



Professional Standards Board for the Planning Profession in Canada Orientation for Examiners

Short History of PSB

- Part of CIP's Planning for the Future Project (2006)
- CIP signed administrative services contract December 2011
- Board named March 2012
- Inaugural Board meeting April 30, 2012
- PSB incorporated September 10, 2012

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PROFESSIONAL STANDARDS BOARD

PSB Board

- John Jarvie, Chair
- Diana Hawryluk, Vice-Chair
- Bruce Curtis, Treasurer
- Chris Leach, Director; Chair, PEEC
- Finlay Sinclair, Director; Chair, APC
- André Daigle, Director
- Brian Kropf, Director

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Legal Structure

- Federally incorporated
- Operates under Shared Services Agreements with its members
- Members are API, APPI, MPPI, OPPI, PIBC, SPPI and CIP
- All Shared Services Agreements with member PTIAs and CIP have been signed
- PSB and CIP will also sign Association Management Services Agreement for provision of administrative services

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PSB Structure

- Reporting to the Board of Directors, PSB has two standing Committees:
 - Professional Education and Examinations Committee (PEEC)
 - Members nominated by PSB members in August 2012 and appointed by PSB Board December 2012
 - Oversees Ethics & Professionalism Course and Professional Exam
 - Accreditation Program Committee (APC)
 - Members nominated by PSB members in August 2012 and by ACUPP in September 2012 and appointed by PSB Board December 2012
 - Oversees accreditation of university planning degrees
- PSB implements and administers standards approved by the Professional Standards Committee, which consists of representatives of CIP and all PTIAs except OUQ

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Overview of PSB Process

- Potential Candidate members apply to PSB for admission to our processes through 3 entry routes:
 - Accredited Degree (recognized by CIP and Affiliates)
 - Reciprocal Agreement (with AICP, PIA or RTPI)
 - Prior Learning Assessment and Recognition (PLAR)
- After review, we submit recommendations for successful candidates to PTIAs as Candidate members
- All Candidate members must complete:
 - Mentorship - 1 year minimum
 - Sponsorship – (1 year minimum for PLAR and Reciprocal Agreement Candidates; 2 years minimum for Accredited Degree Candidates)
 - Ethics & Professionalism course and examination
 - Professional examination
 - Mentorship/Sponsorship is not over until the Mentor/Sponsor is satisfied
 - Candidate cannot take Professional examination until all other steps are completed

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What Are the Requirements To Be an Examiner?

- A Registered/Certified member in good standing of CIP and a PTIA (RPP, LPP, MCIP)
- More than 7 years' experience as a Registered/Certified member
- Review of Examiner training materials (this presentation and supporting forms)

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Examination Structure

- Questions in three areas:
 - Public interest
 - Professional responsibility
 - Ethics
- Three questions in each area; Candidates must choose two to answer
- Examination is time limited – three hours

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Examiners' Solution Guide

- Examiners' solution guide includes:
 - List of competencies to be covered in question
 - Major competencies (required for minimally acceptable answer) are bolded
 - Theme of question
 - Discussion of what Candidates' responses should cover
 - Rubric
 - What should be covered (in addition to competencies) in a “good” and “better” answer

What is the Professional Examination Process?

- Professional Examination is written twice annually – approximately mid-March and mid-September
- Examination security is paramount – if security is breached, there is a “back-up” examination available
- Candidates write the examination “anonymously” – identified only by a Candidate number
- Completed examination papers are distributed by PSB to examiners – no more than 5 papers (and ideally only 3) per examiner – within 5 calendar days
- Marked papers are to be returned to PSB within 15 calendar days of receipt
- All papers are marked by two examiners; in case of disagreement, the paper is sent to a third examiner for a determinative marking
- Target for supplying examination standing to Candidates is 50 days from exam date

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Examination Marking Requirements

- Passing grade is 80%
- Provide an audit trail – clearly indicate on the paper why you have allocated marks as you have
- When marking, look for:
 - Content – does the response address the question?
 - Completeness – to what degree does the response cover the key relevant points?
 - Clarity – is the response written so that you understand what the Candidate is saying on first reading, or does it require 2 or more readings?
 - Style (lowest priority) – is the response grammatically correct; is spelling accurate; does the response flow; is it well-written? Please note – ordinarily, marks will not be deducted for style
- Fractional marks (e.g., ½) generally should not be awarded



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Potential Problems

- Borderline failures – if, after completing marking, you have awarded a grade between 77% and 79%, please review the paper to ensure allocation of marks is justifiable, and the Candidate actually deserved to fail
- Confidentiality/anonymity – if, for any reason, you suspect you can identify the Candidate who wrote the paper, please notify PSB immediately and return the paper to the office without completing the marking

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Marking Process

- Two examiners mark each paper. If both examiners agree on the pass/fail status of the paper, the process ends
- If the examiners disagree, the Candidate's paper is sent to a third examiner, whose decision will be final
- If the Candidate failed, the Candidate is assigned a failing grade and must re-sit the examination at a later date
- If an examiner fails a Candidate, s/he is asked to provide feedback (anonymously) for the Candidate on areas of the competencies s/he should review (and any other guidance s/he feels would be useful) so the Candidate is able to pass the examination at its next sitting. A form will be provided for this

Please note: if this was the Candidate's first attempt to write the examination, s/he is permitted to a maximum of two re-writes.

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