



## **Examination Procedure and Rules**

You as the applicant are **required** to abide by the following “**Examination Procedure**” and “**Rules of Examination**”. Should you deviate from any of the directions below, your exam may be terminated, and you will be required to purchase the TNT package again.

### **Examination Procedure** (required for both exams)

Step 1	<ul style="list-style-type: none"><li>Once you click the exam link in the ProctorFree app, you will be directed to the examination page. You will then see a small browser window (a small square recording of your face) on the top right of your computer screen.</li></ul>
Step 2	<ul style="list-style-type: none"><li>You must then conduct the examination in one sitting timeframe, while adhering to the rules of examination below.</li></ul>
Step 3	<ul style="list-style-type: none"><li>Once you conclude the exam, SIGMA ASSESSMENTS will ask you to close the browser window (for the Part C exam, you will be asked to “Submit Results”)</li></ul>
Step 4	<ul style="list-style-type: none"><li>Please close the URL window browser (sigmateesting.com)</li></ul>
Step 5	<ul style="list-style-type: none"><li>THEN, you will be able to close your ProctorFree window on the top right of the screen by clicking “Finish”.</li></ul>

**Should you click “Finish” at any point prior to you completing the examination, your examination and profile with the TNT Certificate WILL be terminated.**

The TNT Certificate support team is provided the full recording of your web-camera and your full computer screen while you are conducting the examinations. Our staff review **ALL** proctoring footage in full, should our staff find any deviations from the “**Examination Procedure**” or breaches of the “**Rule of Examination**” below; an investigation will commence and you will be contacted by our management team.



## **Rules of Examination**

As the applicant, you are required to complete the Part B and Part C in an ethical and honest manner.

### **Rules of Examination:**

- You are to conduct the testing **alone** and without **any assistance**.
- You are prohibited from using a **cellphone** or any wrist, or handheld electronic device during the examination.
- You are prohibited from using a handheld **calculator** or computer-based calculator application (which will be detected through proctoring screen-share).
- You are required to produce a piece of **valid identification** (I.D.) to ensure you are the test-taker named on the TNT Certificate (ProctorFree requires you to produce ID and to hold it directly in front of the web-camera)

**Please note, you are allowed to use a paper and pen during the examination.**

You are not to take photos or write-down any testing questions for yourself, on behalf of another person, or for financial gain. You may be held civilly liable by the third-party examination owners.

**If you do not abide by these terms and conditions, your TNT Certificate shall be terminated. In the event you are caught breaching one, or several of these terms, the RCMP will be made aware of the breach(es) once your file has been requested. Please note that all instances of cheating, whether in part or whole will be investigated by the TNT Support Team. A TNT Certificate of completion will not be issued until the investigation has concluded.**

**Furthermore, the applicant acknowledges and understands that upon conclusion of an investigation, if cheating is confirmed whether in part or whole, the Royal Canadian Mounted Police (RCMP) will immediately disqualify your entry into the organization for a period of two (2) years.**

**As the applicant, you are confirming that you acknowledge and understand the stipulations contained within this document. As the applicant, you further acknowledge that you hereby release and discharge TNT Justice Consultants and the Royal Canadian Mounted Police (RCMP) from any, and all actions that may arise from the examination.**

**Should you have any questions, concerns or accidental deviations from the rules above, please email [support@tntcertificate.ca](mailto:support@tntcertificate.ca).**

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Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed