



July 15, 2019

ITA Training Providers
Articulation Chair
System Liaison Person
School Districts

ITA Standardized Level Exams and Electronic Versions of Code Books

Code books are beginning to be published electronically. While ITA recognizes the convenience of this option for apprentices, programmable calculators, cameras, cell phones, watches, laptops, or any other wireless or electronic communication devices that can store or transmit data are among materials prohibited during any ITA exam sitting.

Regarding this policy, students will still be required to bring a publisher-bound code book in instances where a code book is necessary for a Standardized Level Exam.

Any version printed by the student is considered a security risk and will not be accepted.

Students will also be permitted to use code books from an institution's class set provided these are publisher-bound as well.

If there are constraints that prevent a student from obtaining a publisher-bound copy of the codebook, ITA will accept printed electronic versions that are maintained by training institutions, provided that the copies meet the following criteria:

- Copies are bound in such a way that pages cannot be easily removed or added
- Copies are clearly identified as property of the college by use of an official stamp, to differentiate them from student-owned copies

More information regarding ITA Standardized Level Exams, Certificate of Qualification Exams or Red Seal Exams can be found at <https://www.itabc.ca/exams/writing-your-exams>.

A list of exams that require a code book can found at <https://www.itabc.ca/sites/default/files/docs/Required-Codebooks-for-ITA-exams-April-2-2019.pdf>.

For more information, please contact the ITA Assessments Department (assessmentscoordinator@itabc.ca).

Sincerely,

Assessments Department
Industry Training Authority