



BOAT OPERATOR ACCREDITED TRAINING™

BOAT INSTRUCTOR UPDATE

FEBRUARY 2011

This update is designed to brief Lifesaving Society BOAT Instructors regarding changes Transport Canada has implemented to the Pleasure Craft Operator Competency program. The update is organized as follows:

- Background information
- Content changes – 10 Domains
- *BOAT Study Guide* – revised content
- PCO Card test changes – new tests every six months
- New rules for Internet testing – online courses only
- BOAT Instructor resources
- BOAT Instructor updates – no clinic required
- Appendix A – Domains and Knowledge Requirements
- Appendix B – Lifesaving Society PCO Card Test Protocol

BACKGROUND

- ❑ In 2005, a group comprised of educators, subject matter experts, course providers, and enforcement officers reviewed the Canadian Coast Guard's *Boating Safety Course Standard*. Recommendations for change were accepted by the Canadian Marine Advisory Council and Transport Canada Marine Safety incorporated these into a revised document called the Transport Canada *Boating Safety Course and Test Syllabus*. The revised Lifesaving Society *BOAT Study Guide* and new PCO tests reflect the changes.
- ❑ Transport Canada has announced the following:
 - March 1, 2011 – New PCO tests released to course providers. Lifesaving Society Branches will distribute the new tests to BOAT Instructors before April 15, 2011.
 - April 15, 2011 – New tests may not be used prior to this date but ***must be used after this date*** to obtain the PCO Card. Transport Canada has instructed that all existing tests must be removed from circulation and destroyed.

CONTENT CHANGES

- ❑ ***Boating Safety Course and Test Syllabus:*** This Transport Canada document replaces the previous 149 Coast Guard knowledge statements required to earn the PCO Card. The new Transport Canada syllabus is composed of 256 knowledge requirements, organized in 10 “domains” as follows:
 1. **Most common causes of on-water incidents or fatalities** (4 requirements)
 2. **Important boating terminology** (21 requirements)
 3. **Acts and regulations that apply to pleasure craft** (30 requirements)
 4. **Criminal offences** (11 requirements)
 5. **Planning and preparing for boating trips** (39 requirements)
 6. **Mandatory safety equipment** (57 requirements)
 7. **Sharing the waterways** (40 requirements)
 8. **Canadian aids to navigation system** (17 requirements)
 9. **Prevention of emergency situations** (16 requirements)
 10. **Responding to emergencies** (22 requirements)

A detailed listing of the 10 domains and 256 knowledge requirements is presented in *Appendix A: Domains and Knowledge Requirements*.

- ❑ The difference between the original 149 and current 256 knowledge requirements does not necessarily reflect a large number of additions. Rather, it reflects additions, deletions and reorganization to clarify knowledge requirements.
- ❑ No additional time is required to deliver a BOAT course as a result of the changes. Eight hours is the estimated minimum required to provide sufficient time to learn the knowledge and successfully write the PCO Card test. The time needed to ensure the success of BOAT course candidates may vary with the number and maturity of candidates, their prior knowledge and their training or experience in lifesaving or boating.

BOAT STUDY GUIDE

- ❑ The Lifesaving Society's *BOAT Study Guide* is the required on-course reference for people taking the course. It is also designed for those who want to study on their own and take the test when they're ready.
- ❑ The revised *BOAT Study Guide* is approved by Transport Canada in both English and French. The new edition (March 2011) will be available in late February. You can tell the revised *BOAT Study Guide* at a glance because the cover states, "Revised in accordance with the new Transport Canada Boating Safety Course and Test Syllabus (TP14932E)".
- ❑ Main changes to the English version are as follows:

New content

- Waterline defined (p. 6).
- Additional lights defined: 1) Emergency lights, 2) Towing lights, 3) Pushing operations (p. 19).
- Additional information regarding keeping well clear of docked ferries, and not passing between a tug and a tow (p. 20).
- New buoys added: anchorage and mooring buoy are shown (p. 35).
- Reference to Global Positioning System added (p. 40).
- If planning trip to US, contact US department of Homeland Security (p. 43).
- Carbon Monoxide (CO) Poisoning (p. 46).
- Be Sun Smart: heat cramps, heat exhaustion, heat stroke (p. 54).
- Use of a marine radio and call procedures for Mayday and Pan-Pan (p. 55).
- Seasickness causes and treatment (p. 56).
- Throwing lines: how to throw a buoyant heaving or throw line (sidebar, p. 57).
- Grounding what to do if boat strikes bottom (p. 60).
- Responding to fires (p. 61).

