



**Guidelines Concerning
The Rules and Regulations of the Board of Examiners
Candidates Applying to Become a
Manitoba Land Surveyor
Pursuant to the Labour Mobility Provisions
Under the Canadian Free Trade Agreement (CFTA)**

February 14, 2022

General Information

Under direction of the Premiers, governments across Canada have been working with regulators to strengthen the labour mobility provisions of the Agreement on Internal Trade (AIT).

On December 5th, 2008, Trade Ministers met and approved the legal text of an amended Chapter 7 on Labour Mobility, as recommended by Labour Market Ministers. With the formal signing off, the amended text came into force on April 1, 2009.

The Association of Manitoba Land Surveyors (AMLS) has determined, under the AIT, that land surveyors who are licensed in a Canadian province and Canada Lands Surveyors will be required to complete one Jurisdictional Examination. Upon the successful completion of the AIT Jurisdictional Examination, the candidate must fulfill all other normal requirements of a successful AMLS candidate.

In December 2014, federal, provincial and territorial governments began negotiations to strengthen and modernize the AIT. The new Canadian Free Trade Agreement (CFTA) resulted from these negotiations and on July 1, 2017, the Agreement on Internal Trade was replaced by the Canadian Free Trade Agreement (CFTA). The terms of the CFTA are consistent with the AIT in so far as to enable any qualified land surveyor the ability to be recognized in another jurisdiction.

Making Application

A land surveyor who is registered or licensed to practise in a Canadian province or territory (the candidate) and who wishes to be licensed as a Manitoba Land Surveyor must complete the “Application for Jurisdictional Examination” form (**Appendix 16-A**) and arrange to have each association in which the candidate is registered or licensed provide a completed “Certificate of Conduct” form (**Appendix 16-B**) directly to the Association of Manitoba Land Surveyors. The application will not be approved if the registration or license in another province or territory is encumbered or restricted in any way.

Once the Association of Manitoba Land Surveyors has received the completed application form from the candidate, an acceptable “Certificate of Conduct” from the other association(s), and the appropriate fees, the candidate shall be assessed for eligibility to write the Jurisdictional Examination.

The application form (**Appendix 16-A**), “Certificate of Conduct” form (**Appendix 16-B**) and application fees are to be sent to:

The Registrar
Association of Manitoba Land Surveyors
Room 202-83 Gary Street
Winnipeg, Manitoba, R3C 4J9

CFTA fees

Fees are set annually by the Association of Manitoba Land Surveyors and are subject to change by ratification at an Annual or Special General Meeting of the AMLS. The Registrar shall be consulted for confirmation of the correct fees.

Current fees are:

a. Application for examination pursuant to the Canadian Free Trade Agreement (1 st and 2 nd attempts)	\$350.00
b. Application for examination pursuant to the Canadian Free Trade Agreement (3 rd and subsequent attempts)	\$500.00
c. Examination appeal - per examination	\$300.00

All fees are to be made by cheque payable to the Association of Manitoba Land Surveyors.

Any fee payment returned because of non-sufficient funds (NSF) will render the CFTA application null and void and the entire application must be resubmitted.

Jurisdictional Examination

Following acceptance of the application, the Association of Manitoba Land Surveyors will confirm the date, time and location to write the Jurisdictional Examination. The date, time and location of the Jurisdictional Examination shall be at the discretion of the AMLS and shall consider the place of residence of the candidate in order to not place undue hardship on the candidate. The candidate shall be responsible for procurement of a suitable space and all costs associated therewith. The Jurisdictional Examination shall be offered within thirty (30) calendar days after the date on which the Association of Manitoba Land Surveyors receives the application, unless the application is not approved.

Each candidate will be assigned a unique “candidate number”. Only this number shall appear on the Jurisdictional Examination; the candidate will not use any other form of identification on the examination paper. The candidate should be prepared to provide sufficient proof of his or her identity to the invigilator.

