

WRITTEN EXAMINATION GUIDELINES FOR APPLICANTS AND PROCTORS

Auditor (EP(EMSLA)/EP(CEA)) and EP applicants that have met the eligibility requirements for certification are required to write an online examination. This document will provide applicants with all the necessary details to schedule, prepare for, and complete their certification exam(s).

All exams are written within the Absorb Learning Management System, which does not require installation/download, but rather is linked to the 'My Certification' tab of an applicant's ECO Canada account.

1 EXAMINATION SCHEDULING, DURATION AND LOCATION

EP(EMSLA) and EP(CEA) Applicants –

Once eligible to write the online examination, applicants will be contacted to establish a date for the examination. Applicants should allow about six (6) weeks in order to ensure adequate time for applicant exam preparation, as well as identification of a suitable proctor. Once set, the applicant will be sent a confirmation notice.

Auditor applicants will be allowed two and a half (2.5) hours to complete the online examination. After the allotted time has elapsed, the proctor will conclude the exam.

Exam locations are determined by the applicant and are often found at the place of work of the applicant. The following should be considered in securing a location:

- Reliable power source and internet connection for the computer/laptop
- A comfortable, private desk or workstation, with nearby sanitary facilities
- Minimum exposure to visual and aural distractions

The Registrar will use discretion in determining whether to grant a special request from an applicant in regards to exam writing conditions. All special requests should be submitted to the Registrar, in writing, at least three (3) weeks prior to the administration of the exam to ensure adequate time for consideration.

Note that, if possible, exams should be scheduled during regular Certification office hours (8:30 am to 4:30 pm MST, Monday to Friday, excluding holidays). This ensures that staff is available to provide assistance during the exam if necessary. If it is not possible to schedule the examination during this time period, please note that Certification staff will not be available to assist with technical difficulties should they arise.

EP Applicants –

Once eligible to write the online ethics examination, applicants will be contacted to confirm a date for the examination. Applicants should allow about six (6) weeks in order to ensure adequate time for applicant exam preparation, as well as confirmation of a suitable proctor. Once set, the applicant will be sent a confirmation notice.

EP applicants will be allowed two (2) hours to complete the online ethics examination. After the allotted time has elapsed, the proctor will conclude the exam.

Exam locations are determined by the applicant and are often found at the place of work of the applicant. The following should be considered in securing a location:

- Reliable power source and internet connection for the computer/laptop
- A comfortable, private desk or workstation, with nearby sanitary facilities
- Minimum exposure to visual and aural distractions

The Registrar will use discretion in determining whether to grant a special request from an applicant in regards to exam writing conditions. All special requests should be submitted to the Registrar, in writing, at least three (3) weeks prior to the administration of the exam to ensure adequate time for consideration.

Note that, if possible, exams should be scheduled during regular Certification office hours (8:30 am to 4:30 pm MST, Monday to Friday, excluding holidays). This ensures that staff is available to provide assistance during the exam if necessary. If it is not possible to schedule the examination during this time period, please note that Certification staff will not be available to assist with technical difficulties should they arise.

2 PREPARING FOR THE EXAMINATION

2.1 Applicant Identification of an Examination Proctor, and Proctor Quantifications

Exam proctors are required to ensure the integrity of the exam writing process. The objective of an exam proctor is to verify that exams are completed independently by applicants. Proctors are identified by applicants, according to the following requirements:

- Availability at the time of the examination, for the entire duration of the examination.
- Holds in good standing an appropriate designation with ECO Canada or a similar certified or licensed professional body/association (for example, P. Eng, P.E., QEP, P. Chem, etc).
- Fluency in either French or English, at the preference of the applicant.
- Proctors must not have been involved, within the last two years, in related training activities associated with the applicant. This means that the proctor should not have been directly involved in training the applicant on subject material that occurs within the exam that the applicant is taking (as stated below in the Examination Format section).

Proctors must be identified and submitted to the Registrar at least three (3) weeks prior to the exam. Proctors will be required to accept, sign and return a Confidentiality / Conflict of Interest Agreement, as well as an Evaluation Volunteer/Contractor Acknowledgement Form prior to proctoring the examination. They will then be provided with examination details.

If an applicant encounters difficulty finding an available, suitable proctor, the applicant is welcome to contact EP Certifications (EP@eco.ca) for assistance. Certification staff may be

able to aid in the process of securing a proctor by consulting the membership base in the area where the applicant is located.

2.2 Examination Format and Study Guidelines

The certification exam is a closed book exam. Applicants will be presented with a series of multiple choice and short answer questions that test the applicant's knowledge on relevant subject matter.

Auditor Examination

The Auditor Certification Exam consists of three (3) parts:

PART 1: Auditing Principles, Concepts and Skills	84.0 marks
PART 2: EMS – Environmental Science & Technology, and Management System Practices	33.0 marks
PART 3: Compliance – Legislation, Regulations, Standards and Guidelines	28.5 marks

EP(EMSLA) applicants will write parts 1 and 2, while EP(CEA) applicants will write parts 1 and 3.

