

**POLICY: ADMINISTRATION OF ITA CERTIFICATION EXAMINATIONS**

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**1.0 Scope**

- 1.1 This policy governs the administration of ITA certification examinations [BC Certificate of Qualification examinations and Interprovincial (Red Seal) examinations].
- 1.2 Certification examinations may be administered to Apprentices as a completion requirement for an Apprenticeship Industry Training program, or to eligible Program Challenge applicants outside of an Apprenticeship program, as defined in the relevant Program Profile.
- 1.3 Administration of ITA standardized written level examinations, whether delivered in paper-based or computer-based (electronic) format are governed by ITA Operations Policy PA3007, Administration of ITA Standardized Written Level Examinations.

**2.0 Written Certification Examinations, General**

Paper-based written certification examinations must be invigilated by ITA or its designate and marked by ITA. Computer-based (electronic) written examinations must be administered in accordance with ITA-approved security protocols.

Where a mark of 70 per cent or greater is attained on a certification examination, credit for successful completion of that examination will be granted.

Re-writes, if permitted, are subject payment of the appropriate fee and to a 30-day waiting period from the previous attempt. Where multiple versions of an examination are available, the 30-day waiting period will not apply.

Individuals who achieve a mark of 60 to 69 per cent on the first attempt are permitted to write a second time.

Individuals who achieve a mark of less than 60 per cent on the first attempt must attend technical training or demonstrate upgrading in a form approved by ITA before being permitted to write a second time.

Individuals who achieve a mark below 70 per cent on the second or subsequent attempt must attend technical training or demonstrate upgrading in a form approved by ITA before being permitted to write again.

### **3.0 Field Testing of Certification Examinations**

Where possible, all new and significantly modified written certification examinations will be field tested prior to full activation to ensure only high-quality assessment tools are being administered.

Examinees who achieve a mark of 70 per cent or higher on a field test examination will be treated as though they had successfully passed a fully activated examination.

3.1 Where a fully activated examination exists, individuals who do not achieve a mark of 70 per cent or higher on the field test examination will be given the opportunity to write the existing examination and will be treated as though they are writing for the first time. They will not be subject to any waiting periods, upgrading requirements, fees, or any other terms or conditions that would put them at a disadvantage as a result of having initially attempted an examination that was being field tested.

3.2 In the case of a new examination where there is no fully activated examination, an individual who fails the new examination during its field-testing phase will have the mark reviewed and the mark may be adjusted where warranted (for example if problem questions or responses are identified through item analysis).

### **4.0 Eligibility to Write BC Certificate of Qualification Examinations (Provincial Examinations)**

4.1 An *Apprentice* may write a BC Certificate of Qualification exam only upon successful completion or challenge of all required levels of technical training or as otherwise specified in the relevant *Program Profile*.

4.2 A *Trades Qualifier (Challenger)* may write a BC Certificate of Qualification exam as a program certification challenge if the candidate provides evidence of eligible work experience and any other requirements prescribed the relevant *Program Profile*.

### **5.0 BC Certificate of Qualification Examination as a Component of Certification for Recognized Industry Training Programs**

5.1 A mark of 70 per cent or higher on a BC Certificate of Qualification Examination is a necessary but not sufficient requirement for granting a BC Certificate of Qualification.

5.2 A BC Certificate of Qualification will only be issued to an apprentice or challenger upon completion of *all* requirements listed on the relevant *Program Profile* regardless of when the BC Certificate of Qualification examination was successfully written.

### **6.0 Interprovincial Red Seal Examinations**

6.1 **Apprentice Eligibility:** An *Apprentice* may write the Interprovincial Red Seal Examination after completion or successful challenge of all required technical training, or as otherwise specified in the relevant Industry training *Program Profile*, but will only receive certification with a *Red Seal* endorsement upon completion of *all* program completion requirements defined in the Program Profile.

6.2 **Challenger Eligibility:** Individuals who provide satisfactory evidence of eligible work experience in accordance with the number of hours and scope of work and / or any other requirements prescribed in the relevant Program Profile will be granted permission to challenge the Interprovincial Red Seal Exam.

### **7.0 Modified Administration of Examinations**

ITA is committed to providing fair and accessible examinations, including the provision of reasonable accommodations to individuals with disabilities. ITA will consider requests for modified administration of examinations in collaboration with industry and relevant safety bodies. In no case shall accommodation mean negotiating away, lowering or removing established standards.

### **8.0 Other Assessments**

ITA, at the request of Industry, may approve the administration of practical or other *Enhanced Assessments* on a program-by-program basis.

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