The Jurisdictional Examination shall be no longer than four hours duration. The Jurisdictional Examination is a closed book exam and no electronic aids will be allowed to be used during the Jurisdictional Examination.

An invigilator for the Jurisdictional Examination must be present during the Jurisdictional Examination. The invigilator must be a member of the AMLS, a Land Surveyor licensed in another Canadian jurisdiction, or any other person approved by the AMLS.

The invigilator must complete and sign the “Undertaking of Invigilator” form provided in **Appendix 16-C** attesting that they understand their duties regarding the correct procedures and protocols to be followed during the Jurisdictional Examination.

Upon completion of the Jurisdictional Examination, the invigilator will complete and sign the “Declaration of Invigilator” form provided in **Appendix 16-D** and return the form, the Jurisdictional Examination and the candidate’s answers to the Registrar of the AMLS.

Neither the candidate nor the invigilator shall make any copies nor carry out any other means of reproduction of the Jurisdictional Examination. Candidates and invigilators shall not discuss the contents of the Jurisdictional Examination with any other party.

Candidates will be examined on their knowledge and comprehension of: the Manitoba legal systems and statute law as it applies to surveying in Manitoba; Provincial Acts and Regulations; Land Titles Instructions for Surveys and Plans; Legal Descriptions and Title Interpretation; and Manuals and Practical Surveying as it applies to the practice of surveying in Manitoba.

Jurisdictional Examination Results

The pass mark for the Jurisdictional Examination is 70%.

Results of the Jurisdictional Examination will be forwarded by mail or other acceptable means no later than 30 days after the Jurisdictional Examination.

The Jurisdictional Examination will be marked by a designate of the AMLS Board of Examiners.

Returns from the marked Jurisdictional Examination sheet will be retained by the Registrar for a period of 30 days after receiving them from the marker. If there is no appeal to an unsuccessful attempt during this period, the marked Jurisdictional Examination sheets will be destroyed.

Appeal Process

Any candidate who fails to obtain the required 70% pass mark on the Jurisdictional Examination may apply in writing to the Registrar to request an appeal of the decision. All requests for appeal shall be submitted to the Registrar within 30 days following the date of the written notice to the applicant stating the mark obtained. The request shall outline the grounds for the appeal.

A request for appeal shall be accompanied by the examination appeal fee as set out in the approved fee schedule for the current year.

A review of the Jurisdictional Examination paper shall be made by the Board of Examiners Appeals Committee. The decision of the Board of Examiners Appeals Committee shall be final.

Re-Examination

A candidate who failed to obtain the 70% pass mark on the jurisdictional examination may apply to write another jurisdictional examination.

For the second attempt at the jurisdictional examination by an applicant, the examination will be available within a maximum 30 calendar days after the appeal period for the first attempt expires, or if the right to appeal is waived by the applicant, within a maximum 30 calendar days of receiving the notice of waiving the right to appeal.

For the third attempt at the jurisdictional examination by an applicant, there will be a waiting period of 90 days after the appeal period for the previous attempt expires, or if the right to appeal is waived by the applicant, 90 calendar days after receiving the notice of waiving the right to appeal.

For subsequent attempts, there will be a waiting period of 365 days after the appeal period for the previous attempt expires, or if the right to appeal is waived by the applicant, 365 calendar days after receiving the notice of waiving the right to appeal.

If a jurisdictional examination is appealed, no application for another attempt of a jurisdictional examination will be accepted until the outcome of the appeal is decided.

If the AMLS determines that a candidate does not have the required level of jurisdictional knowledge to successfully complete the requirements, and experience may be the way to gain that knowledge, the onus is on the candidate to gain the required knowledge by whatever means he or she chooses. The onus is not on the AMLS to define a period or type of training although the AMLS may make recommendations to that effect.

A candidate is not required to provide another Certificate of Conduct, if the application for re-examination is made within six months of the date that the most recent Certificate of Conduct was signed.

