

BRIEFING NOTE

TO: Council

FROM: Executive Committee

DATE: December 2 and 3, 2019

SUBJECT: 17.1 Role of the Chief Examiner

☒ For Decision ☐ For Information ☐ Monitoring Report

Purpose:

To consider whether to continue to appoint a Chief Examiner to the National Examinations.

Background:

The position of Chief Examiner was first established by NACOR to ensure that each province had a person in place to facilitate the administration of the national examinations in the host province. As set out in the National Exams Committee handbook, the chief examiner functions as the provincial examination coordinator for schedules, venues and examination personnel.

Official Responsibilities include:

- Acquire exam venue and ensure that all required equipment is present at the venue and in working order
- Ensure there is a knowledgeable operator for all equipment on hand at the venue
- Coordinate the scheduling for the exam
- Acquire all examination personnel, including examiners, models, and technician if necessary
- Order the necessary number of examination kits from NACOR, double check them upon receipt and bring kits to the examination venue
- Introduce themselves and the moderator to the candidates prior to the start of the exam and describe the role of each to the candidates
- During the exam, the chief examiner acts as a liaison between the moderator and the examiners
- Ensure that the examination kits are put back together in a clean and orderly fashion and are returned to the NACOR office

For Consideration:

With the large number of candidates that examine in Ontario, there is a considerable amount of work involved with exam scheduling. Since the COO has the in-house resources to support exam administration, in Ontario, the duties of the Chief Examiner are delegated to COO staff. The staff

member responsible for fulfilling these duties works with the NACOR Examination Coordinator to ensure that the examinations are administered properly.

In British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick and Nova Scotia, a Chief Examiner is selected because they do not have the personnel resources to manage this function internally and examinations are held with much fewer candidates.¹ The Chief Examiners in these provinces work with the National Examination Coordinator from NACOR to ensure that the examinations are administered properly.

Currently, the position of Chief Examiner in Ontario is an appointed position by Council with a one-year term. The Chief Examiner attends the examinations in a supervisory role and not as an examiner.

The Executive Committee recommends that Council eliminate the role of Chief Examiner in Ontario and ensure that qualified COO staff are in attendance. This recommendation does not preclude a representative from Council from observing the exams if needed.² NACOR is amenable to amending its handbook to reflect the Executive recommendation.

Recommendations/Action Required:

That the role of Chief Examiner be eliminated.

¹ Newfoundland and Labrador and PEI do not host examinations in their provinces.

² As indicated in the NEC minutes, February 2004: To maintain examination security and minimize disruption to candidates the only people allowed in the examination area are: candidates, models, examiners, moderators, board members of the host province and guests approved by the National Examination Committee.