

## **Survey Project – Requirements**

### ***Purpose***

The purpose of the Survey Project is to ensure that a candidate can complete a typical land surveying project from start to finish. The Survey Project also tests the core competencies of professional written communication, evaluation of evidence, measurement and surveying science and the candidate's understanding of pertinent acts and regulations.

The project will be reviewed and rated by three special examiners, who will all be members in good standing of the Association of Nova Scotia Land Surveyors, appointed by the Board of Examiners. The candidate will furnish the Board with four complete sets of the plan(s), description(s), report of the completed project and supporting documentation. The candidate will provide to the Board, as part of the report, a representative invoice for the survey services associated with the survey. The invoice will show in detail the number of hours for each segment of the survey, the rates charged for the various classifications of service providers, the rates charged for equipment used and for all consumables. The report will include justification of the rates and incorporate all direct and overhead costs.

The Board, in appointing special examiners, will specify the senior member who will be responsible to the Board for organizing and coordinating the work to be done. The special examiners should be prepared to meet as a group within one month of being designated to review a candidate's project. At this meeting, the candidate will be present with a complete set of the deliverables noted above and be prepared to defend the survey and report. Candidates are encouraged to contact the Association office to review previous projects, so that they are made aware of what is expected to be presented.

### ***Process***

When a Survey Project is submitted by a candidate, the candidate will receive a confirmation email when it is sent to the three assigned special examiners. This notification shall come from the Executive Director of the Association.

The three special examiners will independently review the Survey Project and rate it on the rating sheet which is included as [Survey Project Rating Sheet](#). The rating sheet will be kept confidential by each examiner until the point in the process noted below. The examiners also use the [Survey Project Rating Guide](#) to help guide the process.

Within three weeks (or a reasonable extension thereof for extenuating circumstances) the three special examiners will meet in person to discuss their individual reviews, not the rating at this time.

After this discussion, the candidate will be brought into the review process and the examiners will proceed to interview the candidate with respect to any or all aspects of the Survey Project. When the interview with the candidate is complete, the candidate will be excused.

Immediately on completion of the interview with the candidate the examiners will present the lead examiner their rating sheet. The lead examiner will average the ratings from the sheets, which will be the candidate's preliminary rating. After discussion among the examiners regarding the preliminary rating and his presentation and justification at the interview the examiners may revise their rating(s) with brief justification for change. The lead examiner will again average the ratings, and this will be the candidate's rating for the initial review.

If the rating on all aspects of the rating sheet is 75% or greater the candidate will have successfully completed the Survey Project and the lead examiner will so notify the Executive Director. If the rating on one or more of the aspects is below 75% the examiners may require the candidate to address those aspects of the Survey Project and to resubmit the revised portions of the Survey Project to the lead examiner. The lead examiner will distribute the revisions to the examiners who will review and provide a rating to the lead examiner within two weeks (or a reasonable extension thereof for extenuating circumstances) of receipt.

If the average rating on each aspect of the revisions is 75% or greater the lead examiner will notify the other examiners and the Executive Director of the Candidate's successful completion of the Survey Project.

Any or all of the aspects of the rating can be submitted a maximum of three times, including the initial submission. If after the third review the aspects of the rating are still below 75% the Candidate will be required to submit a new Survey Project.

### ***Objectivity***

Registration Appeals Committee members and special examiners will use the rating document(s) approved by the Nova Scotia Board of Examiners. Consistent decisions are made by using the rating document regardless of who is rating the Survey Project. Each Survey Project is independently rated by three special Examiners to ensure that any potential biases are mitigated.