



Building Officials' Association of British Columbia

PRONTO

Examination Information Bulletin

Be sure to completely read this bulletin *before* scheduling your examination to familiarize yourself with this testing process. Exam candidates are responsible for following all policies and regulations found in this document.

Exam Registration Information

REGISTERING FOR A PROCTORED REMOTE ONLINE TESTING OPTION (PRONTO) EXAM

You can write your exam at your convenience on any computer with a web cam, through a cloud-based testing system called PRONTO.

1	<p>Apply for BOABC Exam Authorization.</p> <p>Online on the BOABC Website, Examination page: BOABC Exam Authorization Form.</p> <p><i>*BOABC Admin.Fees are no longer paid for exam authorization. See below.</i></p>
2	<p>The BOABC Authorization letter will be returned to you by email.</p> <p>Once you are authorized, BOABC will notify ICC of your eligibility to test. You are required to wait 48 hours after you are approved by BOABC before you try to schedule your examination. This will ensure that ICC has time to process your eligibility record.</p>
3	<p>Schedule a BOABC PRONTO exam after you have been pre-authorized, you will register via the ICC Pronto Portal at: https://prontobc.ysasecure.com/. Registration is available 24 hours a day, 7 days a week.</p> <p>You will have to create your own login username and password.</p> <p>You must have the following information available at the time you are registering:</p> <ul style="list-style-type: none">➤ Exam ID and title. Exam IDs and titles can be found in this bulletin and in FAQs on BOABC website.➤ Your full name, address, and home and work telephone numbers➤ Your credit card or payment information

FEES

Both ICC exam fees **and** the BOABC Administrative fee will be collected *at the time an examination reservation with ICC/Pronto* is made. Payment must be paid by credit card or debit card (issued through VISA, American Express, or MasterCard).

ICC Exam Fee: \$200.00 CAD

BOABC Administrative Fee \$25.00 CAD

Examinations are based on the current *British Columbia Building Code* and *British Columbia Plumbing Code*, unless otherwise noted.

What to Expect at Your PRONTO Exam

Home

Secure | <https://prontobc.ysasecure.com>

Support Products My Online Exams Profile Logout

Welcome to the
BOABC – Building Officials' Association of BC
Certification Program PRONTO Exam Centre

New User
SIGN UP

If you have any comments, questions, or concerns please contact the ICC Support team at certexam@iccsafe.org

User Login
Enter your Username and Password below to access your available exams

* Username
* Password

Login

[Forgot your username or password?](#)

After the exam has been successfully granted by ICC you will select the "Take Exam" button in myICC in order to launch the exam on-demand.

To proceed with the exam, and before connecting with your Proctor, you will be required to:

1. Click a check box to acknowledge terms and
2. **Test your computer system.**

Important!

Before connecting to a live proctor ensure that:

- Your webcam is installed and turned on. This is the fastest and most reliable way to successfully complete the exam.
- With the exception of the Yardstick Measure website all other programs and applications are closed.
- You have your government-issued photo identification ready to show the Proctor. The identification must be valid (not expired) and include your signature. Examples include a driver's license or a passport.
- Your work station is clear of any papers and other miscellaneous items.
- When you are ready, click the "Take Exam" button above.

TEST YOUR SYSTEM

PROCTOR SUPPORT

THINGS TO KNOW-BEFORE CONNECTING TO YOUR PROCTOR

1. SYSTEM TEST

If you are using a laptop to take the test, you will not be able to have an external monitor or docking station attached. Secondary Monitors are not permitted.

You will be able to run a full system diagnostic test through a link provided: [System Test](#)

If you are having problems with your system there is an option to access a live chat line for support.

You need: a webcam, scrollable mouse, computer and internet.

2. TUTORIAL

There is an exam use tutorial available for all users. You can access this anytime you enter your account. You can take this tutorial before scheduling an exam, as a refresher, as many times, whenever you would like.

It is HIGHLY RECOMMENDED that you take the time to get familiar with the exam through this option, **prior** to taking an exam!!

WHAT TO EXPECT FROM YOUR PROCTOR

The test proctors will be online to monitor you during the exam and will be available to ask questions *about the process* if necessary. Test proctors cannot discuss contents of the exam or reference materials with a candidate.

