

Supervisor Agreement

Toll Free Fax 1-866-514-6449
9AM to 5PM EST. Closed on Statutory Holidays.



BoatSmartExam.com

I agree to act as an agent of BOATsmart! Canada. I hereby agree to and confirm the following:

- To be **present at all times** during the test period.
- That I am **NOT related to the candidate** taking the exam.
- That I am **at least 18 years of age**.

I agree to the following:

- I hereby confirm and agree to **validate the candidates identity** by requesting a valid form of identification before the test begins. Valid identification is considered to be:
 - o Birth Certificate
 - o Baptismal Certificate
 - o Passport
 - o Provincial Driver's License
 - o Other official document that sets out the candidate's name and date of birth
- I hereby confirm and agree to **inform the candidate that the maximum duration of the test** before the test begins. The maximum duration of the test is 45 minutes.
- I hereby confirm and agree to **inform the candidate that the passing grade** of the test is 75% and a total of 27 out of 36.
- Prior to the start of the test I will **inform the candidate of the procedures to be followed** to complete the test, including the following:
 - o That the use of reference materials is strictly prohibited
 - o That communicating with any person other than the test administrator (supervisor) is strictly prohibited, including the use of cellular phones
 - o That the maximum allowable time limit is 45 minutes
 - o That in order to complete the test, the candidate should read and consider each question and each respective answer choice to determine the best possible answer
- Prior to the beginning of the test I will **notify the candidate that he/she cannot use any type of reference materials** related to boating or boating safety. I will ask the candidate to submit all documentation prior to beginning the test and will return the documentation to the candidate once the test has been completed.
- I hereby confirm and agree to monitor the test site and ensure the **candidate does not write down or manually copy test questions**.
- Prior to the beginning of the test I will **notify the candidate that he/she cannot consume alcoholic beverages when completing the test**. I will monitor the test area for the presence of alcoholic beverages and if a candidate is found to be consuming alcoholic beverages during the test period, he/she will be removed from the test site and his/her answers automatically rejected for that test.
- I hereby confirm and agree **that the test site is a site designated solely** for the use of the person administering the test (supervisor), candidates and, if applicable, agents of the Department of Transport, for the duration of the test.
- I agree and hereby confirm that **the test site is a site that is owned, leased, occupied or otherwise controlled by BOATsmart! Canada and myself as an agent of BOATsmart! Canada**, and is no way under the control of a candidate taking the test.

o I AGREE AND HEREBY CONFIRM THAT NO TEST CAN BE ADMINISTERED IN THE CANDIDATE'S PRIVATE RESIDENCE

- I hereby confirm and agree that the test site is a site in respect of which I, as an agent of BOATsmart! Canada, have undertaken to **permit access to any agents of the Department of Transport**.
- I hereby confirm and agree that the test site is a site that **conforms to the description furnished by BOATsmart! Canada in their test protocol**.
- I hereby confirm and agree that in the case of a test site situated within a space where a commercial or sporting activity occurs concurrently with the test, is **delineated by walls or partitions in such a manner that the candidates are incapable of seeing anything outside the test site** during the taking of the test except through a window.
- I hereby confirm and agree to **remove any candidate from the test site who does not comply with procedures** for taking the test (as stated above).
- I hereby confirm and agree that a **test cannot be administered to more than 20 candidates** concurrently during any test period.

SUPERVISOR FIRST NAME: _____ **SUPERVISOR LAST NAME:** _____

SUPERVISOR ID: _____

I the undersigned agree that all of the above information is accurate and that I meet the requirements of a BOATsmart! Canada test Supervisor. I hereby agree to follow the procedures to supervise the Pleasure Craft Operator Card exam as an agent of BOATsmart! Canada. I understand that I will be registered as an agent of 2030564 Ontario Inc., operating as BOATsmart! Canada.

SUPERVISOR'S SIGNATURE: _____ **DATE (mm/dd/yyyy):** _____