BOAT STUDY GUIDE (*cont'd*)

Revised content (*cont'd*)

- Vessel licensing and transferring within 90 days (p. 10).
 - New graphic illustrating capacity label (p. 11).
 - Use of inflatable PFDs and lifejackets updated content to include types and usage (p. 12).
 - Basic knowledge of navigation lights required, i.e., name, shape, colour and relationship to steering. Further knowledge (degrees of arc, etc.) is not required to earn the PCO Card (p. 18).
 - PCO Card sidebar: updated information on what is considered proof of competency and exemptions for holding a PCO Card (p. 26).
 - Basic knowledge of navigation aids required for junction, isolated danger and cardinal buoys, i.e., name, shape, colour and direction of safe water. Further knowledge (e.g., light identification) is not required (p. 34/35).
 - Wind speed: emphasis is on “Strong Wind Warning”. Deemphasize wind speeds as a “small craft warning advisory” (p. 42).
 - New orange chevrons for must-knows: restricted visibility, vessel, and water line (p. 65).
- ❑ Do not use the current *BOAT Study Guide* after April 15, 2011. The current edition may be returned for exchange or refund no later than July 15, 2011. Returned literature must be the current edition; “new” not used, not damaged, not marked, not bent or partially read.

PCO CARD TEST CHANGES

- ❑ Transport Canada plans to release three new tests (in English and in French) every six months to replace the previous three tests in circulation. Once a new set of tests is released by Transport Canada, previous tests may not be used and must be destroyed.
- ❑ The tests ask more questions (50 instead of the current 36), and are designed to be suitable for any age group. There are no age-specific tests.

PCO CARD TEST CHANGES *(cont'd)*

- ❑ The tests remain multiple-choice with a pass mark of 38/50 or 75%. A maximum of 60 minutes is allowed to complete the test.
- ❑ There is no change to the test supervision protocol mandated by Transport Canada. See *Appendix B: Lifesaving Society PCO Card Test Protocol*.

NEW RULES FOR INTERNET TESTING

- ❑ Transport Canada has revised the requirements for PCO testing over the Internet. After April 15, 2011, the option to take just the PCO test online will cease. Accredited providers who wish to offer the PCO Card test over the Internet must provide online courses and meet specific requirements. The Lifesaving Society is reviewing this option but has no plans to participate in 2011.
- ❑ As of April 15, 2011, there are new rules for Internet testing:
 - Candidates must complete a minimum three hour online study guide before taking the test. The online study guide must be composed of at least five modules. Each module must conclude with a practice quiz that must be successfully answered before going onto the next module.
 - The 50 test questions for the PCO Card will be randomly generated from Transport Canada's test database each time. Only one question will be displayed at a time with no option to go back once answered.
 - The candidate can print a temporary card if successful in passing the test. If the candidate is unsuccessful, he or she must repeat the online study guide session.

BOAT INSTRUCTOR RESOURCES

- ❑ The Society's *BOAT Instructor Notes*, which reflects the former 149 Canadian Coast Guard Knowledge Statements, will be retired. The Society is reviewing options regarding updated support material for BOAT Instructors.

BOAT INSTRUCTOR RESOURCES *(cont'd)*

- ❑ BOAT Instructors should insert this *Update* into their existing instructor notes as a supplement.

BOAT INSTRUCTOR UPDATE

- ❑ The Lifesaving Society does not require current BOAT Instructors to attend an update clinic. The changes are relatively minor and are meant to simplify boater education and training.
- ❑ Instructors should review this update package and the revised *BOAT Study Guide* in preparation for teaching the revised BOAT course).



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BOAT INSTRUCTOR UPDATE

APPENDIX A: DOMAINS AND KNOWLEDGE REQUIREMENTS

FEBRUARY 2011

Transport Canada's *Boating Safety Course and Test Syllabus* replaces the previous Canadian Coast Guard knowledge statements required to earn the Pleasure Craft Operator (PCO) Card. The *Boating Safety Course and Test Syllabus* is composed of 256 knowledge requirements, organized in 10 "domains" as follows:

1. Most common causes of on-water incidents or fatalities (4 requirements).
2. Important boating terminology (21 requirements).
3. Acts and regulations that apply to pleasure craft (30 requirements).
4. Criminal offences (11 requirements).
5. Planning and preparing for boating trips (39 requirements).
6. Mandatory safety equipment (57 requirements).
7. Sharing the waterways (40 requirements).
8. Canadian aids to navigation system (17 requirements).
9. Prevention of emergency situations (16 requirements).
10. Responding to emergencies (22 requirements).

