

# Online Renewal COURSE OVERVIEW

This course covers the basic theory and practical skills required to work safely as a TCP in accordance with applicable regulations and standards. It consists of 8 units in total and has been built around learning objectives. A list of objectives can be found in the introductory section for each unit. In each unit, you are required to read the content and complete the activities. There is a review quiz at the end of each unit.

**Note: You have 30 days to complete this course. The course is self paced.**

**Note: The exam is not open book.**

## You will need:

1. You must be using a Personal Computer (PC) or Laptop with camera access. Smartphones and tablets will not work.
2. A stable internet connection.
3. You will be required to show government issued photo ID.
4. You will have 1 hour to complete the exam.

Access to the current edition of the Traffic Management Manual for Work on Roadways.

If you do not have a copy, you can access it online at:

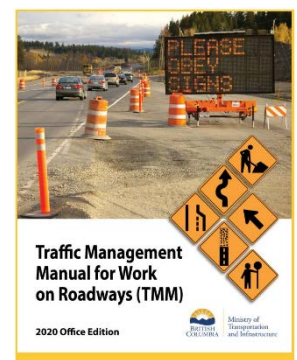
[Traffic Management Manual for Work on Roadways](#)

## How long will it take?

It will take you approximately 6 to 8 hours to complete the course; this is a guideline only. You can start and stop the course at any time, and your progress will be autosaved. The format of this online training is meant to support learners who may not be able to commit to the 1-day in person classroom. The pace is set by you to meet your needs, however you have only 30 days to complete this course.

To receive a new TCP certificate, you must obtain a minimum score of 80% on the final exam and have zero violations in the proctor monitoring system, Integrity Advocate. If you are unsuccessful, your access will enter a cooldown period and you may retake the course after 5 days. If you are unsuccessful on your second attempt, you should take the two-day course.

To get started click here: [tcpgateway.bccsa.ca](http://tcpgateway.bccsa.ca)



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## About the Online Exam

The exam is graded on two platforms.

1. Receiving a score of 80% or higher (minimum 32/40)
2. Non-violation of session rules with the virtual proctoring system, Integrity advocate. Violation of rules that will result in a failed exam include, but not limited to:
  - **Using headphones**
  - **Using smartphone**
  - **Communicating with others**
  - **Someone else in room**
  - **Using external resources**
  - **Looking away from the screen (looking down, off to the side)**
  - **Camera fails and shuts down**
  - **Loss of power to your computer**

**Note: Every exam is reviewed to confirm adherence to the session rules.**

Suspicious activity on a passed exam will result in an automatic fail. Do not exit out of the exam once it starts, you cannot go back and will be issued a failing score. Computer issues such as camera failure will result in a failed exam and you will be required to purchase and take the course again.

**Note: If you're first attempt taking the exam is unsuccessful, you have to wait for a 5-day cooldown period before you can try again. During this cooldown period, you won't be able to purchase the course or attempt the exam. The exam is not available until the course is re-purchased.**

## **Before you begin the exam, please ensure:**

- You've read through all the instructions, reviewed all the how to's and understand that the exam is being graded on two platforms.
- You **must** have a **government issued** photo ID available, which includes your full name and a clear picture (ex: drivers' licence, passport, BCID).
- **The name on your government identification matches the name on your TCP account, and the name at the top right corner of this screen.**
  - **NOTE: Failure to submit a government issued photo ID will result in a violation of rules resulting in a failed grade, and you will not pass the course. BCCSA cards are not accepted as government ID.**
- A desktop computer or laptop with:
  - **A stable internet connection** with your computer plugged in
  - **A working web-camera** - We strongly suggest you test your camera is in working order before you start the exam!

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- Google Chrome, Mozilla Firefox, and Safari internet browsers are recommended. Ensure you "allow pop-ups" on your browser and allow access to your camera on a Mac.
  - [Click here - How to manage camera settings](#)
  - [Click here - How to turn on pop-ups \(Google Chrome\)](#)
  
- You are in a quiet environment
- REVIEW: step by step instructions on how to navigate the online proctoring, **before starting the exam.**
  - CLICK HERE: [HOW TO NAVIGATE INTEGRITY ADVOCATE](#)
- The TCP Renewal Exam is virtually proctored utilizing the Integrity Advocate identification and test proctoring system. The Integrity advocate system must confirm your identity in order to start the exam. If your identity cannot be confirmed, you may start the course, but you will automatically receive a failed final score.

If you are unsuccessful in your attempt on the exam either by not scoring the minimum passing grade or you are in violation of rules, you will enter a 5 day cool down period. Once the cool down period has ended, you can then purchase the course again to re-take the exam.

**No refunds will be issued.**