Registration as a Manitoba Land Surveyor

When the candidate is successful in passing the jurisdictional examination, the Registrar shall provide the following forms to be completed:

- a) Form D – Manitoba Land Surveyor’s Declaration;
- b) Form H – Application for Membership; and
- c) Form I – Oath of Office;

and shall provide a statement of annual fees, prorated in accordance with the By-laws, and any other related costs.

The successful candidate shall, within 30 days following the date of receiving the forms from the Registrar, deliver to the Registrar the completed forms and payment of the fees and costs, together with a request that the Registrar issue a license to practice.

The successful candidate shall obtain professional liability insurance in accordance with the By-laws and shall provide satisfactory proof of same to the Registrar.

Correspondence

All inquiries with respect to the procedures relating to the admission of candidates pursuant to the Labour Mobility Provisions under the Canadian Free Trade Agreement and other information should be made to:

The Registrar
Association of Manitoba Land Surveyors
202 – 83 Garry Street
Winnipeg, MB R3C 4J9
Phone: (204) 943-6973 or (204) 837-9359; Fax: (204) 957-7602,
E-mail: registrar@amls.ca Website: www.amls.ca

Syllabus for Jurisdictional Examinations

Candidates will be examined on their knowledge and comprehension of:

- a) the Canadian and Manitoba legal systems and the statute law as it applies to surveying in Manitoba;
- b) Manitoba case law pertaining to property boundaries;
- c) the evaluation of evidence for various types of surveys conducted in Manitoba;
- d) the requirements to be met by a client or surveyor to expedite dealings with land in Manitoba;
- e) survey requirements, legalities, problems, and possibilities of a practical nature likely to be encountered in surveys of land in Manitoba;
- f) the theory of the systems of survey of Dominion Lands in Manitoba;
- g) legal descriptions, registered and unregistered interests in land including balance of titles, endorsements, encumbrances and documentation utilized in conveyancing and transmission of lands in Manitoba;
- h) the professional responsibilities of a Manitoba Land Surveyor; and,
- i) the governance and current affairs of the Association of Manitoba Land Surveyors.

Reference Materials:

By-law No. 1, General By-laws of the Association of Manitoba Land Surveyors

The following may be found in the **Red Book** published by the Association of Manitoba land Surveyors:

- Descriptions, C.C. Chataway, M.L.S.
- Analysis of Legal Descriptions in Manitoba, J. B. Scott, M.L.S., J. F. Hyde, M.L.S.
- Legal Descriptions (an excerpt...), W.W. Shepherd
- Features of Legal Descriptions of Land in Manitoba, J. H. Wilson, M.L.S.
- Elements of Land Descriptions
- Interpretation of Expressions used in Legal Descriptions
- Early Surveys and Land Administration in Manitoba, W.M. Pearce, M.L.S.
- Extracts from the Manual of Instruction (1871) with Amending Circular (1872)
- Dominion Land Survey Monuments, 1871 – 1917, Bulletin 38, H.L. Seymour, D.L.S.
- Extracts from the Manual of Instruction for Survey of Dominion Lands (1913) by A.C. Roberts, M.L.S.
- Paper on Evidence, H. G. Beresford, M.L.S.
- Some Notes on the Operation of the Winnipeg Land Titles Office, W.B. Young, D.L.S., M.L.S.
- Real Property – Brief History of Real Property
- The Survey in the Red River Settlement in 1869 - A.C. Roberts, M.L.S.

Instructions on the use of the Short Form Legal Description from the Winnipeg Land Titles Office

- *Guide Book Surveys*, Descriptive Formats, Examiner of Surveys (2009)

Instructions for Surveys and Plans, The Property Registry – Registrar-General and Examiner of Surveys

Memoranda on Re-establishment Surveys of Lots in the City of Winnipeg (March 1921)

Understanding Western Canada's Dominion Land Survey System – by Robert B. McKercher and Bertram Wolfe – 1986 (pages 17 to 19)

Riparian Rights – A compilation – 1976 by A. C. Roberts, Director of Surveys - Surveys & Mapping Branch, Department of Renewable Resources & Transportation Services, Manitoba.

