



Registration Exam Policy

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Acknowledgement:

This document has used information directly from (or has modified information from) the following sources:

Association of BC Forest Professionals

Individual references to, or footnotes from, these various sources have not been provided.

Disclaimer/Notice

The information presented in this document is designed to provide guidance for application, administration and evaluation of the Association of Saskatchewan Forestry Professionals Registration Exam.

The information presented in this manual is not binding on the Admissions Committee who maintains the right to vary/conduct the examination process as they see fit within the confines of *The Forestry Professions Act* (Saskatchewan).

Variance from this document does not provide grounds for an appeal.

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2.0 Purpose

Candidates seeking to join the Association of Saskatchewan Forestry Professionals (ASFP) must complete the ASFP Registration Exam. Council has delegated the task of setting the registration exam to the Admissions Committee with instructions to ensure that the exam is comprehensive and fair in its application, administration, and evaluation. The purpose of this policy is to set out the process for application, administration, and evaluation of the registration exam.

3.0 Scope

This policy applies to all candidates who are required to write a registration exam as defined by the Association. Requirements for forest professionals transferring under the provisions of the Agreement on Internal Trade (AIT) and/or The Trade Investment and Labour Mobility Agreement (TILMA) are covered under section 11.

4.0 General Requirements

The registration exam is an open book take-home exam that can be administered at any time throughout the year but is often completed when there are a number of candidates wishing to write. This exam is confidential and the contents cannot be disclosed to anyone.

Members-in-training are only eligible to write the registration exam upon completion of the training period prescribed by Council and typically should write within 6 months of completion of their training period. However, before writing the exam the candidate must have:

- Successfully completed any core competency standards required of them during the training period;
- Completed any ASFP professional development requirements prescribed by Council; and

- Have their sponsor's agreement that the candidate is prepared and can dedicate the time and energy required to complete the exam.

As a general rule, restricted members and transferring forest professionals have already met the exam eligibility requirements and can write the exam at any time. However, the exam must be completed within 6 months of registration with the Association unless otherwise approved by the Admissions Committee.

5.0 Request to Write the Exam

The ASFP exam will be scheduled 3 times yearly. The dates for the exam will fall on the second Monday of the month in January, May and September respectively. All requests to write the exam must be made to the registrar at least one month in advance of the exam date in which the candidate would like to write. The consequences of not providing sufficient notice is missing deadlines to write as described in this policy. The Registrar will notify candidates of the exam date. Candidates should contact the Registrar for specific instructions for the exam.

6.0 Special Exam Requests

If for any reason a candidate would like a special accommodation to be made for the exam, such as being given an oral exam instead of the written version, the candidate must submit a written request to the ASFP Registrar 3 months ahead of the time he or she wishes to write. Please inform the ASFP of the reason for such a request and include any supporting information such as letters from sponsors/mentors. The Admissions Committee will work with candidates to make alternative arrangements as appropriate. Requests for special accommodations for the registration exams are reviewed on a case-by-case basis and decisions are made at the sole discretion of the Admissions Committee.

7.0 Writing the Exam

All members-in-training, restricted members and transferring forest professionals must pass the registration exams. Rewriting opportunities and procedures are discussed below.

The exam will normally be sent to candidates by email and may be written at any location. The applicant will be given 8 hours to complete the exam. The exam will be sent to candidates first thing in the morning and must be returned by email to the Registrar within 8 hours. Any issue in receiving the exam should be immediately reported to the Registrar.

8.0 Exam Format and Marking

The format of the exam may differ from time to time but the Admissions Committee will advise candidates of the format well in advance of the exam date. Currently the exam format is a take home open book format. Open book means that candidates are allowed the use of a computer, written material, or personal notes. Although the exam is open book, no consultation with any other person is permitted.

An overall passing grade of 75% is required on the exam.

The Admissions Committee, or members of the Committee assigned by majority vote of the Committee, will mark and remark (if required) all exams. Marking procedures are designed to ensure consistency in the marking of all exams. Once the exam has been marked and re-marked, (if required) the results will be reviewed by the Admissions Committee. Upon completion of this review, the results are final and no appeal is possible.

9.0 Releasing Exam Marks

The Admissions Committee will review the exam results and make the decision to register passing candidates as full members. The Admissions Committee will advise the Registrar to notify all candidates of their outcome

and to register the passing candidates. Successful candidates are then assigned a registration number and added to the register. The chair of the Admissions Committee will report the exam results to Council.

Within 30 days of being notified of the results candidates may request a feedback review with the admissions committee. If no feedback is requested within 120 days of notification then marked copies of the exam will be destroyed.

NOTE* this review is not to aggrieve the results. Candidates aggrieved by the decision of the admissions committee must request a review to Council in accordance with the Act and Bylaws. If this occurs the Admissions Committee will keep the aggrieved exams until that process is complete and the committee is notified by council.

The review is for the purposes of feedback on how to improve and see where further study may be required. The review can occur with one or more members of the committee and may involve the candidate's sponsors.

When feedback is requested:

- The Chair and / or a member of the Admissions Committee that has no connection with the individual will provide the candidate with feedback.
- Feedback will be around general areas where problems were, coaching on areas more study is needed in, and guidance on where the candidate can find the information they were missing.
- The marked exam questions will not be shared.
- The Admissions Committee members doing the review should be privy to the exam, but any copies they are given will be deleted and shredded immediately.

10.0 Exam Rules for Members-in-Training

Members-in-training are admitted to the Association on the basis that they will serve a 2-year period in the FIT or FTIT categories and successfully complete the exam within 6 months of the completion of the training period.