- **PART 1** (*all auditor applicants*) will test:
 - Demonstrated knowledge of the nature of and differences between types of environmental auditing, investigations, inspections and assessments.
 - Demonstrated understanding of the concepts, principles, components and skills of auditing, and the process approach to it.
 - Includes detailed understanding of the EP Code of Ethics
 - Demonstrated understanding of effective audit programmes.
 - Demonstrated understanding of the principles and techniques for root cause analysis in order to assess the appropriateness of corrective actions.

Applicants should have a thorough understanding of ISO 19011:2011 and the EP Code of Ethics, as well as general awareness of the purpose, framework and definitions of ISO 14001 and general knowledge of auditing practices, in order to be successful on the exam.

- **PART 2** (*EP(EMSLA) applicants only*) will test:
 - Demonstrated knowledge in environmental science and technology that enables the auditor to understand the fundamental relationships between human activities, the environment and ecosystems.
 - Demonstrated understanding of the auditee's environmental aspects, their impacts, and techniques to conduct an effective audit.

- Demonstrated knowledge in environmental management systems, methods and techniques that enable the auditor to generate appropriate audit findings and conclusions. (ISO 14001)
- Demonstrated knowledge of the nature of other management and operational systems and their relationship to EMS, e.g. ISO 9001 and OHSAS 18001.

Applicants should have a thorough understanding of ISO 14001, as well as an awareness of relevant ISO standards and guidance documents.

- **PART 3** (*EP(CEA) applicants only*) will test:

- Demonstrated knowledge of the applicable legislative and regulatory jurisdictions and agencies, and their roles, responsibilities and powers.
- Demonstrated knowledge of the application of the legislation, regulations, standards and guidelines applicable to the audit.

Applicants should have an understanding of the jurisdictions and responsible parties for environmental laws and regulations, as well as a thorough understanding of how to apply an environmental regulation within the compliance audit.

EP Ethics Examination

There are two versions of the EP Ethics Examination. The version which the applicant will write is selected randomly.

Version 1 breaks down as follows:

General Environmental Knowledge	9 questions; 9 marks
Ethics-Related Questions	20 questions; 40 marks
TOTAL	29 questions; 49 marks

Version 2 breaks down as follows:

General Environmental Knowledge	9 questions; 9 marks
Ethics-Related Questions	20 questions; 44 marks
TOTAL	29 questions; 53 marks

3 EXAMINATION INFORMATION

A link to pertinent examination information, downloadable from ECO Canada's public website, will be emailed to both the applicant and the proctor prior to the exam date.

The examination information for the applicant includes F009 'Written Examination Guidelines for Applicants and Proctors' and the Environmental Professional (EP) Guidelines for Ethical Practice.

The examination information for the proctor includes F001 'Confidentiality / Conflict of Interest Agreement', F006 'Evaluation Volunteer/Contractor Acknowledgement Form', F008 'Applicant Examination Declaration', F009 'Written Examination Guidelines for Applicants and Proctors' and the Environmental Professional (EP) Guidelines for Ethical Practice.

The exam proctor must sign and return the Confidentiality / Conflict of Interest Agreement and the Evaluation Volunteer/Contractor Acknowledgement Form prior to the examination date.

4 EXAMINATION ROOM PREPARATION

The Exam Proctor is asked to inspect the exam room prior to the exam to ensure that it can accommodate the needs of the exam and applicant. In addition, please check for any subject matter regarding ISO 14000, 19011, as well as EMS or SFM protocols, or the EP Guidelines for Ethical Practice. Any reference material such as this that is found in the exam room should be removed or well covered.

The exam should be administered in a quiet room, private desk or workstation with comfortable seating, and accessibility to a computer or laptop. Washroom facilities and drinking water should be conveniently located near the exam room.

5 ADMINISTERING THE EXAM

*******IMPORTANT INFORMATION FOR EXAMINATION PROCTORS*******

- **EXAMINATION MATERIALS ARE EXTREMELY CONFIDENTIAL.** It is essential to maintain the tightest security possible. Failure to do so could seriously degrade the integrity of the certification program. The guidelines in this document should be followed carefully.
- **PLEASE READ THIS ENTIRE DOCUMENT PRIOR TO THE EXAMINATION DATE.**

THE EXAMINATION IS A CLOSED BOOK EXAM. EP Auditor Applicants will be given 2.5 hours to complete the exam, and EP Applicants 2 hours. The Proctor should not answer any questions from the applicants regarding the exam content and is responsible for ensuring the applicant adheres to the time they have to write the exam giving the applicant a 30-minute and 15-minute warning before time runs out.

The proctor should observe the applicant throughout the examination process in order to ensure that the applicant does not have access to supplementary information in either

hard copy or electronic form. NOTE that if dual monitors are enabled on the computer to be used to write the examination, only one should be used during the examination. The other should be turned off, and the proctor should continue to observe that a second monitor is not in use throughout the examination.

If requested of the proctor, applicants may utilize scratch paper during the exam, but it must be blank on both sides, numbered, and provided by the exam proctor. Note that the exam proctor is responsible for destroying all numbered pages of the scratch paper at the end of the exam session.

