

**GUIDELINE TITLE: O. REG. 128/04 - EXAMINATION INVIGILATION****PURPOSE**

To outline the guidelines and rules regarding exam logistics, invigilation and security.

**CONTEXT**

Exams may only be invigilated by Ministry approved personnel which may include:

- professional college invigilator
- certification office staff
- Ministry of the Environment staff
- Other approved invigilators

Under no circumstances will an individual who trains or employs/manages operators or has professional relationships with operators be allowed to invigilate Class I-IV exams or be in care or control of the exams.

Under certain circumstances, where special needs exist, the ministry may approve the following personnel to invigilate exams

- School board personnel
- Other Government of Ontario employees who routinely administer exams as part of their job function
- Other persons who by their status and authority in a community may be entrusted with the examinations

The above three circumstances are entirely at the discretion of the Ministry.

Personnel who invigilate exams must be trained by the certification office on examination procedures. Where certification exam procedures differ from standard procedures used by the invigilator, the invigilator shall use the certification exam procedures.

A person is restricted from writing more than 2 types of exams in any single day.

Exam sessions which have a morning and afternoon sitting shall be divided between exam categories (i.e. drinking water in morning; wastewater in the afternoon).

**GUIDELINE NO: 6.6**  
***Drinking Water Operator/Water Quality Analyst Certification***  
***Revised: July 2006***

Persons who do not abide by the rules of an exam will have their exam ceased, and will not be issued a mark.

Any suspected breach of exam security will be immediately reported to the Ministry of the Environment and fully documented

***Approved July 2006***