Survey of Mining Claims Regulation (Regulation 500/88, The Surveys Act, C.C.S.M. c. S240)

Mineral Disposition and Mineral Lease Regulation, 1992 (Regulation 64/92, The Mines and Minerals Act, C.C.S.M. c. M162).

Subdivisions, Rezoning, and Development Applications – City of Winnipeg

(<https://winnipeg.ca/ppd/LandDevelopment/SubdivisionsRezoningDevelopmentApplicationProcess.stm>)

- Short Form Subdivision Applications
- Long Form Subdivision Applications
- Rezoning Applications
- Development Agreement Parameters

Land Use and Development – Manitoba Indigenous and Municipal Relations

(http://www.gov.mb.ca/mr/land_use_dev/)

- Subdivision Regulation (Regulation 137/2006, The Planning Act, C.C.S.M. c. P80)
(https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=137/2006)
- Planning Resource Guide - Subdivision in Manitoba
(http://www.gov.mb.ca/mr/land_use_dev/pubs/guide_subpr.pdf)
- Subdivision Application Form
(http://www.gov.mb.ca/mr/land_use_dev/pubs/subd_appl_sep2017.pdf)

LIST OF MANITOBA ACTS AND REGULATIONS – CFTA CANDIDATES:

The following Acts can be found through this link:

http://web2.gov.mb.ca/laws/statutes/index_ccsm.php

B 70 The Boundary Lines and Fences Act

All

B 91 The Builders' Liens Act

General Knowledge – Sections: 13, 14, 37(1)(2)(3)(4)(5), 38(1), 43(1), 49(2), 68(1)(2), 70(1)(2)

C 30 The Cemeteries Act

Sections: 1, 2, 14, 15, 16, 17, 18(1)(2), 19(1)(2)(3)(6)

C 170 The Condominium Act

All of Part 1; Sections: 4 to 18(2) inclusive, 22 to 24(6) inclusive, 32 to 42(4) inclusive, 89(1) to 90(3) inclusive, 295

General Knowledge – Parts 9, 13, 14, 15 and 18

C 340 The Crown Lands Act

Sections: 1 to 7(3) inclusive, 8 to 19 inclusive, 27(1) to 27(7) inclusive, 34

D 110 The Dyking Authority Act

Sections 1, 4(1)

E 5 The Ecological Reserves Act

Sections 5, 13, 14

E 120 The Engineering & Geoscientific Professions Act

Section 66(1)

E 140 The Escheats Act

All

E 150 The Manitoba Evidence Act

Sections: 15(1)(2), 16(1)(2), 61, 62(1)(2), 64(1)(2)(3)(4)

E 190 The Expropriation Act

Sections: 1 to 31(3) inclusive, 44(1), 50(1) to 55 inclusive

General Knowledge – Schedules A & B

G 50 The Gas Pipeline Act

Sections: 1, 3(1), 4(1), 15(4), 21(1) to 22(3) inclusive, 24(1)(2), 26(1) to 27(8) inclusive
General Knowledge – Schedule – Grant of Right of User

H 80 The Homesteads Act

Sections: 1, 2, 3, 9(1)(2)(3)(4)(5)(6), 11(1) to 12 inclusive, 15, 19(1) to 22(2)

H 170 The Hudson's Bay Company Land Register Act

All

H 190 The Manitoba Hydro Act

Sections: 16(1)(a)(b)(d)(e), 18, 20(1)(2), 23(1)(2)(3), 24(1)

L 5 The Labour Mobility Act

All

L 40 The Land Acquisition Act

Sections: 1, 2, 3(2)(3)(4), 4(1)(2), 6(1)(2), 7, 8(1)(2)(3)(4), 10(1)(2)(3), 11(1)(2), 14(1)(2)(3)(6), 17(1)

