

**ILS LEVEL 1 INSURANCE ADJUSTER LICENSING ONLINE EXAM PROCTOR
NOMINATION AND POLICY FORM MANITOBA
PROCTOR AND STUDENT MUST READ AND SIGN THIS DOCUMENT**

Proctor Information:

I hereby certify that I am one of the following (please check):

- () EDUCATIONAL PROFESSIONAL – (currently employed with an accredited university or college)
() GOVERNMENT ADMINISTRATOR – (gov. locations, such as libraries, village offices, gov. services offices, gov. exam centers)
() PROFESSIONAL INVIGILATOR – (employed at a provincial invigilation center)

I hereby certify that there is no conflict of interest with the student, including but not limited to an existing relationship by blood or marriage, an immediate supervisor or anyone with a real or perceived conflict of interest. _____ (please initial)

Proctor Last Name

Proctor First Name

Job Title and Employer

Address where exam will be written (Facility/Brokerage and Street Address)

City

Postal Code

Telephone

Email Address (IMPORTANT)

Proctor codes will NOT be sent to @gmail, @hotmail, etc. email addresses. Email addresses provided for proctors must contain the name of his or her place of employment.

Policy and Procedure

Section A. The Proctor's Responsibility to Academic Integrity:

The proctor is responsible for ensuring that the supervision of the exam is carried out as described below. It is a breach of ethics to sign this form and subsequently fail to follow this document's instructions. In the event evidence of a breach of any of the instructions below is found; the undersigned students' exam results will be ineligible for licensing purposes. In addition, the individual named on this form as proctor will not be permitted to supervise future students and may be subject to disciplinary measures by their Provincial Insurance Council.

By acting as proctor for the ILS Level 1 Insurance Adjuster Licensing exam I, the undersigned proctor, commit to:

1. Ensuring the student sitting the exam is supervised at all times and ensuring they do not have access to any materials or aids that might assist them in passing the exam. This includes accessible smart or mobile phones, iPads or tablets, visible textbooks/notes or programmable calculators.
2. Ensuring that the student will not save or reproduce any written, printed, or electronic copies of any part of the exam.
3. Not providing aid or assistance in answering questions on the exam the student is writing.
4. Ensuring that the student sits the exam on a computer provided by the exam venue. Student may not take the exam on their personal laptop or computer

Section B. Date and Time Exam is to be Written:

1. I, the undersigned proctor, agree to supervise the undersigned student while they sit the ILS Level 1 Insurance Adjuster Licensing exam. I will ensure that the exam is written on the scheduled exam date at the prescribed time and will keep the confidential proctor code secure until the exam's completion.
2. I, the undersigned proctor, agree to administer the exam in accordance with the rules and regulations for Insurance Adjuster examinations set forth by ILS Learning Corporation and the Provincial Insurance Council.
3. I, the undersigned proctor, acknowledge that the all examinations are subject to random audit by the Provincial Insurance Council.

Section C. Examination Information:

1. The undersigned student is required to provide valid, government photo ID. Misrepresentation of identity will be treated as academic dishonesty and will be subject to all penalties listed below.
2. The exam is completed entirely online. Time allowed: 3 hours. Question format: 200 True/False questions
3. Passing grade: 80% firm.
4. Please be aware that once the submit button has been pressed at very end of the exam, the student will be unable to return to the previous screen to make changes. Exam results are provided immediately.
5. Rewrite fees apply.

Section D. Academic Dishonesty Policy (Cheating):

Cheating is a serious offence. ILScorp reserves the right to impose the following in the event of a violation:

1. Dishonesty on the ILS Level 1 Insurance Adjuster Licensing Exam will result in an automatic mark of 0
2. A prohibition from writing the exam for a 1 year period from the date of infraction.
3. Forfeiture of the ILS Level 1 Insurance Adjuster Licensing program and exam fee. No reimbursements will be issued.

If, for any reason, circumstances are encountered during the exam that disrupt the student's ability to complete the questions, it **MUST** be brought to the attention of the Proctor during or directly after the exam. Concerns about the exam raised at any other time will not be taken into consideration and the standard re-write fee will be billable in the event the exam must be re-taken.

REWRITE RULES MANITOBA INSURANCE ADJUSTER: Pursuant to Section 9 of Insurance Adjusters Licensing Rules, an applicant is not entitled to more than three (3) examinations in any twelve (12) month period.

Both student and proctor have read, understand and agree to all ILS policy and procedure listed in Sections A – D above and confirm all information provided above is factual and correct:

Proctor's Signature	Proctor's ILScorp UserID (if Known)	Date this Policy Form was Signed
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Time and date the exam is to occur - Allow 2 Business Days for Proctor Approval

Student's Name	Student's Signature
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Student's ILScorp UserID	Student's Phone Number	Date this Policy Form was Signed
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Please note, once your final exam date has been confirmed and scheduled with ILScorp, your online course access will be suspended as of 12:01am exam day date.

FAX THIS COMPLETED FORM TO ILSCORP: 250.941.4145 OR EMAIL / SCAN AS PDF: info@ilscorp.com