

Ministry of the Environment, Conservation and Parks (MECP) EMPLOYER-SITE ONLINE EXAMINATION PROTOCOL

This protocol outlines the policies, procedures and requirements for holding an employer-site online operator-in-training (OIT) exam for the Operator Certification program.

Employer-site Examination: Overview

Employer-site examination will allow owners and operating authorities of municipal drinking water and wastewater systems (employer) to hold online operator-in-training examinations at their workplace.

- **Examination Space:** Participants take the exam online using computers in a dedicated exam space provided by the employer.
- **Examinee:** The participants taking the online exam are employees or prospective employees of the employer-site holding the exam.
- **Virtual Proctor:** The examination is overseen remotely by an OWWCO proctor using a video connection that allows the proctor to watch the exam session through cameras that provide a complete view of the examination room, on-site proctor, examinees, and their entire workspace. Throughout the exam session, the virtual proctor must be able to provide direction to the examinees and the on-site proctor as needed.
- **On-Site Proctor:** The employer will provide an on-site proctor that will be responsible for:
 - Completing the OWWCO proctor training
 - Setting up the examination room
 - Ensure connectivity with virtual proctor
 - Observing examinees throughout the examination
 - Following the directions from the virtual proctor during the examination session
 - Following the closing procedures under the direction of the virtual proctor (e.g., collection of all paper).

Health and Safety

The employer that has requested an employer-site examination for their employees shall ensure that all applicable health and safety requirements under the Occupational Health and Safety Act (OHSA) are followed.

Application Procedure

To request an employer-site examination session, the employer will submit an Employer Site Online OIT Examination Session Application form and applicable fee online through the OWWCO site. Information needed to complete the application form includes: the number of examinees, proposed proctor name and the potential location for the exam.

Note that each examinee must also submit a completed examination registration form with payment.

An employer-site exam session may be rescheduled up to two weeks ahead of the confirmed exam date without penalty. Exceptions may be made for extenuating circumstances.

On-site proctor: Eligibility

The on-site proctor is provided by the employer and can be an employee at the employer-site that is approved by OWWCO:

- Must not have a conflict of interest such as a personal or direct professional relationship with any of the examinees
- Must not hold or have previously held a drinking water certificate or wastewater licence
- Should be aware that they are not eligible, and must commit to not write an OIT examination within twelve (12) months of proctoring an OIT examination
- Have no other duties during the examination other than to proctor the examination

The on-site proctor must:

- Complete the proctor training delivered by OWWCO
- Sign a confidentiality and conflict of interest agreement
- Complete, sign and return the Statement of Accountability at the end of the examination

Exam Site Requirements

Room Requirements

The employer will prepare the exam room according to the following guidelines and provide visual access to the virtual proctor for virtual inspection **within** 1 day of the exam. The virtual proctor must approve the room set-up prior to the exam.

Room Guidelines

- The exam room should be situated in a place of business such as a room in the employer-site, event space in a hotel or similar venue, classroom in a college/ university campus; it can not be in a private residence or dwelling. The location is to be approved by OWWCO.
- The exam site should have a paper shredder easily accessible to the on-site proctor for the secure destruction of material immediately after the exam.
- The exam room should have an employer-provided computer/laptop for each examinee and the on-site proctor. The on-site proctor computer will allow for two-way communication with the virtual proctor via Microsoft Teams
- Video access should be available using a dedicated device (e.g. external webcam, proctor laptop with an integrated webcam, etc.) that provides the virtual proctor a complete view of the examination room to be able to view the examinees and their entire workspaces for the entire duration of the exam.
- The examinee's worksurface must be large enough to comfortably accommodate the computer and provide writing space.
- Examinees must be spaced at least 2 meters apart. Two suitable possible configurations include:
 - Classroom style (rows)
 - Array the desks against the wall, either on a single long table, or on individual desks
 - The worksurface should be positioned in a way that allows the virtual proctor to have a clear view of all the examinees and their workspaces
- The exam site should have a secure place for examinees to store any necessary hats, coats, jackets, etc.

The specifics of the configuration will be determined by the available space, and must be inspected and approved by the virtual proctor before the exam date.

Minimum technical requirements

Examinee Laptop

- Examinees may not use their personal or work computer they normally use.

- Device must be able to access the internet, whether via wired or wireless connection, and be capable of running recent versions of Google Chrome, Microsoft Edge, Mozilla Firefox, or Safari.

Internet access

- Reliable internet must be consistent for a **minimum** of three hours to allow examinees to access the online exam and for the virtual proctor to monitor the exam room
- Web browser must be one of the following: Google Chrome, Microsoft Edge, Mozilla Firefox, or Safari
- Minimum bandwidth specifications are determined to be 5 Mbps downstream and 1 Mbps upstream

Exam Materials

OWWCO will send the following materials to the on-site proctor ahead of the examination session

- On-line instructions which will include the log-in information for each examinee
- Sign-in/ sign-out sheet for each examinee
- Conversion sheet for each examinee
- Proctor script which includes the Invigilation Report and Statement of Accountability form

Employer will provide:

- Computer/ laptop
- One (1) page of scrap paper for each examinee

Examinees will bring, or be provided by the employer with:

- Pencils
- Non-programable calculator

Examinees cannot have any additional materials.

Examination Procedure – Exam Day

- The on-site proctor will set up the exam materials.
- 30 minutes before the start of exam, the on-site proctor will establish video connection with virtual proctor.
 - The on-site proctor will log-in the users for the exam using log-in details that will be emailed to the proctor before the exam.

- The Code of Conduct and other required forms will be collected from the examinees by the on-site proctor who will verbally confirm with the virtual proctor that all forms have been collected.
- The examinees will receive instructions from the on-site and virtual proctor, including the procedure for leaving in the event of an emergency.
- Examinees will begin their exams at the signal of the virtual proctor.
- At the end of the exam, the on-site proctor will collect scrap paper, and ensure the exam was submitted.
- Once the examinees have left, the on-site proctor will clear the browser's history, cookies/ cache and log-off all computers.
- The scrap paper collected will be shredded immediately using the on-site paper shredder.
- The collected Code of Conduct, the signed Statement of Accountability, and the Invigilation Report, if applicable, will be scanned and emailed to OWWCO by the on-site proctor.
- Once OWWCO confirms receipt of the scanned documents, the remaining documents will be shredded by the on-site proctor.