A detailed listing of the domains and knowledge requirements is presented on the following pages with reference to corresponding pages in the revised Lifesaving Society *BOAT Study Guide* (March 2011 edition) where the relevant information may be found.

Domain Item No.	Knowledge Requirement	BOAT Study Guide Page Reference
Domain #1: Most common causes of on-water incidents or fatalities		
1.1	Not wearing Personal Flotation Device (PFD)	2, 12, 54
1.2	Person overboard	2, 54, 56–57
1.3	Capsizing and Collision	10, 27, 59–60
1.4	Alcohol and drug-related boat operation	27, 49
Domain #2: Important boating terminology		
2.1	Bow	2
2.2	Draft	2
2.3	Hull	2
2.4	Pleasure Craft	26
2.5	Operate	26
2.6	Personal Flotation Device (PFD)	12
2.7	Freeboard	2
2.8	Give-way vessel	17, 47, 20
2.9	Lifejacket	12
2.10	Port	2
2.11	Power Driven Vessel	17
2.12	Restricted Visibility	17, 20, 24
2.13	Sailing Vessel	17
2.14	Strong Wind Warning	42, 65
2.15	Standard Lifejacket	12
2.16	Stand-on Vessel	17
2.17	Starboard	2
2.18	Stern	2
2.19	Vessel	2
2.20	Wake	17, 65
2.21	Waterline (Design)	6, 65

Domain Item No.	Knowledge Requirement	<i>BOAT Study Guide</i> Page Reference
Domain #3: Acts and regulations that apply to pleasure craft		
3.1	Requirement to carry proof of competency	26
3.2	Age / Horsepower Restrictions: Youth under 12 restrictions. Youth between 12-16 restrictions. Youth 16 + restrictions	26
3.3	Speed limits, posted and un-posted (such as shoreline speed zones)	25
3.4	Designated waters where boats are prohibited or where special conditions apply	25
3.5	Noise restrictions	51
3.6	Types of vessels to be licensed or registered	10
3.7	License (or copy) to be carried on board when in operation	10
3.8	Updating ownership information – selling/transfer of ownership	10
3.9	Proper display of license letters and numbers	10
3.10	Hull identification requirement and placement	11
3.11	Capacity plate or label display (safe loading capacity and engine power of the boat permanently attached to vessel)	11
3.12	Designated enforcement officials who can inspect the pleasure craft	26
3.13	Minimum required equipment as determined by length of vessel	16
3.14	Maintenance of safety equipment so that it is in good working order	15
3.15	Distress equipment	14, 55
3.16	Prohibition Against Careless Operation and Requirement for due care and reasonable consideration for other people	27
3.17	To persons found at sea and in danger of being lost	27, 56
3.18	When operator is involved in a collision	27
3.19	Safe speed	27
3.20	Maintaining a look-out	27
3.21	Use of sound signals	24
3.22	Rules of the road	17–23
3.23	Recognition of navigation lights	18–19
3.24	Display of navigation lights	18–19

Domain Item No.	Knowledge Requirement	BOAT Study Guide Page Reference
Domain #3: Acts and regulations that apply to pleasure craft (cont'd)		
3.25	Location and character of charted shipping routes; lights, buoys and marks; and navigational hazards	40
3.27	Requirement to equip vessel with magnetic compass or compass bearing device (applies to certain pleasure craft)	16, 40
3.28	Prohibition of dumping of oil, oil-wastes, garbage and hazardous chemicals (including toxic cleaning products)	51
3.26	Prevailing navigational conditions, taking into account such factors as tides, currents, ice and weather patterns	40
3.29	Discharge of sewage (black water) as an offence in certain areas	51
3.30	Responsibility to clean up and report incidents	51
Domain #4: Criminal offences		
4.1	Operating vessel in dangerous manner	27
4.2	Consumption of alcohol/drugs while operating a vessel	27
4.3	Operating vessel while impaired (alcohol/drugs) or in excess of 80 mg.	26
4.4	Towing water-skiers without a watch or after dark (one hour after sunset to sunrise)	26
4.5	Failure to stop at the scene of an collision	26
4.6	Failure to comply with demand (demand to stop)	26
4.7	Sending false distress signals	26
4.8	Operating an unseaworthy vessel	26
4.9	Tying up to a buoy	26
4.10	Unseaworthy vessel	26
4.11	Operating vessel while disqualified/prohibited	26
Domain #5: Planning and preparing for boating trips		
5.1	Mechanical	44
5.2	Test flotation devices as per manufacturers' instructions	15
5.3	Confirm sizing of PFDs	15