L 60 The Land Surveyors Act

All

L 90 The Law of Property Act

Sections: 4, 5, 6, 11, 12, 15, 16(1)(2), 17, 27, 28, 29, 30(4), 35, 39(1)(2)

L 150 The Limitation of Actions Act

Sections: 1, 2(1)(2)

M 162 The Mines & Minerals Act

Sections: 1(1), 2(1), 3(1), 5, 8(1)(2), 18(1)(2)(3), 20, 61(1) to 68(5) inclusive, 73(1)(2)(3), 75, 76(1)(2), 77(1), 81(1) to 82(3) inclusive, 105(1)(2)

M 225 The Municipal Act

Sections: 1(1), 2, 5(1)(2), 254(1)(2), 255, 285 to 293 inclusive, 294.1(1)(2)(3)(4), 363(1)(3), 369(3), 377(4)(5)(6), 379, 387(3)

M 240 The Municipal Board Act

All of Part IV

O 34 The Oil & Gas Act

Section 59 (1), 89 (2)

P 50 The Petty Trespasses Act
All

P 80 The Planning Act
Sections: 1(1) to 17(2) inclusive, 26(1)(2), 27(1), 29(1), 30(1)(2), 31, 33, 34(1)(2)(3)(4),
35(1)(2), 36(1)(2), 40(1) to 62(1) inclusive, 63(1) to 71(4) inclusive, 74(1) to 110(2) inclusive,
119(1) to 173(2) inclusive, 188, 194(1)(2)(3), 207, 210(1)(2)(3)
Regulations: 45/2002, 137/2006, 19/2010, 81/2011, 25/2015
Manitoba Rural Subdivision Application Form

P 230 The Public Officers Act
General Knowledge – All

P 300 The Public Works Act
Sections: 1, 3(1)(6)(7)

R 30 The Real Property Act
Sections: 1 to 13.2(2) inclusive, 22(1) to 69 inclusive, 76(1)(2)(2.1)(3)(4)(5), 85(1) to 91(3)
inclusive, 102, 103(1)(2)(3), 104, 108, 111(1) to 112(6) inclusive, 117(1) to 133(4) inclusive,
145 to 149(5) inclusive, 152, 156(4) to 159(2) inclusive, 181(1) to 194 inclusive
General Knowledge – Balance of Sections/Schedules
Regulation: 73/2014

R 50 The Registry Act
All
Schedule D
Regulations 328/87R

S 15 The Sand & Gravel Act
All

S 120 The Short Forms Act
General Knowledge – All

S 190 The Special Surveys Act
All

S 235 The Surface Rights Act
General Knowledge – All

S 240 The Surveys Act
All
Regulation 500/88 – Survey of Mining Claims

T 140 The Trans-Canada Highway Act
General Knowledge – All

T147 The Transportation Infrastructure Act

Sections: 1, 2, 7(1)(2), 11, 12, 13(1)(2)(6), 17(1)(2)(3), 18, 19, 20, 21(1)(2)(3)(4), 22(1)(2)(3), 23(1)(2)(3)(4)(5), 24(1)(2), 25(1)(3)(4), 28(1)(2)(3)(4)(5)(6)(7), 37, 39(1)(2), 40(2)

General Knowledge – Manitoba Regulation 12/2019

W 60 The Water Power Act

Sections: 4, 5, 6(4), 7, 8, 9(1), 12(1)(2)

W 70 The Water Resources Administration Act

Sections: 1, 9(1)(2)(3), 10(1)(5), 11(1)(2)(3)(4)(5)(6)(7), 13(1)(2), 14(1)(2), 16(1)(2)(3)(4)(5)(6)(7), 17(1), 18(5), 20, 21, 25(1), 26(1)(2)

W 80 The Water Rights Act

Sections: 2, 6(1) to 7(5) inclusive, 11, 27

W 90 The Manitoba Water Services Board Act

Sections 1, 6(2)(3)(4)(6), 7(1)(2)(5)(6)

