

# Canadian Adult Education Credential Testing Process

## STEP 1 Assess your Eligibility

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®
- Meet one of the following residency requirements:
  - 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 Department of Labour, Skills and Immigration.

## STEP 2 Register for a CAEC Candidate/Test Applicant Account

The CAEC 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). Before booking a digital CAEC assessment at a Testing Centre, you must register and set up a CAEC candidate/test applicant account. To register for a CAEC candidate/test applicant account, visit the CAEC [website](#).

## STEP 3 Select the Tests You Need to Complete

The CAEC consists of five (5) subject tests, all of which must be successfully passed in order to receive a Nova Scotia High School Equivalency certificate. The following table outlines the number of tests for each section and the time you will have to complete each section.

Subject and parts	Number of questions	Time
<b>Reading</b>	50 questions	75 minutes
<b>Writing</b>	1 persuasive writing task	75 minutes
<b>Math</b>		
Part I: No calculator	12 questions	30 minutes
Part II: Calculator	30 questions	90 minutes
<b>Science</b>	35 questions	90 minutes
<b>Social Studies</b>	40 questions	90 minutes

You can [review the test outcomes](#) to see what you need to know and be able to successfully pass each test.

For Sample tests for all subjects, please use the following link:  
[Practice Tests | Canadian Adult Education Credential \(CAEC\) \(vretta.com\)](#)

Nova Scotians who have already passed some of the 2002 Canadian GED® Test Series can apply to the Adult Education Division to have the tests recognized through a Prior Learning Assessment and Recognition (PLAR), until May 2027. A maximum of 4 tests can be recognized for exemption.

To avoid delays in receiving your credential, it is recommended to request PLAR during the registration process for your CAEC candidate/test applicant account. More information about PLAR, including eligibility criteria and application requirements can be requested by emailing [CAEC@novascotia.ca](mailto:CAEC@novascotia.ca)

## STEP 4 Determine Special Arrangement and Accommodations

**Universal supports** are features and tools that are embedded in the digital assessment platform and available to all candidates on all CAEC tests, including:

- Screen colour overlay
- Screen text highlighter
- Line reader
- Zoom feature

You can apply for additional supports for testing. **You are responsible for requesting special arrangements and accommodations with documentation before taking a test.**

- **Special arrangements are environmental conditions that make a candidate feel more comfortable** when writing a test such as private workspace, noise blockers, etc. Only special arrangements that do not impact the legitimacy of the test administration will be considered.
- **Accommodations are targeted supports for candidates related to a medically diagnosed condition or unexpected 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.

Requests for special arrangements, accommodations must be made in advance – Applicants should indicate their need for accommodations during the registration process and complete the accommodation application on [our website](#). Submit the completed application as well as any necessary supporting documentation to [CAEC@novascotia.ca](mailto:CAEC@novascotia.ca). All applications will be processed within 30 days of the submission of required documentation.

The following supports 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 English–Reading, Social Studies, Mathematics and Science tests
- Interpreter (someone to re-word questions)

## **STEP 5**

### **Book a test**

The CAEC tests are administered on computers at various testing centres across Nova Scotia. To book a CAEC test, click [here](#). To view testing centre locations and hours of operation, click [here](#).

CAEC preparation courses are available at the following community learning organizations:

#### **CAPE BRETON REGION**

- Adult Learning Association of Cape Breton County
- Inverness County Literacy Council
- Port Hawkesbury Literacy Council
- Potlotek First Nation/Chapel Island
- Richmond Community Learning Network

## **METRO REGION**

- Bedford-Sackville Learning Network
- Dartmouth Learning Network Society
- Dartmouth Work Activity Society (Solutions Learning Centre)
- Halifax Community Learning Network
- HRDA Enterprises (Cunard Learning Centre)
- Mi'kmaw Native Friendship Society
- Western Halifax Community Learning Network

## **NORTHERN REGION**

- Antigonish County Adult Learning Association
- Colchester Adult Learning Association
- Cumberland Adult Network for Upgrading
- East Hants Community Learning Association
- Eastern Shore & Musquodoboit Valley Literacy Network
- Pictou County Continuous Learning Association

## **SOUTHWEST REGION**

- Employment Solutions Society / Lunenburg County Adult Learning Network
- Shelburne County Learning Network
- Yarmouth County Learning Network

## **VALLEY REGION**

- Annapolis Valley First Nation
- Digby Area Learning Association
- Hants Learning Network Association
- Valley Community Learning Association

## **STEP 6**

### **Take Test(s) at Testing Centre**

All candidates must register in advance to take the CAEC Tests. **NO WALK-IN TEST TAKERS WILL BE ALLOWED TO WRITE THE TESTS.**

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, address, photo, and signature to the test center. 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.

Examples of acceptable identification include:

- a valid Driver’s Licence
- a valid passport
- Firearm Possession and Acquisition Licence
- a Nova Scotia identification card
- military and other Government issued identification cards
- certificate of Indian Status, Métis Status cards

Primary Forms of ID	Secondary Forms of ID
Passport	Healthcare card
Driver’s licence or learner’s permit	Birth certificate
Canadian military identification card	Government of Canada immigration status
Federal/provincial/territorial issued ID	Foreign government-issued ID
Federal/provincial/territorial correctional services ID	Temporary resident document (IMM 1442 Work Permit)
Indian status card	Temporary resident permit
Métis status card	Refugee protection and claimant documents
Canadian citizenship card	Confirmation of permanent residence (IMM 5292 or IMM 5688)
Canadian permanent resident card	Verification of status documents (IMM 5009)

If test takers do not have the appropriate documents needed or they arrive late they will lose their testing slot for the day and need to reschedule. **This will be used as one of your three test subject attempts for the calendar year.**

When arriving at the Testing Centre, test takers are responsible for remembering their login information including the password. The Testing Centres will not have access to that information and will not be able to reset it for you.

**Test takers must arrive at the Testing Centres 30 minutes before the scheduled test to get checked in. Failure to arrive 30 minutes before the test can result in the test not being able to be completed.**



## **STEP 7**

### **Get your Results**

Test results for English Reading, Mathematics, Science and Social Studies will be **available after two (2) business days in your CAEC account** from the time of the test. Test results for English Writing will be available within four-six weeks.



## **STEP 8**

### **Receive Official Transcript and High School Equivalency Certificate**

Please note that upon successfully completing all requirements of the CAEC program, participants must formally request an official transcript and/or certificate. These documents will not be issued automatically.