



Proctor Agreement

CWBLC Student / CSA W178.2 Welding Inspector Agreement *(Please print legibly)*

I agree to the following:
To be responsible to locate a proctor and to set up an appointment for the applicable welding inspector exams.
To be responsible for reimbursing the proctor for all of his or her expenses.
To take the exams and have my proctor return them to the Canadian Welding Bureau.

Name: _____ Student / Registration No.: _____
Address: _____ Phone Number () _____
City: _____ Prov.: _____ Postal Code: _____
Signature: _____ Date: _____
Examination Date: _____ Level: _____ Module / Code Exam: _____

(By signing this form I agree to comply with the Canadian Welding Bureau's examination rules)

Proctor Agreement *(Please print legibly)*

As a proctor, I agree to the following:
I am not a relative of the candidate named above, nor do I live at the same address as the candidate.
I will personally administer and supervise the indicated exam(s).
I will personally mail or courier the completed exam(s) back to the Canadian Welding Bureau immediately after the candidate has completed the exam.

The proctor's current profession must be from one of the following:

- dentist, medical doctor or chiropractor
- judge, magistrate, police officer
- mayor
- notary public
- pharmacist
- principal of a primary or secondary school
- professional engineer
- senior administrator or teacher in a university
- Certified W178.2 Level 3 Inspector (CWBLC Module exams only)
- engineering technologist
- lawyer (member of a provincial bar association)
- minister of religion
- optometrist
- postmaster
- professional accountant
- senior administrator in a community college
- veterinarian

Proctor's Name: _____ Title: _____
Employer: _____
Employer's Address: _____
City: _____ Prov: _____ Postal Code: _____
Email address: _____
Profession: _____
Phone Number: Employer's: () _____ Home: () _____

To protect the security and integrity of the exams and testing process, all exams will be forwarded to the address where the proctor is employed.

Proctor's Signature: _____ Date: _____

(By signing this form I, as a Proctor, agree to comply with the Canadian Welding Bureau's examination rules on Page 2 of this form)

Return completed form to the Canadian Welding Bureau prior to writing the examination. Please allow three weeks processing time.

For CWB Use Only	Accepted By: _____	Date: _____
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Rules For Invigilating Canadian Welding Bureau Examinations

1. The examination candidate must provide the Proctor with proof of identity before writing the examination unless the candidate is known to the Proctor.
2. The rules must be read to the candidate before beginning the examination.
3. Ensure each candidate has the correct examination.
4. Proctors must remain in the presence of the candidate for the duration of the examination. The writing time for the examination is stated on the examination cover sheet.
5. Examinations on a code or standard (e.g. CSA W47.1, W47.2, W59, W178.2, etc.) are open book examinations. For such examinations, candidates may only use the applicable standard. No other reference material is allowed. Electronic versions of the standard/code are permitted, the applicable standard/code being the only application allowed to be open during the exam.
6. All other examinations are closed book. No reference material is allowed for this type of examination.
7. The questions must be answered on the answer sheet provided and not on the question paper.
8. The only electronic device candidates may use is a non-programmable calculator. All other electronic devices must be stored out of sight and not in the proximity of the candidates during the examination. Calculators that are an application in cell phones or other electronic devices may not be used.
9. The candidate may not leave the room without handing in the examination paper. Once handed in, the examination paper shall not be returned.
10. Copying the examination question booklet and/or completed answer sheet is prohibited.
11. The examination must be returned to the Canadian Welding Bureau by first class mail or courier.
12. If the candidate is suspected of or found to be cheating, call the CWB's Registrar as soon as possible and report the incident.

For CSA W178.2 Exam Candidates only:

1. The examination candidate shall open the sealed envelope in the presence of the Proctor immediately prior to writing the examination.
2. When the writing time has expired the candidate shall, in the presence of the Proctor, insert both the examination question booklet and answer sheet into the envelope provided, seal the envelope, and sign the envelope across the seal.

I have read the above rules for the writing of Canadian Welding Bureau examinations and I shall ensure that they are followed.

Proctor's Signature

Date