



**INSURANCE BROKERS
ASSOCIATION OF SASKATCHEWAN**

IBAS EDUCATION POLICIES

EFFECTIVE JANUARY 1, 2023

PROCTORING

Proctor Eligibility

Individuals proctoring exams must meet at a minimum, one of the following criteria:

1. Be a valid Level 3 Property and Casualty Insurance Licensee as defined in the General Insurance Council Bylaws;
2. A provincial or federal government employee as approved by IBAS;
3. Currently employed at a post-secondary institution as an instructor or exam centre proctor;
4. An IBAS employee; or,
5. Virtual proctors are available through IBAS approved service providers.

Proctor Responsibilities

1. Proctors 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. Cheating or misconduct are to report to IBAS immediately.
2. Ensure that the exam candidate does not save or reproduce any written, printed, or electronic copies of the exam.
3. Proctor Nomination forms must be submitted no less than three business days prior to the date of the exam. Forms not signed by both student and proctor with correct exam dates will be rejected.



EXAMS

1. Exam registration is to be completed no less than three business days prior to the exam date.
2. Upon approval, exams must be completed in within one calendar year of registration, incomplete exams will be cancelled and are not subject to refund.
3. Students may attempt the same exam three times. Should the third exam be failed, the student must wait six months to re-write the failed exam.
4. Should an exam be failed following the six-month waiting period, the period begins again based on the date of the second failed exam.
5. Exams cancelled for any reason are subject to full refund if the exam has not been started.
6. Exams may be deferred one time at no cost, additional exam date changes are subject to a \$50.00 fee.
7. Students may request that exams are remarked within 30 days of the release of original grades
 - A \$75+GST remarking fee is applied, refundable if the remarking results in a higher grade
 - Should the remarked results be lower than the original results, the original mark will be applied
8. Students may request additional aids when writing exams if the student has a confirmed learning disability, a doctor's note may be required. Additional aids can be but are not limited to:
 - Additional time to write an exam;
 - Exam questions spoken by the exam proctor.



EXAM MARKERS

1. Exam markers do not qualify to proctor exams during their marking period.
2. To qualify as an exam marker the individual must hold a valid class three licence or equivalent as approved by IBAS, been employed in the insurance industry, and have successfully completed CAIB 1 – 4.

INTEGRITY AND MISCONDUCT

1. Students caught cheating will automatically fail the exam in question and will be barred from writing IBAS administrated exams for one year.
2. Misconduct on exams by both proctor and student exams will render the candidate's exam results ineligible for licensing or designation purposes.
3. Any deviation from the rules of online examinations by both/either student or proctor may be subject to disciplinary measures by the General Insurance Councils of Saskatchewan. It is considered a breach of professional ethics to act as an exam proctor and not follow the proctor instructions as outlined in this policy.
4. Students caught manipulating or changing official IBAS documents, including but not limited to Credit Hour Certificates, will be barred from receiving credit hours from any IBAS course or event for one year and may be subject to disciplinary measures by the General Insurance Councils of Saskatchewan.