1. You will be connected to a live, online proctor, who will ask to see the front and back of your approved identification to authenticate.
2. The proctor will ask you to conduct a full scan of the room with your webcam (ceiling, floor, 360-degrees, etc.); if unauthorized material is seen, proctor will direct you to remove these (including cell phones). You must be in an enclosed room with no other individuals present in the room. The online proctor is available throughout the duration of the exam via live chat and video.
3. The online proctor will also do a desktop scan of your computer to ensure any third-party applications or windows outside of the exam are closed and will not be accessed during the exam.
4. After the authentication process, approval of area, approval of the desktop and confirmation of the exam to be taken, you may begin the exam.
5. The proctor will then launch the exam interface and will remain connected via webcam, audio and text throughout the duration of the exam. If the proctor notices errant behavior, the proctor can pause the exam and either notify you to stop or can discontinue the exam.
6. At end of exam, you will click the "Submit Exam" button in order to complete your exam. You will then receive immediate feedback on the pass/fail result of the exam. You can print off your results. The proctor will then close the exam window and disconnect from your computer. **Your examination administration is not over until the proctor disconnects from your computer. If you choose to leave the examination administration before the proctor has disconnected from your computer, your examination results may be invalidated by ICC.**

TIPS AND TRICKS FOR YOUR PRONTO EXAM

Tip 1: Ensure the best Screen Resolution:

- The recommended minimum resolution is 1280 X 1024.
- For 16:9 displays at 15" or more, we recommend you adjust your resolution to 1680 X 1050.

Tip 2: Optimize your Zoom Function:

Some questions will require you to examine an exhibit, or image(s) that are attached to the question. (i.e. plans) If you need to enlarge an image, you can click on the image. You can then move your mouse over the image to bring up a magnifying glass that will take a closer look at a specific spot in that image.

If you are not satisfied using the magnifying glass? You can **enlarge your screen** using your keyboard:

- **Windows/PC users:** Hold down the **Ctrl** button, then press **+** or **-** to adjust the size your browser's window.
- **Mac users:** Hold down **Command** button, then press **+** or **-** to adjust the size your browser's window.
- Be sure to adjust the zoom when you are finished looking at the image—you don't want to miss details in the question if you're really zoomed in!

ITEMS ALLOWED/PROHIBITED DURING THE EXAM

During the exam you are not permitted to write or mark in your code book. You will also not be permitted to leave the exam room.

What can I bring to a PRONTO exam?

Here's what you're **Allowed** to have available with you during your exam:

- The printed 2012 British Columbia Building/Plumbing code book and any associated documentation included within the code book. Papers such as Ministerial Orders or code changes which are photocopies or printed copies may be stapled, taped, or punched and inserted into the ring binding of the code.
- The Code may have notes and may have highlighting.
- The Code may have permanent or temporarily attached tabs such as Post-It notes.
- Eyeglasses,
- Architects' scale or ruler
- Battery-operated calculator that is nonprogrammable, not capable of storing examination information, and has no ribbon or paper printing capabilities
- Foreign printed language/English translation dictionaries, if needed

The following items are **Prohibited**:

- Loose papers not inserted into the Code.
- Writing utensils
- "Smart" watch (i.e., Apple or Galaxy watch)
- Any electronic device other than your computer (i.e. any second monitor or screen)

Administrative Rules and Procedures-FAQ's

BOABC Exam ID

When you register for an exam (after you are pre-authorized by BOABC), you will be required to provide the **Exam ID**, not just the name of the exam.

Below are BOABC examination categories and corresponding exam ID's currently available.

Exam ID	Examination	Code Part
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BOABC – Building Official Certifications

BC1-1	Level I Exam 1	Codes - BCBC Part 9 (One and Two-family Buildings)
BC1-2	Level I Exam 2	Plan Check - BCBC Part 9 (One and Two-family Buildings)
BC2-5	Level II Exam 5	BCBC Part 9
BC2-6	Level II Exam 6	BCBC Part 9 (Also Parts 3, 4, 5, 6, and 10)
BC3-7	Level III Exam 7	BCBC Part 3 (Part 3 Buildings Classification and Construction)
BC3-8	Level III Exam 8	BCBC Part 3 (Buildings Plan Review)
BC3-9	Level III Exam 9	BCBC Part 3 (Buildings Life Safety Systems)
BC3-10	Level III Exam 10	BCBC Part 3 (Part 3 Buildings Fire Protection)

BOABC – Plumbing Official Certifications

BC-P1	Level I	BCBC Part 7 (Residential and Light Commercial Construction)
BC-P2	Level II	BCBC Part 7 (Complex Commercial and High-rise Construction)

Exam Content Outlines

Examinations are based on the job tasks performed by a building or plumbing official /inspector. The *Exam Content Outline* is a detailed description of the job tasks and shows the number of questions in each job task and content area.

