as you receive the log-in information and voucher code.

Local testing centres are not authorized to schedule, reschedule, cancel, or confirm examination appointments. Save all examination appointment confirmation e-mails until after you complete your examination.

If you have returned your *CRSPEX Notice* indicating you will write the examination and you fail to schedule an appointment and sit for your examination, you forfeit the examination writing opportunity unless you contact the *BCRSP* office at least five business days in advance of the first scheduled writing date in the examination window.

If you have scheduled an examination and fail to sit for your examination, **you forfeit the examination writing opportunity and fees.** You will have to register and pay for another CRSPEX. If it is your last writing opportunity your file will be closed.





Special Accommodations and Assistive Devices

If you require special examination facilities or arrangements because of one or more documented disabilities, you must inform BCRSP of these needs at the time you return your *CRSPEX Notice* by completing the *CRSPEX Special Accommodation Form*. If at that time you fail to notify BCRSP of your special needs, you will not be accommodated when you arrive for your examination appointment.

If you routinely use (or expect to use) external assistive devices or equipment such as crutches, a wheelchair, a cane, an optical prosthetic, or a hearing aid, you must inform BCRSP of your need to use these devices in the secure testing room at the time you return your *CRSPEX Notice* by completing the *CRSPEX Special Accommodation Form*. If you fail to inform BCRSP of your need to use external assistive devices, you may not be permitted to use those devices in the secure testing room.

Rules for Your Appointment

To change an existing examination appointment, you must follow strict rules. If you fail to follow these rules, you forfeit your examination writing, and you will have to register and pay for a new CRSPEX writing.

- If you want to change the location of the testing centre, cancel or reschedule your examination, please contact the BCRSP office at info@bcrsp.ca or (905) 567-7198 or 1-888-279-2777. Exams that are cancelled within 72 business hours of the scheduled writing time will be subject to a cancellation fee of \$100 plus GST/HST.
- You cannot reschedule your appointment to a date on or beyond the writing window.
- Plan to arrive early for your appointment. If you are five or more minutes late for your appointment, you will forfeit your examination writing. You must bring two pieces of identification to the CRSPEX. At least one piece of identification must be valid, unexpired government issued identification document bearing both your picture and signature. The second piece of identification must be valid, unexpired bearing your name and signature. Your name on this identification document must match the name used when you applied for certification with BCRSP.

If you are not a citizen Canada, the only acceptable identification document is your valid, unexpired passport.

If you fail to keep your scheduled examination appointment, if you arrive more than 15 minutes beyond the starting time of your scheduled appointment, or if you fail to present acceptable identification when you arrive for your scheduled appointment, you will be refused admission, and you will forfeit your examination writing. To sit for the examination after having been refused admission, you will have to register and pay for another CRSPEX writing. If it is your last writing opportunity your file will be closed.

As you sign in, the testing centre staff will provide you with blank paper and one pencil for calculations. A calculator is provided on-screen as a built-in function of the examination. Other than the materials provided by the testing centre staff, you cannot take any notes, books, writing utensils, papers, purses, hats, coats, jackets, pagers, mobile telephones, or other materials or electronic devices into the secure testing room. You may access stored medicine or food or drinks outside the secure testing room. You may not access other personal belongings until you complete your examination.

Taking Your Examination

The on-site proctor at the Kryterion Test Centre will familiarize you with the computer-delivered examination process, and assist you in launching your examination. When your examination is first launched, you will be asked to take a second "authentication" photo, and you must agree to comply with BCRSP's examination security and nondisclosure rules. Once you complete these steps, your examination time will begin.

The time remaining for your examination appears on your computer monitor. One examination item at a time appears on the computer monitor on the left and the calculator and CRSPEX Formulas appears on the right. You may select an answer for the item, or skip the item. After viewing every item, you are presented with a review screen showing the item numbers and status of all items on your examination. By selecting an item on this screen, you can go directly to it and verify or change your answer selection.





During the course of your examination writing, it is possible that your examination may be interrupted if there is loss of data signal, or if any other technical issues occur. If your examination screen should freeze or a message appears that your examination has been halted, please notify the on-site proctor immediately and they will resolve the problem. **You will not lose time for such interruptions.**

If you require using the washroom, or when you leave your workstation for any reason, you must sign out and sign back in- the on-site proctor will log your activity. **Your examination clock continues to run during this time.** You are not allowed to leave the building (or part of the building) controlled by Kryterion for any reason while your examination clock is running.

BCRSP examinations are closed book, except for materials provided by testing centre staff or on-screen test aids as part of the examination. Once your examination clock starts, access to any materials beyond those given to you by testing centre staff is prohibited. BCRSP invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing centre staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing centre.

The CRSPEX is a proctored examination. Any incidences of test misconduct may result in the examination results being withheld or a determination of ineligibility. By participating in the CRSPEX you further agree to NOT disclose any information, content, examination questions or response keys from the BCRSP's CRSPEX by any means. If it is determined at any time that you have accidentally or deliberately disclosed information relating to the CRSPEX, it may result in your results being withheld, a determination of ineligibility for the designation, or if the designation has already been awarded, you may be subject to investigation by the Board's Professional Conduct Committee which may result in suspension or termination of your designation.

Obtaining Your Result

Once you submit your examination for scoring, you will receive email notification that your examination writing was completed and official notification of your results will be issued to you by the BCRSP within 6-8 weeks of the last date in the examination writing window. Kryterion transmits examination results to Assessment Strategies Inc (ASI) (the Board's Examination Consultant) at the end of each writing window. The BCRSP mails your official result and detailed score report to you. If you pass, you will receive the appropriate credentialing packet. If you do not pass, you receive instructions on how to retake the examination or when you may reapply if you have reached your last writing opportunity.

After marking and analysis is completed, the Certification and Examination Committee schedules a conference call to discuss the results particularly any poorly performing items identified by ASI.

ASI then prepares individual examination performance profiles that are sent to the BCRSP office to be forwarded to the candidates with a covering letter from the Board Chair.

About BCRSP

The BCRSP verifies competency in professional safety practice through a rigorous application, interview and examination process and evaluates certificate holders for compliance with recertification requirements. The Canadian Registered Safety Professional (CRSP)® certification is considered a benchmark in the oh&s profession and the designation of choice for Canadian oh&s safety professionals. A majority of employers prefer or require applicants for oh&s positions to hold the CRSP, particularly for mid-career or senior positions. CRSPs also receive the best opportunities for career advancement and are sought for their expertise. Since 1976, over 4,000 individuals have achieved the CRSP credential.

In 2005, the BCRSP was granted accreditation to ISO/IEC 17024:2003 (Personnel Certification Body) by the Standards Council of Canada. In 2008, the BCRSP was granted accreditation to ISO 9001:2000 (Quality Management System) by BSI Management Systems.

Career Information

For details on careers in safety, health and environmental, visit www.bcrsp.ca/careers.asp

Questions: If you have questions, please email us: info@bcrsp.ca

Updated August 3, 2011

