



Canadian Adult Education Credential (CAEC) **Candidate Guidelines**

Nova Scotia Department of Labour,
Skills and Immigration
Adult Education Division

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Introduction

The CAEC (Canadian Adult Education Credential) is a digital assessment offered by the Adult Education Division of the Department of Labour Skills and Immigration in partnership with CAEC Testing Services (Alberta Education) and serves as a replacement for the GED™, providing high school equivalency through a series of five tests: Math, Reading, Writing, Social Studies, and Science. The test will be offered at NS CAEC certified testing centers throughout the province free of charge to eligible individuals. The tests are available in both official languages, and passing all five subject tests is required to receive a Nova Scotia High School Equivalency certificate.

Purpose

The candidate guidelines aim to provide clear instructions to candidates participating in the Nova Scotia Canadian Adult Education Credential (NSCAEC) program. This document outlines the assessment format, registration process, subjects, expectations, procedures, code of conduct, and standards that candidates must adhere to during the CAEC testing. This serves as a ***Candidate Terms of Agreement*** to ensure fair, consistent, and secure testing processes under the supervision of the NS CAEC Administrator. By creating a candidate account and scheduling CAEC testing you are agreeing to all of the outlined Candidate Terms of Agreement as defined in these guidelines.

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Eligibility Requirements

Individuals who have completed and passed GED™ tests from the 2002 GED™ Test Series may not retake test subjects through the CAEC program. Please contact CAEC@novascotia.ca for discussions on the Prior Learning Assessment and Recognition (PLAR) process.

All CAEC test candidates in Nova Scotia must meet the following criteria for participation:

You must:

- currently reside in Nova Scotia (*proof of residency required*)
- not have a GED™
- be a Canadian citizen, permanent resident, or a protected person, as defined in Section 95 of the *Immigration and Refugee Protection Act*; be a permanent resident applicant with a work permit; or be a temporary foreign worker with a permanent and full-time job offer.
- be 18 years of age or older
- not currently be in school
- not have a high school diploma or equivalent recognized by the Adult Education Division of the Dept. Of Labour, Skills and Immigration.

Language and format of Test

Assessment Format and subjects:

All tests are available in English and French. The CAEC tests aim to assess various skill and knowledge areas in the following subjects:

Subjects	Number of Questions	Time
Reading	50 questions	75 minutes
Français: Lecture	50 questions	75 minutes
Writing	1 persuasive writing task	75 minutes
Français: Écriture	1 tâche d'écriture persuasive	75 minutes
Math Part I: No Calculator	12 questions	30 minutes
Math Part II: Calculator	30 questions	90 minutes
Science	35 questions	90 minutes
Social Studies	40 questions	90 minutes

Program Delivery

Passing scores

You need 55% to meet the minimum standard and officially pass a CAEC test.

- 80-100% – Exceeds minimum standard (ES)
- 55-79% – Meets minimum standard (MS)
- 40-54% – Approaching minimum standard (AS)
- 0-39% – Does not meet minimum standard (DMS)

If you receive a result of AS or DMS, you must retake the test because you have not met the minimum standard.

Viewing your scores

You can view your scores through your profile on the [CAEC digital platform](#):

- Reading, Mathematics, Science and Social Studies: available in approx. 2 business days
- Writing: available in approx. 20 business days

Receiving your credential

Once you pass all 5 tests and/or meet the necessary PLAR, you will need to notify the NS CAEC Administrator by completing a request to issue credential form and emailing it to caec@novascotia.ca.

If you are requesting PLAR towards a CAEC credential, you must successfully complete at least one CAEC test to be eligible to earn the CAEC credential. PLAR can be awarded towards a maximum of four CAEC subject tests.

Cost:

CAEC is free to residents of Nova Scotia who write their tests at a certified testing center.

Note: Testing is only available to current residents of Nova Scotia

Rewrite Policy

To achieve a passing score, CAEC candidates are permitted to retake tests according to the following guidelines:

Rewrite Eligibility

Candidates may retake unpassed CAEC tests **once per calendar month**, with a **maximum** of three attempts per calendar year (January to December) for each test subject. If unsuccessful after the third attempt in a calendar year, candidates must wait until the next calendar year.

Request for Rewrite Exception

Candidates who have reached their maximum attempts per year or in a calendar month and for a valid reason wish to request an exception to the rewrite policy, may make a request by completing a Rewrite Exception Request form and submitting this to the NS CAEC Administrator caec@novascotia.ca.

Note: If someone exceeds their maximum number of attempts, any scores from subsequent attempts will be null and void.

