



Labour and Advanced Education
 Technical Safety Division
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2021 EXAM SCHEDULE

EXAM DATE	LOCATION <i>Exams begin at 10:00am -- you must arrive by 9:15am!</i>	DEADLINE*
Feb 10	Best Western Spectacle Lake, Dartmouth	Jan 11
Feb 17	Best Western, 15 Willow Street, Truro	Jan 18
Feb 23	Holiday Inn Waterfront – 300 Esplanade, Sydney	Jan 25
Feb 25	Maritime Inn, 717 Reeves Street, Port Hawkesbury	Jan 25
Mar 3	NSCC Akerley Campus, 21 Woodlawn Ave, Dartmouth	Feb 17
Mar 16	Best Western, 15 Willow Street, Truro	Mar 1
Mar 24	Holiday Inn Waterfront, 300 Esplanade, Sydney	Mar 3
Mar 25	Maritime Inn, 717 Reeves Street, Port Hawkesbury	Mar 3
Jun 9	Best Western Spectacle Lake, Dartmouth - CANCELLED	May 10
Jun 16	Best Western, 15 Willow Street, Truro - CANCELLED	May 17
Jun 22	Holiday Inn Waterfront – 300 Esplanade, Sydney	May 24
Jun 24	Maritime Inn, 717 Reeves Street, Port Hawkesbury	May 24
Jul 7	Best Western Spectacle Lake, Dartmouth	Jun 23
Jul 14	Best Western 15 Willow Street, Truro	Jun 30
Aug 11	Best Western Spectacle Lake, Dartmouth	Jul 12
Aug 18	Best Western, 15 Willow Street, Truro	Jul 19
Aug 24	Holiday Inn Waterfront, 300 Esplanade, Sydney	Jul 26
Aug 26	Maritime Inn, 717 Reeves Street, Port Hawkesbury	Jul 26
Oct 13	Best Western Spectacle Lake, Dartmouth	Sep 13
Oct 20	Best Western, 15 Willow Street, Truro	Sep 20
Oct 26	Holiday Inn Waterfront – 300 Esplanade, Sydney	Sep 27
Oct 28	Maritime Inn, 717 Reeves Street, Port Hawkesbury	Sep 28

- Please review exam protocol procedures for public health guidelines on the following link: <https://novascotia.ca/lae/equipmentsafety/docs/Exam-Procedure.pdf>
- *To be considered eligible for examination at any public examination sitting, your application must be received by the Technical Safety Division by the **deadline date!**
- The fee of \$39.80 per examination paper (subject to change without notice) must be submitted with your examination application. Please make cheque or money order payable to “Minister of Finance”.

NOTE: *No cash, credit card or debit payments accepted. No online submissions available!*

- **Confirmation notices will only be mailed within two weeks of exam sitting!**
- In the event of a storm, please visit Novascotia.ca or check with your local radio station for closures. If government is closed, exams will be cancelled and rescheduled for a later date.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.



To ensure the continued safety of all clients, staff, facility personnel and in accordance with government and Public Health Guidelines, clients must strictly adhere to the following exam procedures that are in effect during our exam sittings. In addition to the exam procedures, standard exam rules still apply and can be reviewed at the bottom of this document.

Applications are scheduled on a first received, first registered basis. Maximum sitting capacity is 19 people plus 1 invigilator in accordance with Public Health Guidelines.

WHEN YOU ARRIVE: You must arrive by 9:15 am - Exam starts at 10 am

- 1) When you arrive at the exam sitting location, you are to enter the building by the directions provided 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 4-question pre-screening questionnaire with you prior to allowing you to enter the building. The four questions are as followed:
 - i) Do you have at least two of the following symptoms: fever above 38°C or signs of fever (feeling hot or chills), new or worsening cough, sore throat, runny nose, 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 will need to reschedule your exam 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:** you may choose to remove your mask once seated to write your exam.
- 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 procedures. Only one client will be permitted to enter the room at a time.
- 2) Each exam materials package will be in a sealed envelope and is labelled specifically for each client.
- 3) B51 and B52 and Power Engineer Regulations will be provided.
- 4) If during the exam you have a question, you can raise your hand and the exam invigilator will respond promptly when they are available.

WHEN YOU FINISH:

- 1) Once you have finished 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, the 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's layout and clearly explained by an exam invigilator prior to the commencement of your exam.

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.



STANDARD NOVA SCOTIA EXAMINING RULES

CANDIDATES MUST:

- 1) Present government issued photo ID (e.g. driver's licence, passport, apprenticeship ID card) along with the exam confirmation letter (if applicable) and/or be on the registration list.
- 2) No cheating. Any attempts to cheat on the exam will result in expulsion from the exam sitting and other penalties as determined by the Technical Safety authority.
- 3) Use only the pencils, answer sheets and code books provided by the exam invigilator, unless prior arrangement was made.
- 4) Do 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.
- 5) Do 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.
- 6) Place all items required during the exam on the desk. Accessing personal belongings, including reaching into pockets is not permitted during the exam.
- 7) Do not bring bags, backpacks, purses, or pouches to the exam sitting.
- 8) No 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.
- 9) Do not communicate with or disrupt other candidates. Ask exam invigilator for approval to leave the exam room.
- 10) Do not attempt to open any computer applications during the exam (programs, websites, etc.)
- 11) Before you leave the exam room, return all exam materials provided to the designated collection area specified by the exam invigilator. When you turn-in an exam or diagram booklet, it cannot be returned to you.

