

Test Protocol

Lifesaving Society

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TEST PROTOCOL

Introduction

Transport Canada published amendments to the *Competency of Operators of Pleasure Craft Regulations* (the Regulations) in the Canada Gazette, Part II, on June 27, 2007. These amendments introduce more stringent requirements for organizations administering boating safety tests and issuing Pleasure Craft Operator Cards.

Course Providers are now required to have their test protocol approved by the Minister. With the introduction of a test protocol into the Regulations, all course providers are now required to meet minimum performance objectives related to test administration procedures. All tests should now be administered in a more credible and consistent manner from one course provider to the next.

Test Protocols include:

- procedures to be followed before the test
- procedures to be followed during the test
- description of test sites

Course Provider Responsibilities

Responsibilities of the course providers include, among other things, the following:

- submission of their test protocol for approval by the Minister
- distribution of their test protocol to each of their agents
- ensuring each agent implements all elements of the approved test protocol
- ensuring a copy of the test protocol is available at each test site

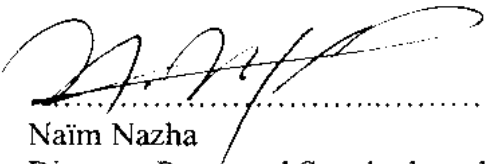
Test Administered Electronically by Computer

- All elements of the test protocol also apply to all tests administered over the Internet.
- In the case of all tests administered by computer including all tests administered over the Internet, the items or questions shall be randomly selected from the most recent bank of questions provided by Transport Canada to course providers who have had their test protocols approved.
- The test site must be owned, leased, occupies, or otherwise controlled by the course provider but that is in no way under the control of a candidate taking a test.
- **REGARDLESS OF THE TEST FORMAT, NO TEST CAN BE ADMINISTERED IN THE CANDIDATE'S PRIVATE RESIDENCE.**

Suspension of Accreditation or Approval

- Under paragraph 7.1 (1) of the Regulations, a course provider or their agent may administer a test only if the test is administered in accordance with the course provider's test protocol submitted to and approved by the Minister.
- In situations where a test is not administered in accordance with the approved test protocol or the course or test is being administered in a manner where the person's knowledge is doubtful upon completion of the course or test, Transport Canada may suspend the accreditation of an accredited course and may suspend the approval of a test protocol.
- Transport Canada will not hesitate to take enforcement action in the instance that a test is being administered outside of the approved test protocol.
- **This Test Protocol is approved based on the *Competency of Operators of Pleasure Craft Regulations* and is in effect until the regulations are amended.**

The Test Protocol for Lifesaving Society meets the requirement of the *Competency of Operators of Pleasure Craft Regulations* and is approved.


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Naïm Nazha
Director, Personnel Standards and Pilotage
Transport Canada

DEC 05 2007
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Date

Procedures to be followed before the test

Under paragraphs 7(2)(a) and (b) of the COPCR, before a test is administered to a candidate, the course providers must have established procedures requiring the person administering the test to ensure that the identity and age of the candidate are verified, that he is aware of the test’s duration and passing grade and that he receives clear instructions on how to complete the test.

Describe procedures ensuring that:

7(2) a) the identity and age of each candidate are verified,

Verify the age and identity of each candidate and ensure that the information on the candidate record is correct. Production of photo identification is the preferred means to verify candidate identity. If photo identification is not available, the candidate must provide 2 pieces of identification. A legal guardian may validate the identity of a youth who does not have identification documents.	<u>Approved</u> ✓
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7(2) b) each candidate receives clear instructions, before the test begins, on

(i) the maximum duration of the test,

The person administering the test must inform each candidate of the maximum duration of the test (60 minutes).	<u>Approved</u> ✓
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(ii) the passing grade, and

The person administering the test must inform each candidate of the minimum grade required to pass the test (75%)	<u>Approved</u> ✓
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(iii) the procedures to be followed to complete the test.

