

Personal Training Proctored Exam Instructions

British Columbia Recreation and Parks Association

- The allotted time for the Personal Training Exam is 3 hours.
- Please verify the student's identity to your satisfaction with identification bearing the name and picture of the student (such as driver's license). The student should be under your supervision during the entire exam.
- Do not give the exam to the student(s) for self-administration or mailing; doing so will result in the student failing the course.
- Please do not administer the exam until the date and time agreed upon.
- Copying questions and making notes from the final examination is prohibited.
- Blank scratch paper can be used during the exam. The proctor should ensure the scratch paper is blank and included with the returned exam.
- Examination questions shall NOT be reviewed with students before, after or during the exam by the test proctor.
- Please ensure that both the student and proctor sign the Verification of Exam section below.
- The only material allowed in the exam is a pen, pencil, eraser and calculator (this cannot be the calculator on a cellphone). No pads, books, cell phones, laptops, iPads or other electronics other than a calculator.

Student Statement of Verification

I hereby verify that I independently completed this examination under the supervision of my designated Proctor. I did not have access to any books, notes or other materials.

Student's Name (please print): _____

Student's Signature: _____

Date: _____

Proctor Statement of Verification

I hereby verify that I personally supervised the administration of this examination. The above-named student has completed the examination following all regulations as outlined below. I am returning this form, the exam, and all testing materials including all used scratch paper to the address noted below. Please initial all that apply:

_____ I verified the student's identity.

_____ I personally supervised the administration of the exam.

_____ The student did not view the exam prior to taking it.

_____ The student did not copy any part of the exam or take any notes with him/her.

_____ The student did not use any resources other than a calculator.

Proctor Name (please print): _____

Proctor Signature: _____

Date: _____

Please return to:

British Columbia Recreation and Parks Association

Mailing address:

PO Box 2196

Stn. Terminal,

Vancouver, BC

V6B 3V7

Proctor and Student Verification – January 2024