

Appendix C

GUIDELINES FOR EXAMINATION PROCTORS AND EXAMINATION SUPERVISORS

1. The examination site should provide appropriate testing conditions including good lighting, large desk, lack of noise, and a nearby rest room
2. To protect the security of the examination, the examinee should be closely monitored by the proctor who must remain at all times in the examination room, or in an adjacent room where security can still be adequately maintained. The proctor may appoint a replacement supervisor to substitute from time to time if necessary (provide name(s) to the Secretariat)
3. The examination may begin no earlier than 0800 hours and no later than 1300 hours (full examination only)
4. The examinee will be given up to eight (8) hours (full examination), or two (2) hours (supplemental examination), as required, to complete the BMET examination. The examinee may only leave the room to go to the rest room. Lunch break may be taken in the room, if the examinee desires, and he/she may be advised to bring a lunch. At the discretion of the proctor, the candidate may go out to lunch with the proctor, after the examination papers have been appropriately secured.

Three (3) hours are given for the dialysis examination. Because of this concentrated period of time, no food is permitted in the room, unless medically necessary. Beverages may be brought in provided they are in a closed container.
5. The examination proctor or supervisor must maintain appropriate security of the examination documents at all times. If the security of the examination is compromised in any way, or if there is a suspicion that the security of the examination has been compromised, please inform the BMET Board Secretariat at once at the number shown below.
6. The proctor or supervisor must ask each examinee entering the room for personal photographic identification. A driver's licence, birth certificate or Company I.D. card are acceptable.
7. The proctor should confirm that the examinee's full name matches that printed on each page of the examination.
8. The BMET examinee may bring a hand held calculator and/or list of equations to the BMET examination. The list should be on a paper or card no larger than 7.6 cm by 12.7 cm and should contain equations, not words. Both sides of the paper or card can be used for listing. The dialysis examinee may not use any cue cards for the dialysis examination.
9. The examinee must not have any form of communicating device (cell telephone, Blackberry, pager, camera etc.) on his person whilst writing the examination.
10. The examinee should clearly mark answers in the boxes provided on the multiple-choice section of the examination in pencil.
11. For the full BMET examination, the proctor should emphasize that there are two essay questions to be answered, after the completion of the multiple-choice section.
12. The proctor or supervisor may not answer any technical questions concerning the examination, but may answer questions about examination procedures.
13. All pages of the exam, including any allowed list of equations, plus any additional sheets of paper requested by the examinee, must be collected by the proctor and placed into the addressed envelope provided prior to mailing.
14. Note that proctors and supervisors will not be eligible to take the BMET examination for four (4) years from the date of the examination supervised or proctored.
15. Call the BMET BOARD SECRETARIAT if you have any questions about proctoring or supervising the BMET Certification Examination. Telephone: (613) 823-9447 (0900 – 1700 EST)