- There is no requirement to complete all CAEC tests before retaking an unpassed subject.
- Rewrites are only allowed if a passing score was not achieved through either the GED™ (2002 series) or CAEC testing program.
- Retaking a test that has already been passed is prohibited.

Note: Candidates who reached their maximum attempts for any GED 2002 test series in 2024, can take any uncompleted CAEC tests as a first attempt.

Fees

Currently, there is no fee for the rewrite service in Nova Scotia.

Note: If a candidate retakes a subject test after initially achieving a passing score, whether in the GED™ or CAEC test, only the first score, or the test with the earliest testing date, will be counted towards credentialing. Individuals who have passed the GED™ subjects should not retake the CAEC. Any testing in which an unauthorized rewrite has been passed will be invalidated.

Reconsideration of Scores Policy

Upon receiving their CAEC scores, candidates may only challenge the score of their Writing test, if they believe it does not accurately reflect their level of achievement. This policy ensures candidates have a fair opportunity to contest their scores while maintaining the integrity of the CAEC testing process.

Scores from the Mathematics, Science, Social Studies, and English/French Reading tests are machine-scored, and **all scores are final**.

Rescoring Guidelines

To be eligible for rescoring a Candidate must have completed a CAEC Writing test within the last 60 days.

Request Procedure:

- Send an email to caec@novascotia.ca with the subject line: "Appeal for Reconsideration of CAEC Writing Test Score."
- In your email, include the following details: Date of the test, CAEC ID number, and Test center name.
- Clearly outline your reasons for requesting a rescore or remark of your test.
- The application will be reviewed by the NS CAEC Administrator and the decision regarding the rescore will be communicated to the candidate via email.
- If the rescore appeal is approved, the CAEC testing service will be notified.
- Please be aware that the score resulting from the rescore will be considered final, even if it is lower than the original score

***Note:** Please be aware that approval for a rescore requires a valid and well-justified reason. All requests must be submitted to the NS CAEC Administrator, and their decision is final. Requests based solely on the desire for a higher score, without legitimate reasons other than that the original score was inaccurate, will not be approved.*

Nova Scotia Prior Learning Assessment and Recognition Guidelines

Prior learning assessment and recognition (PLAR) is a process that acknowledges learning gained outside of the CAEC tests.

- It allows candidates to be exempt from writing a CAEC subject test
- It acknowledges that the candidate has demonstrated learning in a different, but equivalent way.
- PLAR can be awarded towards a maximum of four CAEC subject tests.

There are two sources of PLAR for the CAEC:

- Candidates who have achieved a passing standard on a 2002 Canadian Test Series GED™ test in the same subject; and/or high school or adult education course equivalents, where applicable.
- Candidates may qualify to be exempt from writing a specific CAEC subject test if they can demonstrate achievement in one of the courses listed below.

Math (Part I and II)	English Reading or Writing
Mathematics 11	English 11
Mathematics 12	Advanced English 11
Extended Math 11	Advanced English 12
Math at Work 12	Canadian Literature 12
Pre-Calculus 11	English 12
Pre-Calculus 12	English 12 African Heritage
	English/Communications 12
Science	Social Studies
Advanced Biology 11	Advanced Global Geography 12
Advanced Chemistry 11	Advanced Global History 12
Advanced Physics 11	Advanced Politics 12
Agriculture/Agrifood 11	Economics 12
Biology 11	Geomatics 12
Chemistry 11	Global Geography 12
Oceans 11	Global History 12
Physics 11	Global Politics 12
Advanced Biology 12	Law 12
Advanced Chemistry 12	Sociology 12
Geology 12	
Physics 12	

Additional Information regarding PLAR:

- Completed GED™ tests, from the 2002 Canadian GED™ Testing Series, can also be used towards the CAEC until May 2027; however other GED™ Testing Series cannot be used. GED™ tests, from the 2002 Canadian GED™ Testing Series, completed in another jurisdiction will also be recognized however the candidate must complete a request to obtain records form of the accepted courses the individual must have received a CREDIT or PASS to be acceptable for PLAR.
- The CAEC Reading and Writing test subjects can be exempt using the same list of credits; however, an earned credit cannot be used for both i.e. 1 credit = 1 CAEC test subject exemption. The tester may choose which test subject they want exempt. Upon confirmation, the exemption cannot be changed.
- Individualized courses (IPP) are not acceptable.
- The above list may exclude courses that have been retired or those whose names have changed. Such courses will be assessed on a case-by-case basis.
- Courses from other provinces may be considered on a case-by-case basis.
- Transcripts issued from a Canadian institution in a language other than English or French must be translated by an authorized translator and an Official Copy must be provided to the NS CAEC Administrator. Translations are the responsibility of the applicant.
- It is the candidate's responsibility to provide sufficient documentation of any course content to be considered for PLAR (as requested).
- Courses from other countries will not be considered.

