

Quality Assurance Program Registrant Competence Assessment Proctor Terms of Participation

The purpose of proctoring

Proctoring is a test security measure that protects both the test taker as well as the College's Registrant Competence Assessment (RCA) content.

Proctors monitor the integrity of the RCA on behalf of the College of Physical Therapists of BC (CPTBC) and the citizens of British Columbia whom they serve to ensure the competence of physical therapists.

The proctor's responsibilities

The proctor is responsible for:

1. Verifying that the physical therapist registrant:
 - who began and finished the RCA was the same person who registered for the RCA.
 - completed the RCA without advice or consultation of another person.
 - completed the RCA without accessing reference material or the Internet.
 - did not receive, save, duplicate, print or distribute by electronic or other means, any aspect of the RCA including all or parts of cases, questions, answers.
 - completed the RCA in accordance with any specific accommodations provided by the College.

2. Reporting, using the "RCA Incident Report Form" within 2 working days of the RCA session:
 - incidents including power outages, computer or Internet problems that might impact the RCA process for the registrant
 - registrant and/or proctor illness, distraction, or other interruption that might affect the integrity of the RCA or its results for the registrant
 - any other unusual behaviour that would undermine the accuracy or the integrity of the RCA or its results.

It is the role of the physical therapist *registrant* to arrange the location, computer and proctor based on the criteria established by CPTBC. It is also the role of the registrant to inform the proctor of any changes in the schedule.

Location:

- Chosen by and arranged by the registrant.
- Location needs to be suitable for taking an online assessment comfortably for up to 3 hours.
- Must not enable access to references or resources during the assessment.

Computer:

- Chosen by and arranged by the registrant.
- Registrant must be familiar with and responsible for the functionality of the computer.
- Need access to a dependable, high-speed Internet connection for up to 3 hours.

Proctor selection:

- Chosen by and arranged by the registrant.
- The proctor must meet each of the following criteria:
 - Over the age of 18,
 - Comfortable with the use of a computer,
 - Present for the full duration of the registrant’s RCA session, and
 - Accessible phone during the registrant’s RCA session.
- The proctor must not be:
 - A physical therapist registrant.

A proctor can supervise up to 10 people during the same session.

Process and estimated time commitment

Step	Estimated time commitments
1. Review the Terms of Participation and discuss with registrant(s)	15 minutes
2. Enroll as a proctor (URL will be provided)	5 minutes
3. Provide your proctor identification number (PIN) to registrant(s)	5 minutes
4. Take note of the RCA Proctor Key for each of the registrant(s). Make sure these are not shared with anyone.	5 minutes
5. Arrive at the RCA session 30 minutes before the planned start time, with your RCA Proctor Key.	30 minutes
6. Unlock the RCA using the RCA Proctor Key for the registrant.	5 minutes
7. Observe the registrant during the RCA session	3 hours
8. Report any incidents using the RCA Incident Report Form	10 minutes

Protection of privacy

Your personal information will be kept confidential by the CPTBC staff, consultants and online providers.

Test security

1. All parts of the Registrant Competence Assessment are password protected and will be conducted on a secure server located in Canada.
2. The online Quality Assurance Program contents are the exclusive property of the College of Physical Therapists of British Columbia (CPTBC).
3. You must not duplicate, share, transmit, discuss or remove any part of the content from the website by any means such as printing, copying, downloading or in any other oral, electronic digital or print form.

By participating you acknowledge that you understand the above expectations for participation and your obligations to maintain confidentiality about all aspects of the Registrant Competence Assessment.

There is no need to sign or return this form. When you enrol you will be asked to confirm that you have read and agree to these Terms of Participation.

If you have any questions, you may contact Chris Smerdon, Quality Assurance Program Manager, at chris_smerdon@cptbc.org or 604 730 9193 ext. 2334.