Domain Item No.	Knowledge Requirement	BOAT Study Guide Page Reference
Domain #5: Planning and preparing for boating trips (cont'd)		
5.4	Confirm adequate number of PFDs for passengers on board	15
5.5	VHF/ROC certificate	55
5.6	Pleasure Craft Courtesy Check Program	44
5.7	Ensuring the vessel is in good working order, and serviced as required before each trip	44
5.8	Ensuring the vessel is properly equipped, with readily accessible required safety equipment, before each trip	15
5.9	Canadian approved PFDs with labels (correct size and # for all passengers)	12
5.10	Inflatable PFDs, including pouch types (within guidelines of permissible use)	12
5.11	Approved standard lifejackets	12
5.12	Buoyant heaving lines	13
5.13	Currently approved Lifebuoys	13
5.14	Re-boarding device, where required (cannot be part of propulsion unit)	13
5.15	Manual propelling device	13
5.16	Anchor (line length must meet minimum requirements)	13
5.17	Bailers/manual water pumps	13
5.18	Fire extinguishers	13
5.19	Axe	16
5.20	Buckets	13
5.21	Watertight flashlight	14
5.22	Flares	14
5.23	Sound signaling device or a sound signaling appliance	13
5.24	Navigation lights as per standards in <i>Collision Regulations</i>	14
5.25	Radar reflector	24
5.26	Compass/compass bearing device	40

Domain Item No.	Knowledge Requirement	BOAT Study Guide Page Reference
Domain #5: Planning and preparing for boating trips (cont'd)		
5.27	Marine charts, topographical maps, GPS (if applicable)	40
5.28	Adequate oil and fuel supply for the planned trip (Fuel rule of thirds – 1/3 reserve, 1/3 trip out, 1/3 trip back)	47
5.29	Identifying how/who to call for help or assistance in the event of an emergency (e.g., cell, VHF, whistle, distress signals)	55
5.30	Preparing and filing of (or notifying someone responsible) the sail plan (i.e., trip plan, float plan) for each boating trip	43
5.31	Closing (deactivating) sail plan at trip completion	43
5.32	Obtaining the latest update of Homeland Security Requirements if traveling in U.S. waters	43
5.33	Checking marine charts for local hazards that may impede the operation of a boat	40
5.34	Checking navigational references for water levels, times of low, slack and high tides and the direction of water flow	40
5.35	Checking navigational references to identify places to take shelter in event of foul weather	56
5.36	Checking weather forecasts for dangerous conditions before heading out, using appropriate sources	41
5.37	Determining acceptable loading on the basis of identifying a boat's maximum load capacity (total weight and number of persons)	11
5.38	Conducting a pre-departure briefing with passengers to provide safety information and emergency procedures	46
5.39	Recognizing that wearing of a PFD at all times while boating is the highest safety priority in preventing boating deaths	12
Domain #6: Mandatory safety equipment		
6.1 (a) 6.2 (b) 6.3 (c)	Flotation devices (importance of always wearing lifejacket, including types: advantages and disadvantages, how to adjust, when to replace, treatment of)	12, 15
6.4 (a) 6.5 (b) 6.6 (c)	Buoyant heaving lines	13
6.7 (a) 6.8 (b) 6.9 (c)	Lifebuoys	13

