

# Exam Schedule

## Fall 2020



Exam Date	Apply Before	Exam Location	Sitting ID
10-Oct-20	23-Sep-20	Akerley Campus	110137 & 110138
17-Oct-20	23-Sep-20	Akerley Campus	110139 & 110140
23-Oct-20 (Welder Practical Only)	24-Sep-20	Akerley Campus	110141
24-Oct-20	25-Sep-20	Akerley Campus	110142 & 110143
		Akerley Campus <b>PM</b>	<b>110144 &amp; 110145</b>
		Marconi Campus	110146
31-Oct-20	2-Oct-20	Akerley Campus	110147
		Kingstec Campus	110148
7-Nov-20	9-Oct-20	Akerley Campus	110149 & 110150
		Marconi Campus	110151
		Pictou Campus	110152
21-Nov-20	23-Oct-20	Akerley Campus	110153
		Marconi Campus	110154
27-Nov-20 (Insulator (Heat & Frost) Only)	29-Oct-20	Local 116	110198
5-Dec-20	6-Nov-20	Akerley Campus	110155
12-Dec-20	13-Nov-20	Akerley Campus	110156
18-Dec-20 (Welder Practical Only)	19-Nov-20	Akerley Campus	110157
19-Dec-20	20-Nov-20	Akerley Campus	110158 & 110159
		Akerley Campus <b>PM</b>	<b>110160 &amp; 110161</b>
		Marconi Campus	110162 & 110163
		Marconi Campus <b>PM</b>	<b>110164</b>
		Pictou Campus	110165

**PM** Afternoon exam.

## How do I apply for an exam?

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- Make sure you are a [Registered Apprentice](#) or have been approved through the [Trade Qualifier Program](#) before you apply.
- Complete and submit the [Standard Exam Application Form](#):
  - Submission of the form does not guarantee you a seat at the selected exam sitting. Your application will be reviewed by an [Industry Training Consultant](#) to ensure all qualifications have been successfully met before being approved for processing and scheduling.
  - Once your application has been fully processed, you will receive a confirmation email with an official [Exam Confirmation Letter](#) and a set of [Examination Procedures and Rules](#) that will include important details about your exam sitting.
  - All applications are subject to space availability at time of application approval. In the event an exam sitting reaches capacity before your application is approved, agency staff will contact you to reschedule you to the next available exam sitting at the location of your choice.

## How do I reschedule an exam?

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- If you have already submitted an exam application; paid the exam fee (when applicable); or were previously registered to an exam sitting that was cancelled; please email [Steve White \(steve.white@novascotia.ca\)](mailto:steve.white@novascotia.ca) to request to be rescheduled to a new available exam sitting. With your reschedule request, include your [Full Name](#), [Client ID Number](#), and [Exam Sitting Location/Date](#).
  - Submission of a reschedule request does not guarantee you a seat at the selected exam sitting. All requests are processed in the order in which they are received. In the event an exam sitting reaches capacity before your request could be processed, agency staff will contact you to reschedule you to the next available exam sitting at the location of your choice.

## General exam sitting information:

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### Exam Date

- If an exam date is no longer listed in the selection menu on the online [Standard Exam Application Form](#), then it has either reached capacity and has been disabled or the apply before date has already passed.

## Capacity

- Maximum of eighteen (18) clients per exam sitting.
  - Some smaller regional locations may have a lowered capacity limit.
  - If capacity is reached before all clients who have applied can be scheduled, those affected will be contacted by agency staff to be rescheduled to the next available exam sitting at the location of your choice.

## Apply Before Date

- Your application must be received at the Halifax Office of the Nova Scotia Apprenticeship Agency by the set apply before date.
  - Applications received after the apply before date will be processed for the next available exam sitting at the location of your choice.
  - Applications received by the apply before date will have every effort made to process it for the exam sitting requested. However, this is a requested or preferred selection only. If it is not possible to schedule you for your requested exam sitting, you will be scheduled to write at the next available exam sitting at the location of your choice.

## Start Time

- Morning exam sittings are held at 8:30 AM and afternoon exam sittings are held at 2:30 PM (unless otherwise specified).
  - Clients must be present at the exam location at the designated start time to ensure all exam procedures and rules can be reviewed and executed before the exam starts.
  - The exam will start once all clients have been fully seated and are ready to begin writing.

## Time Limit

- Four (4) hours.
  - All clients will have a maximum of four (4) hours to complete the exam from the time the exam starts (as determined by the exam invigilator).

## Exam Materials

- All exam materials required to write your exam will be provided.
  - Exam materials include exam booklet, bubble sheet, pencils, eraser, calculator, and codebook (when applicable).

## Passing Standard

- A passing standard of 70% is required on all Nova Scotia Apprenticeship Agency exams.

## Rewrites

- Clients who are unsuccessful with their exam on the first attempt may be permitted a second attempt.
  - Third and each subsequent exam attempts thereafter must be preceded by a period of technical training and will be required to be reviewed and approved by an [Industry Training Consultant](#).

## Cancellations

- An applicant who is unable to attend their scheduled exam may withdraw from that sitting and reschedule one time only without penalty. The candidate must notify Nova Scotia Apprenticeship Agency a minimum of twenty-four (24) hours in advance of the exam sitting.
  - Exam fees will be forfeited if you fail to report for the scheduled exam or fail to contact Nova Scotia Apprenticeship Agency to reschedule within twenty-four (24) hours in advance.

## Denied Applications

- In the event your application is denied, the reviewing [Industry Training Consultant](#) will contact you to go over the details and explain what options are available to you.

## Frequently asked questions:

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- For a comprehensive list of [Frequently Asked Questions](#) regarding our exams, please visit the [Training and Exams](#) section of our website.
  - <https://www.nsapprenticeship.ca>