

FUNDAMENTALS OF INSURANCE AND/OR GENERAL BYLAW EXAM

PROCTOR AGREEMENT

PLEASE READ THIS DOCUMENT CAREFULLY. As a proctor for online examinations you are responsible to ensure that the proctoring process as outlined is clearly followed. Any exam candidate who shows evidence of not having followed the proper proctoring process may have their license certificate revoked or may not be eligible to complete the examination process. As the proctor you will not be permitted to proctor any future exam and may be subject to disciplinary measures by the General Insurance Council of Saskatchewan. It is considered a breach of professional ethics to act as an exam proctor and to not follow the proctor instructions as outlined.

I will ensure that the exam candidate is supervised at all times and does not have access to any materials or aids that might assist them in answering the exam questions.

I will ensure that the exam candidate presents valid government issued photo identification before being allowed to start the exam.

I will ensure that the exam candidate will not save or reproduce any written, printed, or electronic copies of the exam.

I qualify to act as a proctor by being in one of the following identified categories (please check one):

- Level 3 General Insurance Licensee
- Educational Professional
- Government Administrator

PLEASE NOTE: PROCTOR CAN NOT BE EMPLOYED BY THE SAME EMPLOYER AS THE STUDENT OR BE A RELATIVE OF THE STUDENT

Last Name		First Name	
Address where exam will be written (Facility/Brokerage/Street Address)		City	Province
Email (IMPORTANT)	Telephone	Job Title and Employer	
Exams to be written:	<input type="checkbox"/> General Bylaws	<input type="checkbox"/> Fundamentals of Insurance	

Date and Time the exam is scheduled to be written: _____

I agree to proctor the Fundamentals of Insurance and/or General Bylaw exam as identified above. I will ensure that the exam is written on the scheduled exam date/ time and that my confidential proctor code will be kept secure until the exam has been completed. I agree to proctor the exam in accordance with the rules and regulations for general insurance examinations as set out by the Insurance Brokers' Association of Saskatchewan (IBAS) and the Insurance Councils of Saskatchewan (ICS) and understand that all examinations are subject to random audit by the IBAS and /or ICS.

Proctor's Signature		Date
Student's Name	Student's Signature	Student's Email Address

PLEASE FORWARD TO:

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