****All decisions to grant PLAR are at the discretion of the NS CAEC Administrator, based on the provision of appropriate documentation & completion of a PLAR request form.***

All Candidates wishing to apply for PLAR must indicate so during the registration process. Candidates will be directed to fill out a request for PLAR form and submit this to the NS CAEC Administrator for approval. All applications will be processed within 30 days of submission of the required documentation.

Accommodation Guidelines

The CAEC digital assessment has embedded features and tools known as Universal Supports, to optimize the testing environment for all learners. These features are available to all candidates:

- Zoom feature to enlarge the display
- Screen colour overlay tool for contrast
- Screen text highlighter/line reader tool

Special arrangements are environmental conditions that make a candidate feel more comfortable when writing a test such as noise blockers, private workspace, etc. Only special arrangements that do not impact the legitimacy of the test administration will be considered.

Accommodations are targeted supports for candidates that are related to a medically diagnosed condition or extenuating circumstances as determined by the jurisdictional CAEC administrator. Accommodations may include extended time, additional breaks, and others that do not impact the legitimacy of the test administration. You may be required to submit additional information including a medical diagnosis or written reports.

To maintain the integrity of the CAEC tests, the following supports are not considered universal supports, special arrangements, or accommodations and are not permitted under any circumstance:

- Use of a calculator on Part I of the mathematics test
- Use of a dictionary, thesaurus, or translator for reading, social studies, mathematics, and science tests
- Interpreter (someone to re-word questions)

All Candidates wishing to apply for Accommodations must fill out an Accommodations Request form during the registration process. All applications will be processed within 30 days of the submission of the required documentation.

****All decisions to grant Accommodations are at the discretion of the NS CAEC Administrator, based on need, availability, and the provision of appropriate documentation.***

Reconsideration of Accommodation Requests:

Candidates who have been denied a requested accommodation may request reconsideration directly to the NS CAEC Administrator if they are not satisfied with the decision. Candidates must complete the Reconsideration Form and provide **additional documentation** for review (i.e., a report or letter from a doctor) within 90 days from the original decision.

Registration Process

Before booking a digital CAEC assessment at a testing center, you must first register for a CAEC candidate/test applicant account. To do so, visit the CAEC website or register for a CAEC candidate/test applicant account using the link below

- <https://caec.vretta.com/#/en/test-taker/create-account>

Be sure to select the appropriate jurisdiction. If you reside in Nova Scotia, please select “NS.”

Test Details and Locations

CAEC tests (like the GED™ tests), are completed on the computer free of charge to eligible testers at testing centres across the province.

- click on the provided [link](#) to view test centre hours and locations

Candidates who have already passed some of the GED™ tests can apply to the NS CAEC Administrator to have those tests recognized towards the CAEC until May 2027. A maximum of 4 subject tests may be exempt.

Preparation and Support

You can [review the test outcomes](#) to see what you need to know and be able to successfully pass each test and [Practice with a sample test](#), available in each subject.

The Nova Scotia School for Adult Learning partners with several Community Learning Organizations where you can take preparatory classes to get ready for the CAEC test.

If you need additional support for testing, you must request special arrangements and accommodation in advance, with proper documentation, to ensure approval before your testing date.

Test Day Procedures

What to expect on Test Day

Plan Your Route: Ensure you're familiar with the route to your test centre and consider potential traffic or delays. Proper planning will help you arrive on time.

Arrive Early: Arrive at the test centre 30 minutes before your scheduled test time. This allows sufficient time for registration and storing personal belongings. Waiting areas and lockers or secure storage area are available. Please note if you arrive late, you will lose your testing slot for the day and need to reschedule. This will be used as one of your three test attempts for the calendar year.

Bring Identification: You must check in with two non-expired, government-issued photo IDs to complete your registration. Ensure either of the two identifications contains your photo, name, date of birth, address and signature. See below for identity requirements. If the test centre staff is unable to validate your identification you may need to reschedule your testing for another day, pending your approval of the NS CAEC Administrator. In addition, if you are unable to provide the required ID, you must complete a request to accept alternative ID and submit this to the NS CAEC Administrator CAEC@novascotia.ca for approval prior to scheduling your tests.

Video monitoring: Upon arrival, you will need to present your IDs. The testing centre may record video of the test session to maintain the integrity of the test by monitoring candidates during testing.

