

## **EXAMINATION PROCEDURES**

To ensure the continued safety of all clients, staff, facility personnel and in accordance with government and public health issued guidelines, clients must strictly adhere to the following exam procedures that will be in effect during our exam sittings.

In addition to the exam procedures, standard exam rules will still apply and can be reviewed at the bottom of this document.

### **WHEN YOU ARRIVE: 9:15 am Exam starts at 10 am**

1. When you arrive at the exam sitting location, you are to enter the building and complete screening checklist. Cell phones, hats, coats, bags, and other personal items must be left in the car prior to entering the building.
2. An exam invigilator will complete a pre-screening questionnaire with you prior to allowing entrance to the building. The four questions that will be asked are as follows:
  - i. Do you have at least two of the following symptoms: fever above 38°C or signs of fever (feeling hot or chills), a new or worsening chronic cough, a sore throat, a runny nose, a headache, new onset fatigue, new onset muscle pain, diarrhea, loss of taste or loss of smell?
  - ii. Have you returned from travel outside of Atlantic regions or outside of Canada within the last 14 days?
  - iii. Have you had close contact within the last 14 days with a confirmed case of COVID-19?
  - iv. Have you had close contact within the last 14 days with a person being tested for COVID-19?

*If you answer yes to any of the above questions, you will not be permitted to write the exam at this time and the exam will need to be rescheduled for a later date.*

3. You must wear a procedural mask when entering the building and are responsible for obtaining your own mask. You will not be permitted to write the exam unless you are wearing a mask. *Note: After you are seated to write your exam, you may choose to remove your mask*
4. You will be directed to use the hand sanitizer provided or wash your hands before entering the exam room.
5. If you are required to use an elevator, only one person is permitted to be in the elevator at a time.
6. You will not be permitted into the exam sitting if you are late.

### **ENTERING THE EXAM ROOM:**

1. An exam invigilator stationed outside the exam room will advise you on the procedure. Only one client will be permitted to enter the room at a time.
2. Exam packages with all the required materials to write your exam will be handed to you post screening. Each exam materials package will be in a sealed envelope and labelled specifically for each client.
3. If during the exam you have a question, you can raise your hand and an exam invigilator will respond promptly when they are available.

### **WHEN YOU FINISH:**

1. Once you finish writing your exam, advise the exam invigilator by raising your hand. You will step away from your desk, maintaining the 2 meters (6 feet) physical distancing standard as the exam invigilator checks to see that all exam materials are accounted for. You will be directed to place all the items back inside the original envelope. If a code book was required for your exam, this will be left out of the package and placed in a container specified by the exam invigilator.
2. You will be directed to place the envelope in a designated container as you exit the exam room, an exam invigilator will be present to supervise this process to ensure all materials are placed in the container.
3. You are to leave the room as directed by the exam invigilator to ensure that only one client is leaving the room at a time.

**Note:** How you leave the exam room will be predetermined based on the facility layout and clearly explained by an exam invigilator prior to the commencement of writing.

### **EXAM RESULTS:**

1. Exams will be marked within 3 weeks after the date of the exam sitting and a results letter will be mailed to you.
2. **Note:** Processing time for scoring and the mailing of exam results has been increased to allow for additional safety protocols in place at this time.
3. Exam results (marks, pass/fail) will not be released over the telephone.

### **PHYSICAL DISTANCING & SANITIZATION:**

1. Throughout the exam sitting, both inside and outside, you must practice safe physical distancing by staying at least 2 meters (6 feet) apart from others.
2. You must properly follow all signage and floor markings, both inside and outside of the exam sitting, and adhere to your assigned seats while in the exam room.
3. Wash or sanitize your hands often. Hand sanitizer will be provided at each exam sitting.
4. Exam rooms, washrooms, and other high touch surfaces will be thoroughly sanitized both before and after each exam sitting.

**Standard exam rules outlined on the following page.**

**CANDIDATES MUST:**

1. Present government issued photo ID (e.g. driver's license, passport, apprenticeship ID card) along with the exam confirmation letter (if applicable) and/or be on the registration list.
2. Not cheat. Any attempts to cheat on this exam will result in expulsion from the exam sitting and other penalties as determined by the Technical Safety authority.
3. Not copy any exam information. Any attempts to share, reproduce or leave with any exam information will result in expulsion from the exam sitting and other penalties as determined by the Technical Safety authority.
4. Not bring any materials into the exam room. All required exam materials needed to write your exam will be provided unless prior arrangement was made. NOTE: Extracts, Supplements and calculators are permitted
5. Place all items required during the exam on the desk. Accessing personal belongings, including reaching into pockets is not permitted during the exam.
6. Not bring bags, backpacks, purses, or pouches to the exam sitting.
7. Not have access to electronic devices during the exam sitting. Electronic or digital devices including, but not limited to, cell phones; smart watches; tablets; media players; headsets; cameras; microphones; picture, video, voice recording and transmitting devices of any kind.
8. Use only the pencils, answer sheets and code books provided by the invigilator unless prior arrangement was made
9. Not communicate with or disrupt other candidates. Ask exam invigilator for approval to leave exam room.
10. Return all exam materials provided to the designated collection area, specified by the exam invigilator, before you leave the exam room. When you turn-in an exam or diagram booklet, it cannot be returned to you.
11. Not attempt to open any computer applications during the exam (programs, websites, etc.)