

PROCTOR INFORMATION GUIDE

Post-Secondary

Skills/Compétences Canada (SCC) is happy to welcome proctors to our first Skills Canada Virtual National Competition (SCVNC). We thank all proctors for your participation and support.

Below is all the information you will need in preparation for the competition. We encourage proctors to review this information prior to the proctor orientation.

Proctors must review the competitor and host facility guides as well as the proctor guide since the information included in both documents is relevant to proctors. We've added additional proctor information below.

1. PROCTOR DESCRIPTION

As mentioned in the competitor guide, on our website you can view your proctor description document which includes an overview of your job description for the event.

As a reminder, the purpose of the proctor is to monitor the virtual competition, provide accountability, ensure fairness, and flag suspicious events and intervene when necessary. Active intervention ensures cheating is stopped or prevented. A proctor should not in any way help, assist or give advantage to a competitor.

2. DOCUMENT SHARING

As mentioned in the competitor guide, Microsoft One Drive will be used for document sharing. Proctors will receive their own One Drive folder because it contains confidential competition information that will need to be released at specific times. Your One Drive link will be received prior to the proctor orientation.

3. PROCTOR CHECKLISTS

In advance of the competitions and in most skills, the National Technical Committee (NTC) members will develop checklists for proctors to follow during the competition. These checklists will assist proctors in submitting the required documents, photos, and videos. These checklists will be provided to proctors in your One Drive folder and if applicable for your skill, the NTC members will review during the proctor orientation.

4. COMPETITOR INTRODUCTION VIDEO

We thank you in advance for supporting your competitor in the recording of their introduction video. All details are included in the competitor guide.

5. ASSESSMENT

Assessment will be conducted by the NTC with the help of the Proctors. Pictures and Videos might be necessary for the NTC to be able to finalize assessment. If that is the case for your skill area, this information will be shared in advance with proctors during the proctor orientation. All required documents, photos and/or video will be uploaded to your One Drive folder.

In some cases, proctors will require to attend additional assessment sessions with the NTC. These sessions could be held at the end of the competition day or on a separate day. If this is required for your skill, it will be shared with proctors during the proctor orientation.

6. PROCTOR ORIENTATION

The proctor orientation will be held live on Zoom and is mandatory for all proctors. For any exception, please communicate with your provincial/territorial skills office. The proctor orientation is an excellent way for you to meet the NTC members and confirm you have the material and equipment needed for the competition. Please see your schedule for the date and time. The proctor orientation agenda and Zoom access information will be shared with you prior to the meeting.

The proctor orientation held on Zoom will be recorded.

7. MEAL ALLOWANCE

During the SCVNC participants will be provided with a meal allowance. This allowance will be provided by SCC via your local skill office. The amount of this allowance is based on your required time commitment and allowed amount as per government regulations.

8. SCVNC 2021 SOUVENIR COLLARED SHIRT ORDER PROCESS

Each proctor will be sent a souvenir collared shirt (polo) following the competition. Please click [here](#) to order your shirt. You will be asked to provide the following information on the electronic ordering form:

- First Name
- Last Name
- Email address
- Phone number

The Competition Team may be reached anytime at scvncsupport@skillscanada.com

- Mailing address (Please do not use a PO box as shirts cannot be shipped to PO boxes)
- Select men's or a ladies shirt
- Select your size. (Refer to the sizing charts on the order form to ensure you order your correct size. We will not be able to replace your shirt if you order the wrong size.)

The deadline for ordering your souvenir shirt is **May 30, 2021**. No late orders will be accepted.