

Food Safety for Food Handlers Proctor Application Form

This form is intended for persons who wish to become a KnowledgeWare authorized proctor for the 'Food Safety for Food Handlers' online web-based training program. While students can do the course online from their home or school or business, the final exam must be written in the presence of an authorized proctor. As a proctor, you will be authorized to supervise students as they complete the final exam portion of the 'Food Safety for Food Handlers' training program.

Proctors are responsible for validating the identity of the person challenging the final exam, privately entering their unique proctor login/password to allow the student to begin the exam, and being present in a supervisory role during the completion of the exam. They must limit the student's time in the final exam to a maximum of 60 minutes. Proctors must remain impartial during the exam and may not assist the student during the exam in any way.

Proctors must have suitable area with a computer(s) to allow students to complete an online examination or otherwise make arrangements with students for such a facility. The proctor must have an email address (the certificate will be emailed directly to the proctor for printing) and a color printer for certificate printing as well as internet access.

Proctors must be at least 19 years of age and not a member of a student's immediate family, not a member of the student's household, and an active or retired member of a recognized profession. The proctor must be a person who has no vested interest in the outcome of the student's exam.

KnowledgeWare does not offer any direct or indirect financial or other compensation to proctors; however proctors may at their discretion charge a reasonable fee for their services as negotiated with students.

Proctor Requirements List:

Proctor applicants must meet the following criteria:

- a) An adult (19 years or older)
- b) Not a member of the student's immediate family (spouse, parent, step-parent, guardian, child, sibling)
- c) Not a member of the student's household (boarder, roommate, etc.)
- d) Active or retired from a recognized profession such as a policeman, doctor, lawyer, accountant, teacher, public health inspector or military officer.
- e) Has access to a computer, a work e-mail address, and a connection to the Internet
- f) Is willing to actively supervise the writing of the exam
- g) Has no vested interest in the final outcome of the results of the exam

Printed documentation to verify proctor identities may be required.



KnowledgeWare
Communications Corp.

11763 Darby St.
Maple Ridge BC V2X 5G1
1-800-893-9333 pacific

Ph: 604-380-0040
Fax: 1-855-898-4690
Email: info@kccsoft.com
Website: www.kccsoft.com

To apply to proctor exams in your area fill out the fields below and fax to 1-855-898-4690

Name: _____ Occupation: _____

Organization: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip: _____

Work Phone: _____ Home Phone: _____

Fax: _____ Email: _____

Please list three references who may be contacted:

<u>Name:</u>	<u>Relationship:</u>	<u>Years Known:</u>	<u>Phone:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please fax this form to: 1-855-898-4690 For more information call 604-380-0040.
Include one piece of photo identification or professional qualification (you may paste this into the area below).



Food Safety for Food Handlers Proctor Rules

Certain rules apply to the Food Safety for Food Handlers course and exam, since this course is recognized in British Columbia (only) as equivalent to a Level 1 FoodSafe course.

1. Proctors must apply and be approved in advance by KnowledgeWare.
2. Your proctor login/password must be used only by yourself and not shared. If your information is compromised please contact KnowledgeWare immediately.
3. Proctors must confirm the identity of students (as with a Driver's License).
4. Students must complete the Food Safety for Food Handlers course within 30 days of starting it, this includes completing the final exam. It works best that students plan on finishing within 25 days, as they may have a sickness, flat tire, etc. and be delayed by unforeseen circumstances.
5. Students must achieve at least 80% in the final exam to earn a passmark. Students cannot access the final exam until a proctor has unlocked it with their loginID/password.
6. The proctor must ensure the student has no longer than 60 minutes in the final exam.
7. The proctor cannot assist or coach the student in the exam. The final exam consists of 50 randomly generated multiple choice questions.
8. If the student passes, an official certificate will be generated and emailed directly to the proctor within 10 minutes of completion. Thus it is necessary that proctor email addresses are kept current in the system. The certificate can be printed onto a school certificate, or the KnowledgeWare background certificate can be issued (two certificates are emailed, one with a background, one without). The proctor is responsible for printing the appropriate certificate for the student.
9. If the student does not pass, the exam can be attempted as many times as necessary with no additional cost from KnowledgeWare. At least 24 hours must exist between exam attempts.
10. Students must spend a minimum of 5 hours in the course content areas. Each part of the course is timed and students must proceed in order. Expect the exam to take 1 hour.
11. Please advise KnowledgeWare if you are no longer a proctor, or wish someone else to take over your proctoring role.
12. Proctors must maintain the confidentiality of the final exam and questions. For example, quiz questions cannot be printed or shared.

For more information contact KnowledgeWare:

www.foodsafetybc.com www.kccsoft.com

techsupport@kccsoft.com

1-800-893-9333 Pacific 9-5 MF