Domain Item No.	Knowledge Requirement	<i>BOAT Study Guide</i> Page Reference
Domain #6: Mandatory safety equipment (cont'd)		
6.10 (a) 6.11 (b) 6.12 (c)	Re-boarding devices (cannot be part of propulsion unit)	13
6.13 (a) 6.14 (b) 6.15 (c)	Manual propelling device	13
6.16 (a) 6.17 (b) 6.18 (c)	Anchor	13
6.19 (a) 6.20 (b) 6.21 (c)	Bailers/manual water pumps	13
6.22 (a) 6.23 (b) 6.24 (c)	CO2 Fire extinguishers (appropriate number, appropriate type, approved)	13, 16
6.25 (a) 6.26 (b) 6.27 (c)	Bilge pumping arrangements	13, 16
6.28 (a) 6.29 (b) 6.30 (c)	Axe	16
6.31 (a) 6.32 (b) 6.33 (c)	Buckets	13
6.34 (a) 6.35 (b) 6.36 (c)	Marine radio communications and GPS	40, 55
6.37 (a) 6.38 (b) 6.39 (c)	Flares	14
6.40 (a) 6.41 (b) 6.42 (c)	Sound-signaling device or sound-signaling appliance	13
6.43 (a) 6.44 (b) 6.45 (c)	Navigation lights	14
6.46 (a) 6.47 (b) 6.48 (c)	Watertight flashlight (qualifies as navigation lights on non-powered vessels less than 7 m)	14
6.49 (a) 6.50 (b) 6.51 (c)	Radar reflector	24

Domain Item No.	Knowledge Requirement	BOAT Study Guide Page Reference
Domain #6: Mandatory safety equipment (cont'd)		
6.52 (a) 6.53 (b) 6.54 (c)	Compass and compass bearing device	40
6.55 (a) 6.56 (b) 6.57 (c)	Nautical charts and topographical maps	40
Domain #7: Sharing the waterways		
7.1	Operating at a safe speed, taking into consideration visibility; wind, water conditions, and currents; boat maneuverability; traffic density, types of vessels in area, and their proximity; proximity of navigational hazards	51
7.2	Complying with any boating restrictions in effect	51
7..3	Requirement for Safe Operation	51
7.4	Maintaining a proper lookout to avoid collisions	51
7..5	Using approved sound signaling devices	24
7.6	Applying appropriate rules of the road as they apply to the interaction of various vessel types including power, sail, paddle and commercial	17-24
7.7	Overtaking vessels	23
7.8	Altering course	23
7.9	Crossing other vessels	23
7.10	Give-way vessels	17
7.11	Stand-on vessels	17
7.12	Vessels not under command	24
7.13	Vessels restricted in their ability to maneuver including fishing vessels, sailboats, paddle craft, canoes, kayaks	24
7.14	Steering clear of shipping lanes	20
7.15	Navigating in a narrow channel	20
7.16	Being prepared to yield to large vessels	20
7.17	Navigating in groups when possible (small craft)	20
7.18	Keeping clear of docked ferries, ferries in transit, or vessel in tow	20

Domain Item No.	Knowledge Requirement	<i>BOAT Study Guide</i> Page Reference
Domain #7: Sharing the waterways (cont'd)		
7.19	Never passing between a tug and its tow	19, 20
7.20	Reduction of engine noise	51
7.21	Keeping distance from divers below the surface	24
7.22	Avoiding motor/propeller strikes	51
7.23	Staying well clear of swimmers, paddle craft, wildlife, properties, etc.	51
7.24	Controlling the wake	51
7.25	Respecting the environment	51
7.26	Avoiding polluting – black water discharge, fuel and oil spills, use of toxic cleaners, clean up bottom coat sanding and scraping, cross-contamination of invasive species	51, 52
7.27	Sailboats	17
7.28	Fishing boats	20
7.29	Rowboat	18
7.30	Canoe	18
7.31	Kayak	18
7.32	Anchored vessels	18
7.33	Towboats	19
7.34	Government or police vessels	19
7.35	Vessels being pushed	19
7.36	Port side (red)	18
7.37	Starboard side (green)	18
7.38	Masthead light (white)	18
7.39	Stern light (white)	18
7.40	All-Round (white)	18