The person administering the test must inform each candidate of the procedures to be followed in order to complete the test.	<u>Approved</u> ✓
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Procedures to be followed during the test

Under paragraph 7(2)(c) of the COPCR, course providers are required to establish and implement rules that a candidate must follow during the test.

Describe procedures ensuring that:

7 (2) c) during the test, no candidate

(i) communicates with any person other than the person administering the test,

The person administering the test must continuously supervise the candidates and ensure that no one communicates with anyone other than the test person administering the test.	<u>Approved</u> ✓
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(ii) has access to documentation other than the test and instructions that related to it,

The person administering the test must continuously supervise candidates and ensure that no one has access to any documentation or materials other than the test and instructions related to it	<u>Approved</u> ✓
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(iii) copies, removes from the test site or sends anyone, the test or any portion of it,

The person administering the test must continuously supervise candidates and ensure that no one copies, removes from the test site or sends anyone, the test or any portion of it.	<u>Approved</u> ✓
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(iv) consumes alcoholic beverages.

The person administering the test must continuously supervise candidates and ensure that no one consumes alcoholic beverages.	<u>Approved</u> ✓
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Description of test sites

The COPPCR introduce test site parameters, which are contained in paragraph 7(2) (d). These parameters will substantially lessen the current problems with regards to controlling distractions and maintaining the privacy of candidates during public event testing.

Describe procedure ensuring that:

7 (2) d) the test site is a site

(i) that is designated solely for the use of the person administering the test, candidates and, if applicable, agents of Transport Canada, for the duration of the test,

Test sites must be solely for the use of the person administering the test, the candidates and, if necessary, agents of Transport Canada.	<u>Approved</u> ✓
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(ii) that is owned, leased, occupied or otherwise controlled by the course provider but that is in no way under the control of a candidate taking the test,

Test sites must be owned, occupied, leased or otherwise controlled by the course provider but in now way be under the control of a candidate taking the test.	<u>Approved</u> ✓
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(iii) in respect of which the course provider has undertaken to permit access to any agents of Transport Canada,

The person(s) in control of the test site must consent to admit agents of Transport Canada to the test site.	<u>Approved</u> ✓
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(iv) that conforms to the description furnished by the course provider in their test protocol, and


Test sites must adhere to the Lifesaving Society's Test Protocol including the requirements regarding the test site.	<u>Approved</u> ✓
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(v) that, in the case of test site situated within a space where a commercial or sporting activity occurs concurrently with the test, is delineated by walls or partitions in such a manner that the candidates are incapable of seeing anything outside the test site during the taking of the test except through a window;


If the test site is situated within a space where a commercial or sporting activity is taking place concurrently, it must be delineated by walls or partitions such that candidates are incapable of seeing anything outside the test site except through a window.	<u>Approved</u> 
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Describe procedure ensuring that:


7 (2) e) no candidate may take a test more than once in one day;

Candidates are not permitted to write more than one test in a day. Prior to the test, each candidate will be verbally questioned by the person administering the test as to whether they have written the test previously in the day. If it is discovered that a candidate has written more than one test in a day, the results of those tests will be automatically rejected.	<u>Approved</u> 
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7 (2) f) any candidate who does not comply with the requirements of paragraph (c) is removed from the test site and their answers automatically rejected for that test;

If a candidate does not comply with any of these requirements, they must be removed from the test site and their answers automatically rejected for that test.	<u>Approved</u> 
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7 (2) g) the ratio of candidates to persons administering the test shall not exceed 20 to 1; and

The ratio of candidates to persons administering the test must not exceed twenty to one.	<u>Approved</u> 
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7 (2) h) a copy of the test protocol shall be available at the test site for consultation, including an inspection by an agent of Transport Canada.

Test sites must keep a copy of the test protocol available for viewing by candidates and/or agents of Transport Canada.	<u>Approved</u> 
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