



WBFAA Unilateral Apprenticeship & Training Committee

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Proctored Examination & Makeup Policy

Policy

Proctored Examinations are granted to apprentices who have contacted their instructor, supervisor, and the WBFAA Administrative office with a valid excused absence in advance of a scheduled mandatory attendance midterm or final lab date.

Unexcused absences will result in immediate failure.

In extreme cases that result in preventing the timely communication of the excused absence to the appropriate parties the WBFAA Training Director/ Administrators or Committee will review the request.

Procedure

The procedure and time frame for proctored examinations is as follows:

1. The apprentice notifies their instructor of record and the administrative office and their supervisor that they cannot physically attend a mandatory scheduled lab date. The apprentice must supply the instructor of record with their immediate supervisors contact information including email and best phone number, so that the instructor can send the appropriate material to the designated proctoring supervisor. **Lab dates are sent out months in advance so there is plenty of time to communicate the need for a proctored exam.** <https://www.wbfaa.net/apprentice-academic-calendars/>
2. The instructor sends material(s) to apprentice's supervisor.
3. The supervisor must immediately set a time (at least 2 hours) to proctor the exam with their apprentice and fill out the proctor form sent by the instructor.
4. The proctored exam must be scheduled, taken and sent back to the instructor of record within **5 business days** after the scheduled **original lab date**. This ensures fairness, timely processing and does not jeopardize the apprentice's course progress.

Consequences

Excuses deemed illegitimate and tardiness in sending a proctored exam back to the instructor of record, will result in failure of the semester, placement on probation or removal from the program and as a registered apprentice with the Division of Apprenticeship Standards and the United States Department of Labor.

Instructors of Record Contact information

Semester 1 & 6 - Ben Moore – Email ben@wbfaa.net Phone: 559-970-9530

Semester 2, 4, & 5 - Jason DeGuzman – Email jason@wbfaa.net Phone: 818-267-5839

Semester 3 – Andrew Miguel – Email andrew@wbfaa.net Phone: 559-347-8967