

## CanadaGAP Auditor Training Course Exams

### Online Proctoring Options

Online proctoring of CanadaGAP exams is available through either:

1. CanadaGAP-supervised exams on Zoom
2. ProctorU online proctoring service

Further information about each option is found below. The final page provides general information about the CanadaGAP Auditor Training course exams regardless of which proctoring service is used.

#### 1. CanadaGAP-supervised exams on Zoom

<b>Fees</b>	The fee is \$60 CAD (plus HST) per exam	Payable by VISA or MasterCard when exam sitting is booked. Call the CanadaGAP office at 613-829-4711, Ext 103 to provide your credit card details.
<b>Cancellation policy</b>	Bookings that are cancelled by the test taker will not be refunded.	
<b>Rescheduling policy</b>	Exam bookings rescheduled with <b>more than 24 hours' notice</b> will incur an extra fee of \$30 +HST. Bookings rescheduled with <b>less than 24 hours' notice</b> will incur a rescheduling fee of \$60 +HST.	Rescheduling fees are payable by VISA or MasterCard. Payment will be collected by phone once the request to reschedule the exam is confirmed by CanadaGAP.
<b>Proctor availability</b>	Available most weekdays and Sundays from 10 a.m. to 6 p.m. Eastern time (EST/EDT)	Proctor availability is more limited than with ProctorU
<b>Languages</b>	Proctoring service is available in English or French	Proctor is bilingual
<b>Booking</b>	Submit a booking request to: <a href="https://go.oncehub.com/CanadaGAP">https://go.oncehub.com/CanadaGAP</a>	Proctor will respond to confirm the booking or request to reschedule if the selected time is not available
<b>All exams available</b>	<ul style="list-style-type: none"> <li>- Know which CanadaGAP exam you are writing before you book.</li> <li>- The choices are (at right):</li> <li>- Indicate your language for the exam (English or French)</li> </ul>	<ol style="list-style-type: none"> <li>1. Auditor Training Exam # 1</li> <li>2. Auditor Training Exam # 2</li> <li>3. HACCP Unit Exam</li> <li>4. Repacking and Wholesaling Exam</li> <li>5. General Competency Exam</li> </ol>
<b>Exam duration</b>	<ul style="list-style-type: none"> <li>- All exams are 2 hours except the HACCP exam, which is 1.5 hours.</li> <li>- All timeslots for exam sittings will be booked for an extra 15 minutes to allow adequate time to address administrative or technical matters</li> </ul>	
<b>Information technology requirements</b>	<ul style="list-style-type: none"> <li>- Must have reliable Internet connection, functioning webcam and microphone</li> <li>- Must have Zoom app installed</li> <li>- Zoom session will be recorded (consent is required at booking)</li> </ul>	<ul style="list-style-type: none"> <li>- Proctor will provide Zoom session link once the booking is confirmed and the fee is paid</li> <li>- Access to exam will be provided when the Zoom session begins</li> </ul>
<b>Conditions and restrictions</b>	<ul style="list-style-type: none"> <li>- No cell phones during the exam</li> <li>- Must be alone in the room</li> <li>- Test taker must sign and return to CanadaGAP an Acknowledgment and Release form prior to the exam session</li> </ul>	<ul style="list-style-type: none"> <li>- For open-book exams, acceptable materials will be specified in advance</li> <li>- Proctor will check that only those materials are being used during the exam session</li> </ul>

## 2. ProctorU online proctoring service

Using ProctorU, you can write your CanadaGAP Auditor Training exam(s) at the time and location of your choosing, provided you have the required technology. Visit the ProctorU portal at <https://www.proctoru.com/portal/canadagap> for details.

