

PEI Apprenticeship

Approved Exam Writing Protocol

If you have been booked for an exam but are feeling unwell on the day of the exam, please call us to reschedule.

You are not permitted to bring a cell phone to the exam room. Please leave it in your vehicle or at home.

If it is found at any time during or after the exam that this has not been followed, it will mean the exams for that sitting have been compromised and appropriate action will be taken.

Arrival at the location:

- Mask are mandatory for arrival at the building and until you are seated for the exam. They are also required anytime you need to leave your seat and when exiting the building.
- There will be a designated area to stand to wait for the invigilator to bring you to the room.
- All social distancing protocols must be adhered to even when wearing masks.

Health questions:

The status of your health on the day will be asked of you immediately when you arrive and contact with others who may have been exposed to Covid 19

Hand Washing: Clients will be asked to go to the nearest washroom and wash their hands and will be instructed that there will be a sanitizing station inside the exam room as well.

Arrival in exam room:

- Desks will be clearly marked for the client. They are to go directly to the desk.
- The room will be setup, so clients can enter and leave maintaining the 6-foot physical distancing requirement.
- If more than one client, only one client at a time will be allowed into the exam room until seated. The second client won't be allowed into the exam room until the first clients has been seated.

Exam packages

All exam booklets, calculators, paper, pencils, etc. will be in sealed envelopes and will be handed out when everyone scheduled to write is seated. Code books will be in sealed containers before being placed on the desk.

Conducting exams

- The exam invigilator cannot be called upon to answer questions about the exam including interpretation or wording.
- The invigilator is required to wear gloves and mask when handling the exams and at times when social distancing protocols cannot be adhered to while conducting the exam.

Exam completion

- Once the client has finished the exam, they will advise the invigilator. Masks must be put back on at this point.
- The client will step away from their desk, maintaining the 6-foot physical distancing radius as the invigilator checks to see that all exam materials are accounted for.
- The client will then be directed to place all the items inside the original envelope.
- The client will be directed to place the envelope in a designated container as they exit the exam room.

Exit

The clients are to leave the room as directed by the invigilator. How clients leave the exam room will be predetermined (based on layout) and clearly explained prior to the commencement of writing.

Exam corrections and notice:

Exams will be corrected **within seven days of writing** and results communicated by the client's apprenticeship officer.

Payment:

You will need to take the correct change for the fee, there will be a box to drop it in, we cannot give change and/or handle the money. There will be receipt which will be included in your exam package. You can take this with you when you are leaving.

