

Security Training Programs

Exam Request



Instructions for Schools

- This form must be received by Security Training Programs by the 15th of the month preceding the exam; no exceptions.
- Once completed, e-mail this form to securitytraining@jibc.ca.
- Confirmation of your request for examination will be provided via e-mail.
- Exam cancellations must be submitted 72-hours (three business days) prior to the exam start time. If a cancellation is received with less than 72-hours' notice, you will be billed \$150.00.
- **Online exams:** If your BST exam is being administered online, the invigilator will be provided with the password (exams are proctored) a minimum of one-day prior to the exam.

The following information must be communicated to students who will be attending the exam:

Instructions for Students

- Students will have 2-hours to complete the BST exam.
- This is a closed-book exam; students are not permitted to bring study materials to the exam.
- The exam will consist of both multiple choice and true/false questions.
- Students are required to produce one of the following types of valid government issued photo identification at the exam:
 - BC or other Provincial Driver's License or BC Identification Card
 - Canadian passport
 - Citizenship identification with photo
 - Military or police identification
 - Other government-issued photo identification
- **Online exams:** Access to the online exam is provided through www.myJIBC.ca. Students registered for the exam will receive a registration acknowledgement e-mail two business days prior to the exam, which will provide instructions on how to log into their myJIBC portal. Students are encouraged to try accessing their account prior to the exam date. If technical difficulties are experienced, students should contact the JIBC Registration Office for support: 604.528.5590 or toll-free 1.888.528.5591.

If you have any questions, please contact Security Training Programs between 8:00am and 4:00pm, Monday to Friday (closed on holidays):

604.528.5713

securitytraining@jibc.ca

Anticipated response time to inquiries is two business days.

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Exam Request



E-mail to securitytraining@jibc.ca

School Information			
School Name		School Number	
Submitted by		Date Submitted	

Exam Information			
Exam Date		Exam Time	
Exam Type		Exam Format	
Instructor Name		Number of Students Attending Exam	
Exam Location			<i>Street Address, Unit #</i>
			<i>City, Province</i>
			<i>Postal Code</i>

Please provide the name and contact information of the school contact that will be onsite during the exam:

Name		Phone Number	

Online Exam Acknowledgement		
By selecting the online exam format, you accept and understand the following: <ul style="list-style-type: none"> Students must be provided with an appropriate testing device (e.g., computer desktop, laptop, iPad, etc.) to complete their security training exam; or, If testing devices cannot be provided, students will be informed <i>at the start of their security training</i> that they are required to bring their own testing device on the day of the exam. 		
Name		

OFFICE USE ONLY (DO NOT COMPLETE)	
Completed by	
Date Completed	
Section Number	