



Building Officials' Association of BC

# Candidate Information Bulletin

This packet contains information regarding the examinations offered by BOABC, examination administrative rules, and FAQ's.

For step by step instructions with screenshots on how to access your PRONTO account, purchase and write your exam, please access the BOABC PRONTO Candidate Manual.

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The only browser you should use to access your PRONTO account is Google Chrome. Download the browser for free at: <https://www.google.com/chrome/>

## Apply for a PRONTO Examination Authorization

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

 Launch Google Chrome Browser

Go to this URL: <https://boabc.org/pronto-exam-authorization-application-form/>

### Pronto Exam Authorization Application Form

Once a candidate is preauthorized to write an exam, they have **48 hours** to pay for the exam and **60 days** to write that exam. If the annual membership fee becomes due before the preauthorization period ends, and the candidate has not yet written that exam, you must renew and keep current your BOABC membership to write the exam.

#### Application Information

First name	Last name
Address	Apartment/Unit#
City	Postal Code
Phone Number	<input type="checkbox"/> BCIT Student
Email Address	

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#### Select Exam

Exam Id	Examination	Code Part
<input type="checkbox"/> BC1-1	LEVEL 1 EXAM 1	BCBC PART 9 CODES EXAM (ONE AND TWO-FAMILY DWELLINGS)
<input type="checkbox"/> BC1-2	LEVEL 1 EXAM 2	BCBC PART 9 PLAN REVIEW EXAM (ONE AND TWO-FAMILY DWELLINGS)
<input type="checkbox"/> BC2-5	LEVEL II EXAM 5	BCBC PART 9
<input type="checkbox"/> BC2-6	LEVEL II EXAM 6	BCBC PART 9 (ALSO PARTS 3,4,5,6, AND 10)
<input type="checkbox"/> BC3-7	LEVEL III EXAM 7	BCBC PART 3 (PART 3 BUILDINGS CLASSIFICATION & CONSTRUCTION)
<input type="checkbox"/> BC3-8	LEVEL III EXAM 8	BCBC PART 3 (BUILDINGS PLAN REVIEW)
<input type="checkbox"/> BC3-9	LEVEL III EXAM 9	BCBC PART 3 (BUILDINGS LIFE SAFETY SYSTEMS)

Complete the form and click on “send”.

Once you are authorized, a BOABC Authorization letter will be returned to you by email and ICC will be notified of your eligibility to purchase an examination. Information on accessing your PRONTO account can be found in the BOABC Candidate Instruction Manual found here: <https://boabc.org/wp-content/uploads/2020/10/BOABC-Candidate-Instruction-Manual.pdf>.

## 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 made by credit card or debit card (issued through VISA, American Express, or MasterCard).

ICC Exam Fee: \$235.00 CAD

BOABC Administrative Fee \$25.00 CAD

## Examinations

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

### Building Official Certifications

Exam ID	Examination	Code Part
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)

### Plumbing Official Certifications

Exam ID	Examination	Code Part
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/References

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.

Examination Content Outlines are available at: <https://boabc.org/examination-FAQs/> (What is the exam content outline?).

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

## 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 no later than **30 days following the date of the exam**.

The Comment Challenge form is available on the BOABC website at: <https://boabc.org/wp-content/uploads/2020/03/Exam-Comment-Challenge-Form.pdf>.

- 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. Challenge reviews are based on technical merit and processed within **30 days of receipt by BOABC**.
- 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.

1. ICC Staff review of challenges and comments submitted by test-writers and consultation with BOABC.
2. If the challenge is denied, the test-writer can appeal the denial to the Exam Development Committee (EDC).
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: [exams@boabc.org](mailto:exams@boabc.org)

### 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 [exams@boabc.org](mailto:exams@boabc.org).

## FAQs

### BOABC

#### **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.

#### **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).

#### **How often can I write an exam?**

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.

#### **How long does my Preauthorization for one exam category last?**

Once you are preauthorized to write an exam, you have 48 hours to purchase the exam and 60 days from purchase to write that exam. If you do not purchase the exam within 48 hours and/or write the exam within 60 days from purchase, you will need to contact BOABC to become reauthorized. Once you write the exam you were preauthorized for, that preauthorization ends or is "used".

You must renew and keep current your BOABC membership to write the exam.

#### **What is the best way to prepare for an examination?**

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.

#### **When will I receive my results?**

Results for examinations are available immediately after completion of the examination.

#### **What type of question format will be included in the examination?**

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'").

#### **Are the examinations "open-book" exams?**

Yes, exams are open book

### **Can't I just look up all of the answers in the books?**

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.

### **How long are the examinations?**

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.

### **How many examinations can I write at one administration?**

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.

### **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**

### **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.

# Support

## PRONTO Support

CONTACT INFORMATION FOR YARDSTICK AND PROCTORU

**ProctorU**

Phone: 1-855-772-8678, Option 1  
Text Support Prior to connection time: [sent a ticket for support](#)  
Text Support During connection time: Live Chat support available to candidates  
Hours of Operation: 24 hours a day, 7 days a week  
[Yardstick Assessment Strategies](#)

Phone: 1-888-900-0005, Option 1  
Text Support: [testingsupport@getyardstick.com](mailto:testingsupport@getyardstick.com)  
Hours of Operation: Monday through Friday from 8:00am to 7:00pm Eastern

HOW DO I LOG IN TO MY ACCOUNT?

- To log-in to your account, please click on the following link to be taken back to the [My ICC Login Page](#)
- If you do not have an account yet, you can click here to [Register for an Account](#)
- If you have forgotten your password, simply enter your e-mail on the [Forgot Your Password Link](#)

WHAT SHOULD I DO BEFORE CONNECTING TO A LIVE PROCTOR?

- 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 International Code Council PRONTO 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.

WHERE CAN I TEST MY SYSTEM FOR THE LIVE PROCTOR REQUIREMENTS?

- You will be able to run a full system diagnostic test through the link provided: [ProctorU Equipment Requirements](#)
- Before connecting to a live proctor, ensure that your browsers Pop-up blocker is disabled by following the help link: [Disable pop-ups in your Browsers](#)

WHAT DO I DO IF I ENCOUNTER TECHNICAL ISSUES DURING MY PRONTO EXAM?

If you encounter account, or purchasing issues, please send your:

- Account Number
- Full Name
- Brief description of the issue

To the ICC Support team at [askac@iccsafe.org](mailto:askac@iccsafe.org).

If you encounter technical issues with your live proctor, please contact ProctorU directly:

- Call 1-855-772-8678, Option 1
- Text Support Prior to connection time: [sent a ticket for support](#)