Domain Item No.	Knowledge Requirement	<i>BOAT Study Guide</i> Page Reference
Domain #8: Canadian aids to navigation system		
8.1	Upstream direction (red/right/returning)	30, 31
8.2	Port hand	31
8.3	Bifurcation	32
8.4	Starboard hand	31
8.5	Cautionary	35
8.6	Anchorage	35
8.7	Mooring	35
8.8	Information	35
8.9	Hazard	35
8.10	Control	35
8.11	Keep out	35
8.12	Diving	35
8.13	Swimming	35
8.14	Day beacons	33
8.15	Junction	32
8.16	Cardinal (general group identification and purpose)	34
8.17	Isolated danger buoy	32
Domain #9: Prevention of emergency situations		
9.1	Operator boating experience and skill set for the planned trip	43, 46
9.2	Recognizing the symptoms and dangers of operator fatigue	49
9.3	Influence of drugs and alcohol on boat operation	27
9.4	Boat maneuverability	27
9.5	Boat capacity	11
9.6	Steering clear of rapids, currents	41

Domain Item No.	Knowledge Requirement	<i>BOAT Study Guide</i> Page Reference
Domain #9: Prevention of emergency situations (cont'd)		
9.7	Identifying weather and water condition emergencies (e.g., small craft warnings) and measures to be taken in certain conditions, including: <ul style="list-style-type: none"> • Restricted visibility • Squall (make note of compass heading) • Thunderstorms • Sudden wind • Rapid build-up of high wave conditions • Debris from the shoreline after heavy rains, streams, rivers and creeks rise 	20, 40–43, 54
9.8	Taking shelter	56
9.9	Ensuring passengers are wearing PFDs	54
9.10	Loading	11, 56
9.11	Maintaining weight distribution of passengers and load	11, 56
9.12	Fuelling	46
9.13	Engine start-up	46
9.14	Avoiding and detecting carbon monoxide	46
9.15	Using fuel-burning appliances	46
9.16	Ignition protection (as required)	44
Domain #10: Responding to emergencies		
10.1	Grounding	60
10.2	Collision	27
10.3	Hull leaks or flooding	60
10.4	Fire	61
10.5	Mechanical breakdown	54–56
10.6	Capsizing, swamping or sinking	59–60
10.7	Person overboard	56–57
10.8	Cold immersion survival	58–59
10.9	Recognizing distress signals as per Collision Regulations	55

Domain Item No.	Knowledge Requirement	BOAT Study Guide Page Reference
Domain #10: Responding to emergencies (cont'd)		
10.10	Identifying measures to be taken to assist a vessel in distress	55
10.11	Cold-water shock	58
10.12	Recognizing symptoms	58
10.13	Treating	58
10.14	Hypothermia	59
10.15	Recognizing symptoms	59
10.16	Treating	59
10.17	Carbon-monoxide poisoning	46
10.18	Recognizing symptoms	46
10.19	Treating	46
10.20	Heat stroke, exhaustion, seasickness symptoms	54
10.21	Recognizing symptoms	54
10.22	Treating	54



BOAT INSTRUCTOR UPDATE

APPENDIX B: PCO CARD TEST PROTOCOL

FEBRUARY 2011

- ❑ Transport Canada published amendments to the Competency of Operators of Pleasure Craft Regulations (the Regulations) in the Canada Gazette, Part II, on June 27, 2007. These amendments introduce more stringent requirements for organizations administering boating safety tests and issuing Pleasure Craft Operator (PCO) Cards.
- ❑ The Lifesaving Society's PCO Card Test Protocol is approved by Transport Canada.

ACCREDITED TEST SECURITY

- ❑ The Lifesaving Society provides Transport Canada written tests to BOAT Instructors. Transport Canada plans to replace these tests with new ones every six months.
- ❑ The BOAT Instructor is responsible for safeguarding the integrity of the written tests by not copying them or sharing them with anyone who is not writing the test. All tests must be stored in a secure location accessible only by those authorized to do so.
- ❑ Questions and answers on accredited tests may not be altered or substituted. The Lifesaving Society will decertify any Instructor who acts to undermine the integrity of the tests.
- ❑ All tests are to be administered in accordance with the policies of the Lifesaving Society and Transport Canada.
- ❑ The writing of PCO Card tests must be supervised or proctored by the BOAT Instructor or another individual appointed by the Society.
- ❑ After the written test is administered, the test supervisor collects the answer sheets and the test questions. Review the question papers to ensure no markings have been made.
- ❑ All tests for the Pleasure Craft Operator Card are to be administered in accordance with the policies of the Lifesaving Society and Transport Canada.

