

Hello Owner Builder applicant with BC Housing,

Thank you for booking your Owner Builder appointment date and time-slot for your Zoom (virtual/remote/on-line) test with Selkirk College!

****All our times are Pacific Daylight Time (PDT)**

How to book:

<https://canada.registerblast.com/selkirkcastlegr/Exam/List>

#1: Zoom On-line Proctoring

#2: External Exams – No Refunds

#3: External Exams – Self-Pay/Voucher/Free-Complimentary

#4: Choose an Exam: You will choose if you are;

- a. **Owner Builder - FREE/Complimentary Booking** - One exam included with your BC Housing application
- b. **Owner Builder - You are choosing to pay \$50** for this sitting as you no longer qualify for the FREE/Complimentary sitting

#5 & 6: Choose a Date and Time from available listings

#7: Required information of Registrant

#8: Acknowledgment Text to Read and Select Check box

Note: You may not book a test until you have received your Authorization Letter from BC Housing with your unique User name and Password.

Please follow these steps **MANY DAYS BEFORE** your testing appointment:

1. You must use a desktop or laptop for the entire assessment (Chromebooks or phones cannot be used). Please have your laptop fully charged and/or plugged in. We can only accept one monitor/screen in uses during the test for security reasons.
2. Please be sure you are **very familiar with Zoom** before you come to do your test and particularly how to login (Note: you do not have to "sign-in" when first prompted and can skip that, and, you do

not have to download Zoom or have an account to login as Selkirk College has a professional account - when asked to login, you will enter the Meeting ID and Password - if one is provided): <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting> (1 minute video and short article)

3. ***Have your Username and Password provided to you by BC Housing in an email they sent you called "Owner Builder Authorization Exam Scheduling" ready to go for the test date. You can only receive this unique username and password if you registered through BC Housing for the Owner Builder exam and they sent you your Authorization Letter. **Your Proctor will NOT have this information and will not be able to assist you with this. Please have the original email open ready to show your proctor upon entry to the test.**
4. If you are late for your appointment time, regardless of the 100-minute clock on the exam, your testing time-slot will be complete at the agreed time and you must submit your test. **Do not be late.** Please show up early and prepared with your technology. Our Proctors/Invigilators will not have time to assist you with your basic learning technology issues and will not be able to provide additional time beyond our scheduled appointment time-slot.
5. Your Proctor/Invigilator has 10 minutes to admit you. Please come FULLY prepared. If you are uncertain with your technology, you may have someone on your end assist you to get initially set-up and then they can leave once you have your test loaded.
6. There are 100 multiple choice questions on the test. Passing score is 70% or higher. Your Proctor/Invigilator will not have the results, neither will Selkirk College. Results are provided by BC Housing within 7 working days. For more information, please visit: <https://www.bchousing.org/licensing-consumer-services/owner-builder/exam>

At a minimum you will need:

- **PC:** Internet Explorer 11+
Microsoft Edge 40+ / EdgeHTML 15+
Firefox 65+
Chrome 74.0+
- **MAC:**
Safari 11+

- Windows 10
Mac OS X v10.7 (******New Mac require that you do your Security and Privacy and make sure Zoom is compatible with your system and that all of Zoom is accepted on your**

computer – Please do this BEFORE your test date)

Chrome OS

- Pop-ups are not blocked
- If you are concerned or have any questions about your technology requirements, email us at exams@selkirk.ca before you book and explain your situation.

When it is time for your appointment please:

1. Sit in a quiet place where you will be undisturbed while testing (this is a 100-minute or 1 hour and 40-minute test – so a minimum of 1.5 - 2 hours). Ideally, in a location where the door can close with no animals or other humans in the room. **Provide your cell phone or land-line number immediately to your Proctor/Invigilator once you arrive so that they may call you if any technological issues arise during the test.**

- **Note: If you require technology support to log-on or someone to assist with English, please have them at the beginning of your appointment to help things run smoothly.**

2. Clear a workspace for just your monitor, mouse, and keyboard. **All other items must be removed from your table/desk.**

- no water glasses, cups, water bottles, etc.
- no watches
- no hoodies
- no hats
- no pendants
- no large rings
- no devices
- no dictionaries
- no eyewear that is not registered on your government ID (please email us exams@selkirk.ca with exceptions required)
- no paper or pen/cil
- You are not allowed any paper or paper-copy handbook.
- NO CALCULATORS

3. Calculators are not allowed.

4. Have your **government photo issued ID** ready. You will need to show it to your proctor when we are in our break-out room. **No ID = No Exam.** *Note: Your name on your ID must be identical to the one registered with BC Housing or else we may not be able to allow you to write the test.*

5. **Break-out rooms** will be awarded to each applicant for the testing time and that is where we will check ID in your own private break-out room. Your webcam will be on the entire time and pointed at you (no virtual backgrounds) in a manner we can see most of your body and your keyboard/lap area as best as possible.

- You will be asked to show your entire environment (entire cleared desk above and below and underneath, and your entire environment) to us prior to test start time. Please have **NOTHING** in the area that can be misconstrued for cheating).
- We will also ask that you have your **share screen on** the entire time. If you are unfamiliar with this process, please practice ahead of time on how to "**Share Screen**" (big green button at the bottom of the Zoom page). <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>
- Please have all other windows and applications closed on your computer the entire time. When you select "**Share Screen**" it must be the entire "Desktop" as we will need to see your entire desktop at all times.

6. Please use the **washroom prior to writing** the test.

7. Please be very familiar with your computer and technology before you join us. **You must use a desktop or laptop for the assessment (and are unable to use a phone or Chromebook).**

8. **Webcams** with your actual background will be active from our meeting time until your test is submitted and our session is complete. Your webcam will be on the entire time and pointed at you (no virtual backgrounds) in a manner we can see most of your body and your keyboard/lap area as best as possible.