Supplies and Materials: Personal items, including cell phones and electronic devices, must be stored outside the testing room in a secure area. Only items issued by the test invigilator and required for the test are permitted in the room.

Breaks: Unscheduled breaks are not allowed. If you leave the room during an unscheduled break, your test will not be scored. During scheduled breaks and lunch periods, you may access your personal items. If you need to leave the room or have any issues during the test, raise your hand and notify the test invigilator.

Identity Requirements

Candidates must present two non-expired, valid forms of identification at the time of testing. The primary form of ID must be government-issued, and include the candidate's name, date of birth, photo, and signature. Secondary forms of ID must include the candidate's name. One of the IDs must provide the current address, otherwise a third piece of ID may be necessary. Candidates must also provide valid documentation proving they have met eligibility requirements.

Original copies of the identification are required.

Photocopies or photographs of identification will not be accepted.

Primary Forms of ID

- Passport
- Driver's licence or learner's permit
- Canadian military identification card
- Federal/provincial/territorial issued ID
- Federal/provincial/territorial correctional services ID
- Indian status card
- Métis status card
- Canadian citizenship card
- Canadian permanent resident card

Secondary Forms of ID

- Healthcare card
- Birth certificate
- Government of Canada immigration status
- Foreign government-issued ID
- Temporary resident document (IMM 1442 Work Permit)
- Temporary resident permit
- Refugee protection and claimant documents
- Confirmation of permanent residence (IMM 5292 or IMM 5688)
- Verification of status documents (IMM 5009)

Documentation provided in a language other than English or French must be translated by a certified translator at the candidate's expense and provided to the CAEC testing centre.

***Note:** The candidate recognizes that the validation of alternative forms of identification as well as translated documentation may result in longer processing times and that the NS CAEC Testing Centres & the NS CAEC Administrator and their representatives will not be held responsible for any delays.*

Test Cancellation and Rescheduling Policy

To cancel or reschedule a test, candidates must reschedule or cancel their test(s) through their CAEC account. Changes must be made **at least 48 hours prior to the scheduled testing time. Upon cancellation, a test credit voucher will be issued to the candidate's CAEC account, which can be used for a future test date.**

If a candidate fails to cancel, reschedule, or does not show up for the scheduled test, any request to reschedule the exam will only be considered if the absence was due to unforeseen circumstances, such as medical emergencies or bereavement. That is, all candidates who fail to cancel, reschedule, or do not show up for the scheduled test may have this test count towards their attempts for the year.

If a candidate wishes to appeal this, they must contact the Nova Scotia CAEC Administrator at caec@novascotia.ca for a review of the decision. Appropriate documentation will be required to support the request before rescheduling can be approved.

Code of Conduct

The candidate agrees to conduct themselves in alignment with the Candidate Terms of Agreement and acknowledges the rights of the NS CAEC Administrator, the CAEC Testing Centre, and the CAEC Testing Service to address misconduct during the test registration or administration processes as they deem fit and appropriate. Misconduct can lead to serious consequences. It is the candidate's responsibility to know and understand the rules.

If any fraudulent or unethical behavior is detected, or if it is found that a test was completed, in whole or in part, by someone other than the registered candidate or with external assistance, the CAEC Testing Service/Centre will notify the NS CAEC Administrator, and an investigation would be conducted to take appropriate remedial action.

Examples of Misconduct

Misconduct can occur at various stages in the application and examination process. The following are examples of behaviors that may be considered misconduct, but are not limited to:

- Fraudulent behaviour
- Cheating
- Access to prohibited external electronic devices or unauthorized assistive technology.
- Complete or partial completion of a test by someone other than the candidate or with the assistance of someone other than the candidate
- Harassment or threats of violence towards another candidate, CAEC Testing Centre staff, NS CAEC Administrator, members of the public, or other individuals; and
- Violation of the NSCAEC Candidate Terms of Agreement.

Procedure for Addressing Misconduct and/or Irregularities

Should any irregularities or suspicious behavior be observed during the test, it's important to address them immediately and appropriately:

- **First Warning:** If a test candidate is observed engaging in suspicious behavior (e.g., looking at another test candidate's screen), they will be issued a quiet but firm warning. The incident will be documented by following the Incident Reporting Procedure in the Invigilator's Guide.

- **Escalation:** If the behavior persists or is serious (e.g., using unauthorized materials), the Invigilator may need to escalate the situation by pausing the test candidate's test and conducting a more thorough investigation. Confrontation is not recommended due to the risks associated with this. For situations of vulnerability or if safety is a concern, invigilators may allow the test candidate to complete all tests and refer to the Incident Reporting Procedure in the Invigilator's Guide. Test results can be voided after the test candidate exits the test centre.
- **Incident Reporting:** All incidents should be documented in detail, including the test candidate information, nature of the irregularity, actions taken, and the test candidate's response. This documentation should be submitted to the CAECAdmin@novascotia.ca.