W 210 The Work Place Safety and Health Act

General Knowledge of Act and Regulations

The following Acts can be found through this link:

http://web2.gov.mb.ca/laws/statutes/index_muni.php

SM 39 The City of Winnipeg Charter

Sections: 1, 9(1)(2), 129(a)(b)(c), 136, 137, 138, 139(a)(b)(c)(d)(e)(k), 140(1)(2), 141(1)(2), 142(1)(2), 144, 158(1)(2)(3)(5), 159(1)(2), 190(1)(2), 192(1)(2)(3), 193(1)(2)(3)(4), 194(1)(2)(3), 195(1)(2)(3), 196(1)(2)(3), 199(1)(2)(3), 204, 205(1)(2)(3)(4)(5), 206(1)(2)(3), 207, 211(a)(b)(c), 224(a)(b)(c), 225(1), 226(5), 236(1)(2), 238(1)(2), 239, 240(1)(2)(3)(4), 255(1)(2)(3), 256(1)(2), 257(1)(2), 258, 259(1)(2), 260(1)(2)(3), 261(1)(2), 262(1), 263(1)(2)(3)(4)(5), 265(1)(2)(3)(4), 266(1)(2), 267(1)(2)(3), 268(1)(2), 345(1)(2), 371, 372, 373, 374, 375, 376(1)(2), 377(1), 380, 389, 390, 391(1), 394(1)(2)(3), 397(1)(2), 400(1), 405, 483(3), 516(1)(2)(3)

The following Acts can be found through this link:

http://web2.gov.mb.ca/laws/statutes/index_public.php

The Manitoba-Northwest Territories Boundary Act 1966, R.S.M. 1990, c.242

General Knowledge – This Act replaces *The Manitoba-Northwest Territories Boundary Act, 1966*, assented to March 29, 1966, being chapter 5, *Statutes of Manitoba, 1966*.

The Manitoba-Ontario Boundary Act, 1929, R.S.M. 1990, c. 243

General Knowledge – This Act replaces *An Act respecting the Boundary between the Provinces of Manitoba and Ontario*, being chapter 22, *Revised Statutes of Manitoba, 1954*, which came into force on April 1, 1955.

The Manitoba-Ontario Boundary Act, 1953, R.S.M. 1990, c. 244

General Knowledge – This Act replaces *An Act respecting the Boundary between the Provinces of Manitoba and Ontario*, proclaimed in force on June 1, 1954, being chapter 23, *Revised Statutes of Manitoba, 1954*.

The Manitoba-Saskatchewan Boundary Act 1966, R.S.M. 1990, c. 248

General Knowledge – This Act replaces *The Manitoba-Saskatchewan Boundary Act, 1966*, assented to March 29, 1966, being chapter 6, *Statutes of Manitoba, 1966*.

The Manitoba-Saskatchewan Boundary Act (1980), R.S.M. 1990, c. 249

General Knowledge – This Act replaces *The Manitoba-Saskatchewan Boundary Act (1980)*, assented to July 9, 1980, being chapter 23, *Statutes of Manitoba, 1980*.



APPENDIX 16-A

(Section 16.3)

APPLICATION FOR JURISDICTIONAL EXAMINATION

Legal Name (in full): _____

Mailing Address: _____

Telephone: _____ E-mail: _____

1) I hereby apply to write the Jurisdictional Examination in accordance with the provisions of Part 16 of By-law No. 1, General By-laws of the Association of Manitoba Land Surveyors, at:

Winnipeg

Other (specify) _____

2) I am currently registered or licensed to practise land surveying as a member in good standing of the land surveying association(s) in the following jurisdiction(s) as evidenced by a Certificate of Conduct (Appendix "16-B") from each such association accompanying this application (list of applicable associations):

3) My preferred examination date is: _____

4) I am enclosing a cheque for the examination fee plus GST in the amount of \$ _____ (GST #R108071929), in accordance with the approved fee schedule for the current year.

Signature of Applicant

Date

Please Note: The examination fee is non-refundable. Please include a cheque payable to: The Association of Manitoba Land Surveyors.