9. **Audio** must be on the entire time.

10. No headphones or music during our testing time.

11. Recording devices or recording of Zoom is **prohibited**.

12. **Please leave your cellphone ON AND HAVE IT FULLY CHARGED** and in a location that your proctor can see it, but that it does not disturb you, or that you cannot be tempted to utilize it. The phone must be out of reach and eyesight of you but **we must be able to see the phone and be able to contact you by phone in case we lose audio or other technological issues arise.**
14. Please learn ahead of time how to use **in-private or incognito browsing** for whatever browser you are using.
 - Chrome: <https://support.google.com/chrome/answer/95464?co=GENIE.Platform%3DDesktop&hl=en>
 - Firefox: <https://support.mozilla.org/en-US/kb/private-browsing-use-firefox-without-history>
 - Internet Explorer: <https://support.microsoft.com/en-ca/help/4026200/microsoft-edge-browse-inprivate>
 - Safari and Macs: <https://www.laptopmag.com/articles/how-to-private-browsing-safari> and <https://support.apple.com/en-ca/guide/safari/ibrw1069/mac>
 - Microsoft Edge: <https://support.microsoft.com/en-ca/help/4533513/microsoft-edge-browse-inprivate>
 - Opera: <https://help.opera.com/en/touch/private-mode/>
 - Vivaldi: <https://help.vivaldi.com/article/private-windows/>
 - Brave: <https://support.brave.com/hc/en-us/articles/360017840332-What-is-a-Private-Window->
 - Tor: <https://www.youtube.com/watch?v=pli3cBpKjak> How to Access Tor with Brave's Private Tabs (easy)

Owner Builder SPECIFIC exam details:

1. You will need to make sure that the share screen on Zoom of your entire desktop has been selected and not just the one browser.
2. Open an in-private browsing session.
3. Show the email received from BC Housing called **Owner Builder Authorization Exam Scheduling** to the Proctor/Invigilator and have your Username and Password written on a piece of paper beside your computer.
4. We will send you the link for the test through the Chat feature. Please know how to find the chat feature. <https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat>
5. You may need to manually load the browser link as it will not copy and paste easily into the in-private browsing session and will automatically load a non-private browsing session. You and your proctor should note this as you cannot write the exam in a non private browsing session.

6. Once you select the link for the exam, you will press “Attempt Quiz Now”. Selecting this loads the information page with details on the number of attempts and time allotted for the exam.
Note: At this stage you will see the clock time, after this time expires, the exam will restrict the user from answering any outstanding questions and will submit the exam automatically so results are not lost.
7. A confirmation window will open, and you will be required to “start exam”. Questions are multiple choice with four possible answers. Select the answer you would like, then select “Next” when you are done which will bring you to the next question.
8. As soon as you begin, the clock counts you down from 100 minutes.
9. Please let Proctor/Invigilator know immediately if the countdown clock is not visible.
10. You can skip questions and return to complete them. You can go back to review and change previously answered questions.
11. Selecting “Finish attempt” populates a page that displays the number of questions and if they were answered. When you are done - you will need to scroll to the bottom and select “**submit all and finish**”. Please note that a button to return to the exam attempt is available should a test taker accidentally click the “finish attempt” button and need to complete the exam within the allotted time. This will bring the test taker back to the point where they left off.
12. Upon selecting “submit all and finish” a confirmation page is displayed. **STAY HERE UNTIL YOUR PROCTOR LOGS YOU OUT!** Clicking on “Submit all and finish” in this confirmation page completes the exam attempt and results are captured.
13. **Do not leave** the break-out testing room or Zoom when you have completed the test. WAIT for your proctor to dismiss you.
14. Results are not provided by the Proctor/Invigilator or Selkirk College. You will receive your results from BC Housing within 7 working days. If you are unsuccessful, you will have to begin the application process from the start. See webpage below for further details. Please refer to the webpage below and contact them directly.

***More information on the testing platform, required knowledge, pass/fail, etc.:
<https://www.bchousing.org/licensing-consumer-services/owner-builder/exam>

Cancellations & Rescheduling Policy (no show, lack of technology preparedness, lack of ID, lack of Password, etc.);

Prior to 72 hours before the test, you may reschedule at anytime by doing the following:

- **Rescheduling?:** Follow prompt here - <https://canada.registerblast.com/selkirkcastlegar/Tab/View/123> (no refunds provided and you must **reschedule 72 hrs in advance**) Select the "My History" in the top right. Use your email you registered with to sign in. A link will be sent to your email. Use that link to look at your booking schedule to make changes. No refunds provided.
- **Cancellation?:** Follow prompt here - <https://canada.registerblast.com/selkirkcastlegar/Tab/View/124> (no refunds provided) Select the "My History" in the top right. Use your email you registered with to sign in. A link will be sent to your email. Use that link to look at your booking schedule to make changes. No Refunds provided.

There are no last minute cancellations without BC Housing being invoiced for your sitting. If you miss your exam because you are cancelling or rescheduling **for any reason within the 72 hours**, or come under-prepared with technology, or do not have the appropriate Government issued photo ID with a name that matches the BC Housing registration, or you do not have the BC Housing issued user name and password (QPP...), then, BC Housing will be billed for your one free-complimentary sitting. When you make another appointment, you will need to pay the \$50 fee over Registerblast for another time slot.

Contact for Owner Builder Examination & Other questions Owner Builder Related:

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 The Training Group
 Douglas College
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 Coquitlam, BC V3B 7X3
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We look forward to meeting you on Zoom soon and have a wonderful day!
