

# IBAS PROCTOR NOMINATION FORM AND AGREEMENT

Proctors of online examinations are responsible for ensuring adherence to all proctor and exam rules as outlined by IBAS. Any deviation from the rules governing online exams will render the candidate's exam results ineligible for licensing or designation purposes and the proctor may be subject to disciplinary measures by the General Insurance Councils of Saskatchewan. Click [here](#) to view the IBAS Education Policies.

## Proctor responsibilities:

- Do not provide the proctor code to any other individual, including the exam writer.
- Personally supervise the exam candidate at all times, guaranteeing the student does not access any unauthorized material or mobile devices.
- Confirm the student's identity prior to unlocking the exam via presentation of valid government-issued photo identification.
- Ensure that the exam candidate does not save or reproduce any written, printed, or electronic copies of exam materials.
- Adhere to the date and time as agreed to below.
- Verbal and written communication during the exam is prohibited.

**Proctor Eligibility:**      Level 3 P&C Insurance Licensee      Level 3 Adjuster      Authorized Test Centre

## Proctor Information

First Name:	Last Name:	
Proctor Email:	City & Province:	
Brokerage/Institution:	Phone:	
Exam:	Exam Date:	Exam Time:

I agree to proctor the exam in accordance with the rules and regulations for general insurance examinations as set out by the Insurance Brokers Association of Saskatchewan (IBAS) and the Insurance Councils of Saskatchewan (ICS). I understand that all examinations are subject to random audits by IBAS and/or ICS.

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Proctor's Signature

Date

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Student's Name

Student's Signature

Student's Email

Please submit completed forms to [education@ibas.ca](mailto:education@ibas.ca)



**ibas**

WE ARE  
SASKATCHEWAN'S  
INSURANCE  
BROKERS

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