No portion of the exam, at any time, may be printed or saved for any manner of use.

Access in and out of the room should be controlled. With the exception of washroom breaks, applicants will not be permitted to leave the room until they have completed the exam, except in the case of an emergency. Food and drinks are permitted.

The proctor is required to verify the identity of the applicant - this can be accomplished by checking photo ID. In addition, the proctor is required to verify that no reference materials are available.

If at any time during the examination, the applicant or the proctor encounters a problem that significantly hinders the applicant's ability to write the exam (technological difficulties, evacuation of the building, a health emergency, etc), the proctor or applicant should, as soon as possible, contact the Registrar to reschedule the exam.

If the internet connection is lost during the examination, the applicant should be able to reboot his/her computer and open their ECO Canada account and resume the exam.

6 BEGINNING THE EXAM

When an applicant arrives at the exam location, he/she will be seated at the computer upon which they will write the examination. Applicants will have been provided with software and directions as noted above.

When applicants are extremely late due to unforeseen circumstances (i.e. car accident) the proctor can either:

- Suggest to the applicant that he/she defer writing the exam, or;
- Agree to remain with the applicant for the full examination time period, subject to the proctor's time commitments and the availability of the room.

In either case, the circumstances should be documented by the proctor on F008 'Applicant Examination Declaration'. In the case where the applicant has chosen to defer writing the exam, the proctor should instruct the applicant to contact the Registrar as soon as possible for rescheduling.

Once the applicant is seated and comfortable, the proctor should provide a brief verbal explanation of the exam procedure, as per the following example:

“The exam is a closed book examination and will be [time based on applicant type] in duration. No time extensions will be allowed, and no portion of the exam is to be printed or saved onto a local drive. Food and drink are permitted. Please leave all papers and electronic devices with me during washroom breaks. Please do not attempt to save or print any portion of the examination.

“No talking is permitted during the exam. In addition, I will not answer any questions about the exam. If you have any questions or concerns, please email them to the Registrar following exam completion.

“When you have finished the exam, please report to me and sign the Applicant Examination Declaration, which I will witness for you. We will then scan and e-mail this declaration to the Registrar.”

Launching the Examination

- **Computer Setup**

- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to the computer.
- Ensure that the power indicator light shows that the computer is receiving power.
- Turn on the computer.
- Once the computer boots up, verify it has access to the internet.

- **Accessing your Member Account**

1. Open Internet Explorer
2. Sign in your account at www.eco.ca/signin.aspx
3. Access the 'My Certification' tab of your ECO Canada account
4. Click 'Access EP(CEA) Exam' if you are writing the EP(CEA) exam, or Click 'Access EP(EMSLA) Exam' if you are writing the EP(EMSLA) exam, or Click 'Access EP Exam' if you are writing the EP Ethics exam.
5. You will be automatically redirected the Absorb Learning Management System account that has been set up for you

Navigating the Examination

- When you are ready to begin the exam, click on 'Launch' next to the appropriate exam (if enrolled in multiple exams)
- You will receive a short welcome message. Once you have read this message, click on 'Proceed' to continue to the exam.
- Exam progress is tracked at the bottom of the exam window and time kept by your proctor.
- If at any time you accidentally close the exam window, select 'Launch' again from the menu to continue. Your answers will be saved.

Any attempt to disable or tamper with Absorb's security features will be considered a violation of the EP Code of Ethics. It is the applicants' responsibility to familiarize themselves with their equipment prior to the start of the exam. Please allow sufficient time to become familiar with the laptop/computer. Commencement of the exam will not be delayed due to a hardware problem.

7 FINISHING THE EXAM

Once you have responded to all exam questions you will receive a confirmation message. After reading the confirmation message, click on 'Continue' where you will be directed back to the menu. The applicant cannot access the examination again. Note that the exam is not automatically graded, but staff will grade the exam after completion.

Upon completion of the exam, the applicant and the proctor must complete F008 'Applicant Examination Declaration'. The applicant must sign the form. The proctor must also sign this declaration, stating that he/she has witnessed the entirety of the exam and that it was completed independently. The proctor must also declare that if scratch paper was utilized by the applicant, it was provided by the proctor, was blank on both sides, and was destroyed immediately after the exam session. Within an hour of the completion of the exam, this form must then be faxed to the Registrar at the number stated on the form.

8 PASSING GRADE

EP(EMSLA)/EP(CEA)/EP applicants must achieve a minimum overall score of 75% to pass.

Applicants will be notified of their exam score within two (2) weeks of completing the exam.

Applicants failing to meet the minimum score for their title must wait a period of three (3) months before they may re-write.

9 EXAMINATION EVALUATION

Certification exams will be graded by Certification staff. If required, subject experts will be engaged to review and confirm short answer scores. Certification staff as well as subject experts strictly adhere to confidentiality and conflict of interest procedures.

10 CONTACT INFORMATION

Certifications Support: 403.233.0748 or EP@eco.ca