



- Transport Canada published amendments to the Competency of Operators of Pleasure Craft Regulations (the Regulations) in the Canada Gazette, Part II, on June 27, 2007. These amendments introduce more stringent requirements for organizations administering boating safety tests and issuing Pleasure Craft Operator Cards. The Lifesaving Society's PCO Test Protocol is approved by Transport Canada.

ACCREDITED TESTS

- To qualify for the PCO card, every candidate must pass (75%) the required accredited test.
- The Lifesaving Society provides accredited written tests to BOAT Test Facilities. These will change approximately every 6 months, so BOAT Test Facilities need to know which are the current tests.
- The BOAT Test Facilities are responsible for safeguarding the integrity of the written tests by not copying them or sharing them with anyone who is not writing the test. Questions and answers on accredited tests may not be altered or substituted. The Lifesaving Society will decertify any test facility who acts to undermine the integrity of the tests
- The writing of BOAT tests must be supervised or proctored by the BOAT Instructor or another individual who has signed the proctor agreement and is appointed by the Society.
- Written tests should be marked (master answer sheet is provided) and the results conveyed to candidates at the earliest opportunity.
- After the written test is administered, the test supervisor collects the answer sheets and the test questions. Review the question papers to ensure no markings have been made.
- All tests for the Pleasure Craft Operator Card are to be administered in accordance with the policies of the Lifesaving Society and Transport Canada.

FACILITIES AND TIME REQUIRED

- All accredited tests will be administered in a place with generally recognized good examination conditions. Candidates may normally be expected to take between 45 to 60 (max.) minutes to write the test. Allow additional time to mark and review the test.
- At the BOAT Instructors/proctors discretion, an accredited test can be administered orally to an individual with reading disabilities or other language difficulties.
- Candidates are not permitted to write more than one test in a day. Prior to the test, each candidate will be verbally questioned by the person

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administering the test as to whether they have written the test previously in the day. If it is discovered that a candidate has written more than one test in a day, the results of those tests will be automatically rejected.

- The test site must be owned, leased, occupied, or otherwise controlled by the course/exam provider but that is in no way under the control of a candidate taking a test.
- Test sites must be solely for the use of the person administering the test, the candidates and, if necessary, agents of Transport Canada.
- If the test site is situated within a space where a commercial or sporting activity is taking place concurrently, it must be delineated by walls or partitions such that candidates are incapable of seeing anything outside the test site except through a window.
- The ratio of candidates to persons administering the test shall not exceed 20 to 1.
- A copy of the test protocol shall be available at the test site for consultation, including an inspection by an agent of Transport Canada.
- **REGARDLESS OF THE TEST FORMAT, NO TEST CAN BE ADMINISTERED IN THE CANDIDATE'S PRIVATE RESIDENCE.**

CANDIDATE RECORD & FEES

- Every candidate for the PCO card must complete a Lifesaving Society *Candidate Record* which records name, birth date and mailing address, together with date and location of the written test. Candidates record their answers to the test on the same form.
- The BOAT Instructor records the mark achieved on the written test and signs each Candidate Record.
- Upon receipt of the Candidate Record and the candidates' examination fees (consult current fee schedule), the Lifesaving Society office will issue the PCO card directly to the candidate.

The Lifesaving Society cannot issue PCO cards without the fully completed forms signed by the BOAT Instructor.

TEST SUPERVISION (PROCTORING)

- Tests must be supervised or "proctored" by an adult (age of majority) appointed by the Lifesaving Society. Often, but not necessarily, the proctor will be a BOAT Instructor. Proctors must not be related to any individual(s) writing the test.
- The proctor will:
 - Protect the integrity of the test by ensuring it is not shared with anyone who is not writing the test. Candidates may not retain or copy the test paper.
 - Supervise those writing the test at all times ensuring that no one has access to any materials or aids that might assist in answering the test.
 - Collect all test papers and answer sheets, mark the test and provide the results to candidates.
 - Review the test answers with the candidates.
 - Return all test papers and answer sheets to the Lifesaving Society as soon as possible.
 - Verify the age and identity of each candidate and ensure that the information on the candidate record is correct. Production of photo

identification is the preferred means to verify candidate identity. If photo identification is not available, the candidate must provide 2 pieces of identification. A legal guardian may validate the identity of a youth who does not have identification documents.

- Continuously supervise the candidates and ensure that no one communicates with anyone other than the test person administering the test.
- Continuously supervise candidates and ensure that no one has access to any documentation or materials other than the test and instructions related to it.
- Continuously supervise candidates and ensure that no one copies, removes from the test site or sends anyone, the test or any portion of it.
- Continuously supervise candidates and ensure that no one consumes alcoholic beverages.