### Technology requirements:

- a. Review the specs and technical requirements at <https://www.proctoru.com/portal/canadagap>
- b. Google Chrome or Firefox are the preferred browsers to use.
- c. We strongly recommend using ProctorU's online tool to ensure your computer system meets the technical requirements. Click on the 'test equipment' menu tab within the portal.
- d. If you plan on writing the exam in an office environment, please contact your IT administrator for assistance well in advance of your exam(s) to ensure there are no firewall or security related issues that could affect your session.

### Exam Fees:

- a. The fee is \$25 USD per exam when booked at least 72 hours in advance of your selected exam date.
- b. For more information about fees to book exams on shorter notice, and for policies on cancelling or rescheduling an exam sitting, visit the ProctorU portal and ask your questions in the "Help Center".

### Languages:

- a. Exams are available in English and French (content translated through CanadaGAP – select the 'in French' version).
- b. **Proctors do not speak French.** ProctorU's exam supervision services are available in English only.

### To schedule your course exam(s) online:

- a. Visit the ProctorU portal at <https://www.proctoru.com/portal/canadagap>
- b. When using ProctorU for the first time, create a user account (username and password).
- c. Register under the "CanadaGAP" institution.
- d. Select your exam from the following list:
  - "CanadaGAP Auditor Training Course – Final Exam # 1" (English or French)
  - "CanadaGAP Auditor Training Course HACCP Unit Exam" (English or French)
  - "CanadaGAP Repacking and Wholesaling Exam" (English or French)

### Exam Password:

- a. Once your ProctorU booking has been scheduled, CanadaGAP will email you the exam password.
- b. If you book on short notice, or do not receive the password at least 24 hours before your scheduled exam, contact CanadaGAP at [training@canadagap.ca](mailto:training@canadagap.ca)

### Before the date of your scheduled exam(s):

- a. Familiarize yourself with ProctorU's exam proctoring policies.
- b. Read through ProctorU's 'Exam Readiness Guide' which outlines the steps and expectations so that you have a smooth exam process on the day of your exam.
- c. Please note that **CanadaGAP is not responsible for any technical issues experienced by ProctorU users.**
- d. Cell phones are not permitted during any of the exams.



## **General information about CanadaGAP Auditor Training Exams offered through Online Proctoring**

### **1. CanadaGAP Auditor Training Course Final Exam #1:**

- The exam is 2 hours long.
- Passing grade is 80%.
- Available in English or French
- During the exam you are allowed to use the following resources **only** (hard copy and/or electronic copy):
  - CanadaGAP Audit Checklist
  - Commodity-Specific Differences document
  - CanadaGAP Food Safety Manual(s) (i.e., Fruit and Vegetables Manual, Greenhouse Product Manual)
  - French-English dictionary
- **NO other** course materials, notes, handouts, PowerPoint slides, etc. are allowed during the exam.
- If you fail Exam # 1, you have two additional attempts to pass a second exam. Contact CanadaGAP at [training@canadagap.ca](mailto:training@canadagap.ca) for further details.

### **2. CanadaGAP Auditor Training Course HACCP Unit Exam (optional):**

- The exam is 1.5 hours long.
- Passing grade is 80%.
- Available in English or French
- During the exam you are allowed to use the following resources **only** (hard copy and/or electronic copy):
  - CanadaGAP Food Safety Manual(s) (i.e., Fruit and Vegetables Manual, Greenhouse Product Manual)
  - French-English dictionary
- **NO other** course materials, notes, handouts, PowerPoint slides, etc. are allowed during the exam.
- Only one attempt at the HACCP Unit exam is permitted, regardless of the number of times the participant takes the CanadaGAP Auditor Training Course HACCP Unit.

### **3. CanadaGAP Repacking and Wholesaling Unit Exam (optional):**

- The exam is 2 hours long.
- Passing grade is 70%.
- Available in English or French
- During the exam, you are allowed to use **any** reference material you like.
- If you fail the exam, you are given one more attempt to pass. Contact CanadaGAP at [training@canadagap.ca](mailto:training@canadagap.ca) for further details.

*NOTE: Cell phones are not permitted during any of the exams.*