Reporting Violations

During a test, any behavior that is considered to potentially compromise the integrity of the examination will be documented by the Test Invigilator and submitted to the CAEC Testing Service. Allegations of misconduct are investigated and reviewed by the CAEC Testing Service. The consequences for compromising the integrity of an examination can be significant.

If, upon review of the candidate's test, misconduct is alleged during the scoring process, CAEC Testing Service will work with the NS CAEC Administrator to take appropriate action.

Consequences of Misconduct

The consequences of misconduct may include, but are not limited to:

- Cancelling a scheduled test appointment
- Holding or cancelling the candidate's scores
- Cancelling or Withdrawal of the candidate's credential
- Notifying entities that have received the candidate's test scores or credential
- Banning the candidate from future CAEC testing
- Referring the matter to law enforcement and pursuing any appropriate legal action.

Candidate Rights

With respect to all accusations of examination dishonesty, candidates are presumed innocent until the contrary has been established. Decisions regarding the commission of such an offence are based on the balance of probabilities. Candidates will receive a fair hearing, but there is no excuse for cheating in any way. Remember, even if a candidate did not plan to cheat, they are responsible for all their actions and for every piece of work handed in with their name on it.

Privacy Policy

Overview

The Nova Scotia Canadian Adult Education Credential (NS-CAEC) is dedicated to safeguarding candidate's privacy. Our Privacy Policy outlines Labour, Skills and Immigration (LSI), Adult Education Division manages candidate personal data and specifies the types of personal data that may be collected directly from candidates or received from authorized third parties under the Freedom of Information and Protection of Privacy Act (FOIPOP).

Scope of the Privacy Policy

The Privacy Policy for the NSCAEC explains how LSI collects, uses, stores, and protects personal data. This policy applies to all data gathered through LSI official websites, emails, products, and services and data gathered by the test administrators at CAEC (Canadian Adult Education Credential) certified testing centres. It outlines LSI's approach to handling personal data, the types of information collected, how it is used, who it is shared with, and the security measures to protect it. This policy applies to all individuals who interact with NSCAEC through these channels.

External Links and Third-Party Websites

This Privacy Policy does not extend to third-party websites linked to or mentioned on our Site. We recommend independently reviewing the policies of these external sites.

What Constitutes Personal Data?

In our Privacy Policy, "personal data" refers to any information that can identify a candidate or be combined with other data. This includes a candidate's contact information, such as name, address, email address, phone number, and residency details.

Collection of Additional Personal Information

In addition to basic contact details, we may collect additional personal information during the registration process or when administering the test. This may include, but is not limited to:

- Date of birth
- Government Identification
- Previous examination history
- Test scores and assessment results.
- Residency and citizenship status

Data Retention

LSI only keeps candidate data for as long as necessary to fulfill the purposes for which it was collected or as required by law, after which it will be securely deleted.

How We Use Your Personal Data

- To administer and process candidate's CAEC test registration.
- To verify candidate identity during the testing process
- To ensure compliance with testing protocols
- To analyze test results and provide feedback.
- To communicate with candidate regarding testing and any related services
- To improve the quality and security of NS CAEC testing services

Confidentiality

The Nova Scotia Canadian Adult Education Credential (NSCAEC) prioritizes safeguarding the confidentiality of candidate's personal data. Only authorized personnel bound by confidentiality agreements have access to this information. We do not share data with third parties unless required by law or with candidate's consent. In the event of a breach, we will promptly notify you and take necessary action to minimize potential harm. Your data is handled carefully to ensure it is used securely and only for intended purposes.

Sharing of Personal Data

Candidate's data may be shared with authorized CAEC personnel involved in the testing process, third-party service providers who administer the test (e.g., Nova Scotia Community College testing centre), regulatory authorities if required by law or regulation, or other parties with your explicit consent. LSI does not sell or lease candidate data to third parties for marketing purposes.

Data Security Measures

LSI has implemented different security measures to protect candidate data from unauthorized access, alteration, disclosure, or destruction. These measures involve encrypting sensitive data when it is being transmitted, securely storing personal data in controlled environments, and regularly conducting audits and updating our security protocols. These measures are essential for protecting CAEC users' information.

Privacy Policy Changes

This Privacy Policy may change periodically to reflect LSI practices or applicable laws, and we encourage candidates to review it regularly for any updates.