Please return this completed form, with the required cheque and a Certificate of Conduct from each appropriate land surveying association, to:

The Registrar

The Association of Manitoba Land Surveyors

202 – 83 Garry Street

Winnipeg, MB, R3C 4J9

APPENDIX 16-B

(Section 16.3)

CERTIFICATE OF CONDUCT

This Certificate of Conduct is to be provided by a home association to the Association of Manitoba Land Surveyors, certifying that the candidate is a member in good standing of the home association.

This Certificate of Conduct is to be completed by the Registrar, or designate, of the **Home Association** on behalf of a land surveyor, who has applied to be a land surveyor in Manitoba through the Canada Free Trade Agreement.

Home Association: _____

Host Association: _____
The Association of Manitoba Land
Surveyors

Candidate Full Name: _____

Commission/ License #: _____ Date of Issue: _____

Current Status or Standing: _____

Are there any pending, ongoing, or outstanding complaints or disciplinary proceedings that relate to the competence or conduct of this candidate:

Does this candidate have any restrictions or conditions of practice imposed on them in the Home Association: _____

Name of person completing this form: _____

Title of person completing this form: _____

Signature of person completing this form:

_____ Date: _____

APPENDIX 16-C

(Section 16.25 a))

UNDERTAKING OF INVIGILATOR

This form is to be signed and returned by the invigilator to the Association of Manitoba Land Surveyors (AMLS) prior to invigilating a jurisdictional examination pursuant to a domestic trade agreement pursuant to The Labour Mobility Act, CCSM Cap. L5.

An Invigilator shall:

- be available and monitor the examination room until all invigilation is completed
- maintain the strictest secrecy and confidentiality with regard to any examination content, information or process related to the examination conducted
- report any breach or attempted breach of examination rules in writing to the Registrar of the AMLS
- ensure that no unauthorized person is allowed access to the examination room
- ensure that no textbooks, reference material, notes, devices (electronic or other) are used during the examination
- ensure that no examination material leaves the examination room other than for the purpose of sending the examination paper and answer papers to the Registrar of the AMLS

An Invigilator shall not:

- copy, reveal or convey any examination-related material to any party other than the AIT candidate during the invigilation
- assist any candidate in writing the examination other than to ensure that proper form for the examination is maintained

I have read and understand the above duties of invigilators. I understand that should I not follow these duties, I may be liable to disciplinary action against me by my home association.

Signature of Invigilator

Date

Name: _____

Home Surveying Association: _____

Address: _____

Phone Number: _____ Email: _____

APPENDIX 16-D

(Section 16.25 b))

DECLARATION OF INVIGILATOR

This form is to be signed and returned by the invigilator to the Registrar of the Association of Manitoba Land Surveyors (AMLS) subsequent to invigilating an AMLS jurisdictional examination pursuant to a domestic trade agreement pursuant to The Labour Mobility Act, CCSM Cap. L5.

Examination Date: _____

Name(s) of Candidate(s) _____

I declare that:

- I did monitor the examination room at all times until all invigilation was completed
- I will maintain the strictest secrecy and confidentiality with regard to any examination content, information or process related to the examination.
- There was no breach or attempted breach of examination rules during the examination.

or

I have reported a breach or attempted breach of examination rules in writing to the Registrar of the AMLS.

(strike out and initial the inapplicable statement)

- No unauthorized person was allowed access to the examination room during the examination.
- No textbooks, reference material, notes, devices (electronic or otherwise) were used by a candidate during the examination.
- No examination material was allowed to leave the examination room other than for the purpose of sending the examination paper and answer papers to the Registrar of the AMLS.
- No examination-related material has been nor will be copied, revealed or conveyed to any person.
- No candidate received any assistance in writing the examination other than to ensure that proper form for the examination was maintained.

Signature of Invigilator

Date

Name: _____

Home Surveying Association: _____

Address: _____

Phone Number: _____ Email: _____