It is very important that you study the *Exam Content Outline* **before** you register for and write an exam. Go to the BOABC Website for exam information or click here: [Exam Content Information](#) and then click on the fourth FAQ.

Frequently Asked Questions

1	Does BOABC require a candidate to have a certain level of experience or education before writing an examination? No. BOABC does not specify education or experience requirements for qualifying member applicants. Examinations are generally difficult for those without practical industry experience.
2	What is Preauthorization? Preauthorization verifies that exam candidates are; 1) current members in good standing with BOABC, and 2) eligible to write the requested exam(s).

3	<p>How often can I write an exam?</p> <p>A candidate is permitted two attempts to pass an exam in any six-month period. The candidate must be preauthorized by the BOABC for each attempt. If the candidate is unsuccessful on the second attempt they must wait a full 6 months from the date of the first exam. This does not impact the candidate's authorization to write other exams, within that level. Exams are required to be written in sequence of their levels. However, within each of the three levels there are subtests and those do not have to be taken in order. For example, Level III- Exam 10 can be written before Level III- Exam 8.</p>
4	<p>How long does my Preauthorization for one exam category last?</p> <p>Once you are preauthorized to write an exam, you have one year to schedule and write that exam. If your annual membership fee becomes due before the one-year exam preauthorization period ends, and you have not yet written that exam, you must renew and keep current your BOABC membership to write the exam.</p> <p>Once you write the exam you were preauthorized for, that preauthorization ends or is "used"</p>
5	<p>What is the best way to prepare for an examination?</p> <p>The best way to prepare for an examination is through the study of codes and standards. Nothing can substitute for studying the code and on-the-job experience of code use and application. You must devote the time needed to understand the code and master the ability to apply it.</p>
6	<p>When will I receive my results?</p> <p>Results for examinations are available immediately after completion of the examination.</p>
7	<p>What type of question format will be included in the examination?</p> <p>Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used in exam development, questions do not follow patterns (for example, it is not true that: "the most common answer is 'B'").</p>
8	<p>Are the examinations "open-book" exams?</p> <p>Yes, exams are open book</p>
9	<p>Can't I just look up all of the answers in the books?</p> <p>Candidates do not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.</p>
10	<p>How long are the examinations?</p> <p>The length and allowed time varies depending upon the exam category. To get the most updated information on examinations, go to the BOABC Website and click on exam information or click here: Exam Information and then click on the fourth FAQ.</p>
11	<p>How many examinations can I write at one administration</p> <p>There is no limit to the number of exams you can write in a day as long as you are preauthorized for the exam. Once you write the exam you were preauthorized for, that preauthorization ends or is used. The Proctored Remote Online Testing Option (PRONTO) is available any time; 24/7, 365 days/year.</p>

Should I guess if I don't know the answer to a question?

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

EXAM SCORING -HOW DOES IT WORK?

What is a passing score?

A passing score is the score set by the Exam Development Committee (EDC) as the minimum score needed to pass the exam. This score is technically called a **scale score** and is set as 80 for the BOABC exams.

How is a passing score set?

A passing score is set as part of the process at the Exam Development Committee. This part of the process involves setting item-level cut-scores, using the expert judgment of the Subject Matter Experts (SMEs) who are members of the EDC. The SME determines what the minimum score the candidate needs to know in order to obtain the qualification, and a passing score.

What is a scaled score?

A scaled score transforms a raw test score (the number of test questions answered correctly) into another measurement unit called a scaled score. Please note that a scaled score is **not** the number of questions answered correctly.

Is the current test more or less difficult than prior tests, or future tests?

There are multiple forms of BOABC examinations. An exam form is a collection of questions, assembled per the content outlines shown at the end of this bulletin, from a larger question bank. While these different exam forms are developed according to the same set of content specifications, the level of difficulty of the forms will vary because different exam questions are randomly selected from the larger question bank. Some of these questions by their nature (as designated by the cut-score) are more difficult than others, even though they pertain to the same content area of the exam.

It would be unfair to require a candidate writing an exam form of somewhat more difficult questions to answer as many questions correctly as a candidate who wrote an easier form. Consequently, a statistical procedure known as 'scaling' is used to correct for differences in test form difficulty.

For Example: An elementary school hired the ICC to create an exam to test for knowledge of aspects of mathematics. Further, let's say the exam was called "Addition and Subtraction," and the Exam Information Bulletin states it is a 100-question exam.