FACILITY – TEST SITE REQUIREMENTS

- ❑ All Transport Canada tests will be administered in a place with generally recognized good examination conditions to minimize distractions and ensure adequate privacy.
- ❑ The test site must be owned, leased, occupied, or otherwise controlled by the course provider but that is in no way under the control of a candidate taking a test.
- ❑ Test sites must be solely for the use of the person administering the test, the candidates and, if necessary, agents of Transport Canada.
- ❑ If the test site is situated within a space where a commercial or sporting activity is taking place concurrently, it must be delineated by walls or partitions such that candidates are incapable of seeing anything outside the test site except through a window.
- ❑ The ratio of candidates to persons administering the test shall not exceed 20 to 1.
- ❑ A copy of this test protocol shall be available at the test site for consultation, including an inspection by an agent of Transport Canada.
- ❑ **REGARDLESS OF THE TEST FORMAT, NO TEST CAN BE ADMINISTERED IN THE CANDIDATE’S PRIVATE RESIDENCE.**

CANDIDATE EVALUATION

- ❑ To qualify for the PCO Card, a candidate must score at least 38/50 (75%) on the required Transport Canada test.
- ❑ Written tests should be marked (master answer sheet is provided) and the results conveyed to candidates at the earliest opportunity.
- ❑ At the proctor’s discretion, the test can be administered orally to an individual with reading disabilities or other language difficulties. See *Oral Testing*, page 4.
- ❑ Candidates who fail the test are not permitted to re-write the test on the same day.
- ❑ Prior to writing the test, each candidate will be verbally questioned by the person administering the test as to whether they have written the test previously in the day. If it is discovered that a candidate has written more than one test in a day, the results of those tests will be automatically rejected.

TEST SUPERVISION (PROCTORING)

- ❑ Tests must be supervised or “proctored” by an adult (age of majority) appointed by the Lifesaving Society. Often, but not necessarily, the proctor will be a BOAT Instructor. Proctors must not be related to any individual(s) writing the test.
- ❑ Normally, candidates may be expected to take between 45 and 60 minutes (max.) to write the test. Allow additional time to mark and review the test.
- ❑ The proctor will:
 - Protect the integrity of the test by ensuring it is not shared with anyone who is not writing the test.
 - Continuously supervise candidates writing the test and ensure that no one has access to any documentation or materials that might assist in answering the test.
 - Continuously supervise the candidates and ensure that no one communicates with anyone other than the proctor.
 - Continuously supervise candidates and ensure that nobody copies or removes the test from the test site or sends it (or any part of it) to anyone.
 - Continuously supervise candidates and ensure that no one consumes alcoholic beverages.
 - Collect all test papers and answer sheets, mark the test and provide results to candidates.
 - Review the test answers with the candidates.
 - Return the Candidate Record to the Lifesaving Society as soon as possible. Faxed copies are acceptable.
 - Verify the age and identity of each candidate and ensure that the information on the candidate record is correct. If photo identification is not available, the candidate must provide two pieces of identification. A legal guardian may validate the identity of a youth who does not have identification documents.

TEST SUPERVISION (PROCTORING) *cont'd*

Oral Testing

- Oral testing is an option when candidates have difficulty with the written work or the level of language used in the tests. If oral testing is chosen, these conditions must be met:
 - Oral testing requires one-to-one test supervision. The oral test will be administered in a place with generally recognized good examination conditions to minimize distractions and ensure adequate privacy. Other candidates or the general public must not be able to overhear or interfere in any way with the test.
 - Proctors must read the questions and answers in such a manner as to ensure there is no indication of the correct or incorrect responses.
 - Testing for those unfamiliar with both English and French may be done through an impartial interpreter. The interpreter is not the test proctor.
 - If a candidate seeks detailed discussions during testing, the proctor must stop the test and encourage the candidate to take a BOAT course.

CANDIDATE RECORD & FEES

- Every candidate for the PCO Card must complete a Lifesaving Society *Candidate Record* which records name, birth date and mailing address, together with date and location of the written test. Candidates record their answers to the test on the same form.
- The proctor records the mark achieved on the test and signs each *Candidate Record*.
- Upon receipt of the *Candidate Record* and the candidates' examination fees (consult current fee schedule), the Lifesaving Society office will issue the Pleasure Craft Operator Card directly to the candidate.
- ***The Lifesaving Society cannot issue a PCO Card without a fully completed form that has been signed by the BOAT Instructor or proctor.***