Upon successful completion of the exam, in-training members will be added to the register in the appropriate RPF or RPFT category.

Should a member-in-training not write the exam within six months of completing the training period, their membership rights will be revoked or suspended and practice rights will not be granted. Should they fail the exam, they will remain in the in-training category, will not obtain practice rights, and may be subject to other conditions at the discretion of Council until the exam is passed. Procedures for rewriting are discussed below.

10.1 Exam Failure on First Attempt

Members-in-training who fail the exam on their first attempt must rewrite the exam within the next two scheduled sessions once they have been notified of the exam result. Extensions beyond this timeframe may be granted by the Committee. Candidates are encouraged to work with their sponsors to determine why they were not successful and to develop a continuing education plan outlining steps that will be taken to ensure successful completion of the exam on the next attempt.

10.2 Exam Failure on Second Attempt

Members-in-training that fail the exam on the second attempt must obtain approval from the Admissions Committee to write it a third time. A written request to re-write the exam must be made to the ASFP within 45 days of being notified of the second exam failure. Should the member-in-training not meet this requirement, their membership will be revoked along with any rights and privileges of membership.

The re-write request must include:

- a detailed explanation of the reasons why the member-in-training was not successful on the exam; and
- a continuing education plan outlining the steps that will be taken to ensure successful completion of the exam on the next

attempt. This plan must be completed before the member-in-training will be allowed to re-write the exam.

A meeting will be arranged with the Admissions Committee for the member-in-training to make his/her case for re-writing the exam. The member-in-training may appear in person or have a telephone interview. It is important that the member-in-training's sponsors support his/her continued work and attend the meeting.

If the conditions above are met, the Admissions Committee will grant the opportunity to write the exam a third time on whatever terms and conditions it considers warranted to help ensure that the next attempt will be successful.

There will normally be two years between the second and third attempts unless the Admissions Committee is convinced that the member-in-training can carry out his/her continuing education plan within one year.

Should the candidate fail to meet with the Admissions Committee or complete an agreed upon plan of studies, he/she will lose their membership and not be able to re-enroll for three years from the last exam failure date.

10.3 Exam Failure on Third and Final Attempt

Failing the exam after the third attempt will result in the loss of the candidate's in-training membership. The individual will not be able to re-enroll for three years from the last exam failure date.

Re-enrollment after the three years will be on a case-by-case basis at the discretion of the Council. Re-enrollment will require the individual to meet all conditions set by Council.

11.0 Exam Rules for Restricted Members and Transferring Forest Professionals

Restricted members or transferring members (under the labour mobility provisions of the AIT and/or TILMA) are required to pass the registration exam within 6 months of their application date unless a request to extend this period is granted. Members in these categories will immediately be granted practice rights but must pass the exam to maintain those rights. Should they fail to write within six months, their membership and/or practice rights will be revoked or suspended. Should they fail the exam, they may lose their practice rights and be required to take a leave of absence, and/or may be subject to other conditions at the discretion of Council until they pass the exam. Rewrite opportunities and procedures are identified below.

11.1 Exam Failure on First Attempt

Members must rewrite the exam within the next two scheduled sessions once they have been notified of the exam result. Extensions beyond this timeframe may be granted by the Committee. Members are encouraged to determine the reasons why they were not successful on the exam and to develop a continuing education plan that includes detailed description of the steps intended to ensure success on the next attempt. Restrictions may be placed on practice rights after failure has occurred.

11.2 Exam Failure on Second Attempt

Failure on the second attempt will require approval from the Admissions Committee to re-write for a third time. Written request must be made to the ASFP within 45 days of the date of being notified of the exam result. Failure to submit the re-write request in this timeframe will result in the loss of practice rights and privileges. The request must include the following:

- a detailed explanation of the reasons why the member was not successful on the exam; and
- a continuing education plan that includes detailed description of the steps intended to ensure success on the next attempt. This

plan of studies must be completed before the member will be allowed to re-write the registration exam.

Members failing for a second time will be required to review competencies and develop a plan of remedial studies to address the areas where improvement is needed. The member must meet with the Admissions Committee and get their approval on the plan of studies. The Admissions Committee will consider the request and decide upon the conditions required in order to be entitled to a third attempt. In making this decision, the Admissions Committee may place whatever terms and conditions it decides are prudent to help ensure the member has better success on the third attempt. This plan of studies must be completed before the member will be allowed to re-write the registration exam. The time span between the second and third attempts will generally be up to twelve months unless the Admissions Committee is convinced that the candidate can meet the commitments of their continuing education plan in a shorter period.

Should a member fail to meet with the Admissions Committee or fail to complete a plan of studies that was agreed to by the Admissions Committee, the member will lose their membership and will not be able to re-enroll for three years from the date the membership was lost. Right to practice will be suspended after the second failure.

11.3 Exam Failure on Third Attempt

Exam failures after a third attempt will be dealt with on a case-by-case basis at the discretion of Council. Should a member be granted another opportunity by Council, practice rights will remain suspended until successful completion of the exam. All conditions of another rewrite set out by Council must be met. If granted another re-write, the member will be required to complete a further review of their competencies and develop a plan of remedial studies to address the areas where improvement is needed. The member must meet with the Admissions Committee and get their approval of the plan of studies. This plan of studies must be completed before the member will be allowed to re-write the registration exam. Should a member fail to meet with the Admissions Committee or fail to complete the plan of

studies that was agreed to by the Admissions Committee, the member will lose their membership and not be able to re-enroll for three years from the date he or she last failed the exam. If Council does not provide another re-write, the member will lose their membership and not be able to re-enroll for three years from the date the membership was lost.