Look at the first ten questions of two different exam forms, both of which measure the concept of "Addition and Subtraction":

Question	Exam Form 1	Question	Exam Form 2
1.	$2 + 4 =$	1.	$6 + 9 =$
2.	$6 + 4 =$	2.	$16 + 26 =$
3.	$7 - 3 =$	3.	$18 - 16 =$
4.	$18 + 15 =$	4.	$23 + 99 =$
5.	$16 - 4 =$	5.	$86 - 44 =$
6.	$8 + 8 =$	6.	$5 + 1 =$

7.	$4 + 9 =$	7.	$29 + 88 =$
8.	$20 - 17 =$	8.	$74 - 67 =$
9.	$4 + 15 =$	9.	$48 + 96 =$
10.	$7 - 4 =$	10.	$55 + 38 =$

As you can see, the questions on Form 2 are a bit harder than the questions on Form 1. If these were both 100-question exam forms with such a continuing mix of questions, it would be unfair to require the students who were administered Exam Form 2 to answer the same number of questions correctly in order to pass.

Why scale the scores?

If we simply reported the total number of questions answered correctly (the raw score), there would be a different passing score for each form of the test (because of those differences in difficulty). This would be confusing to candidates. So, we convert these raw scores to a constant scale such that, say, the designated 80 continues as the minimum score required to pass regardless of the form administered, knowing the number of correct answers needed to pass varies from form to form and from year to year.

What is reported?

Scaled scores of 80 or above are reported as PASS. The ICC does **not report the numeric score for passing**; the score report simply indicates a passing score by saying PASS.

The BOABC exams are only created and maintained with the intent of a passing score reflecting that a candidate meets a minimum level of competency. They are not built, nor intended to be used as a ranking system nor used for determining levels of competency for employment purposes. As no passing candidate can be more minimally competent than another, a candidate that passes with a score of 80, for example, has met the same threshold as a candidate who passes with a score of 95.

Those who fail the exam are provided the numeric scaled score, along with diagnostic information of their performance on major content areas. This information is for self-evaluation only.

Diagnostic Score Report

The diagnostic information for failing candidates is provided in the form of a bar graph. This bar graph cannot be used to determine the exact number of questions answered correctly in each content area. The bar graph gives a general indication from “low” to “high” of the candidate’s performance.

Can my exam score be cancelled?

BOABC/ ICC reserve the right to revoke an examination score if, in their sole opinion, there is adequate reason to question the score validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)
- Attempting to, or removing, examination materials or questions.

In cases of examination irregularities, the scores of the individual(s) involved will not be released unless approved by BOABC/ ICC. Additional sanctions may be authorized, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee’s control, such as faulty examination materials or mistiming. These situations will be investigated. When such occurrences result in cancellation of an examinee’s scores, the ICC will arrange for a makeup examination for the examinees concerned.

Examination Challenge and Feedback Process

Challenges on Exam Questions

An examinee may provide feedback or challenge an exam question by submitting a Comment / Challenge Form to BOABC with your signature. Comments/challenges should be submitted to BOABC by courier or by scanned attachment to email and postmarked or received no later than **30 days following the date of the exam**.

The form to use for challenges and comments is available on the BOABC website. Go to the BOABC Website and click on the FAQ- Exam Challenge Comment FORM OR, click on this link: [Exam Challenge Comment Form](#).

After you complete the exam, if you wish to challenge a question, complete the form identifying the question(s) you wish to challenge by providing as complete a description as possible from your memory of the questions while you were writing the exam.

ICC staff and BOABC representatives will then identify the question(s) from your description, research the question(s) to determine if the question may have been flawed. Following the review, BOABC will then send you a response.

There is a three-step process for test-writers to comment on or challenge the results of their exam. These are:

- 1) ICC Staff review of challenges and comments submitted by test-writers and consultation with BOABC
If a challenge is denied, the test-writer will be informed in writing of the decision by BOABC staff.
- 2) The test-writer can appeal the denial to the Exam Development Committee (EDC), and
- 3) If the EDC denies the appeal, the test-writer can appeal to the BOABC Executive Committee.

Submit completed challenge forms by courier to:
Building Officials' Association of British Columbia
Suite 145 – 10451 Shellbridge Way
Richmond, British Columbia
V6X 2W8 Canada

Or by email to: info@boabc.org

Challenge reviews are based on technical merit and processed within thirty days of receipt by BOABC.

Operational Challenges on Exam Administration

If the comment or challenge is not about the exam technical content, (scheduling problems, proctor complaints) these are considered operational challenges and should be directed to info@boabc.org.