



EXAM INSTRUCTIONS TO CANDIDATES WRITING CERTIFICATION (RED SEAL AND CERTIFICATE OF QUALIFICATION) EXAMS

Before the exam:

- Candidates must be in the exam room at the specified start time. At this time, registration will commence and the start of exam will follow.
- Candidates must provide one of the following types of PHOTO Identification. The photo identification **MUST BE VALID AND CURRENT** on the day of the exam; expired identifications will not be accepted.
 - Provincial Driver's License (issued by a Canadian Province or Territory)
 - Provincial Identification Card (i.e. British Columbia Identification Card, Alberta Identification Card)*
 - Passport (Canada or foreign)
 - BC Services Card
 - Combination Driver's License and BC Services Card
 - Canadian Permanent Residency Card
 - Canadian Certificate of Indian Status*

*Cards/Certificates without an expiry date will not be accepted
- Candidates who are unable to produce one of the types of photo ID listed above will not be permitted to write the exam and may be subjected to a rewrite fee.
- Prohibited Materials include:
 - Outside code books, calculators, cameras, cell phones, watches, laptops, or any other wireless or electronic communication devices that can store or transmit data.
 - Wallets, backpacks, bags, purses, briefcases, jackets, hats, paper, notebooks, and binders.
 - Examinees that do bring these items will be required to turn them off and store them in the area designated by the invigilator. Under no circumstances will examinees be permitted to keep an electronic device in their possession.

During the exam:

- Candidates will be provided with all materials required to write the exam; an exam booklet, a diagram booklet (where required), code book (where required), calculator, and an answer sheet for paper exams.
- Paper translation dictionaries are only permitted with prior permission from ITA. Electronic dictionaries are not permitted.
- Food and beverages are not permitted.
- Calculations **may** be done in the exam or diagram booklets for paper exams. (All answers must be put on answer sheet for paper exams.) Online exams will have scrap paper provided that must be returned. *Writing or calculations are not permitted in code books.*
- Talking to another candidate during an examination is not permitted.
- If the exam is completed before the time limit, everything must be returned to the registration table including the answer sheet, exam booklet, diagram booklet, code books, and exam supplies. The invigilator will check over your answer sheet to ensure everything is complete. You may then leave quietly.
- Invigilators are not responsible for exam content and are not able to provide definitions, interpretations or clarifications so please do not ask. Candidates with questions or concerns regarding the exam should make notes on the provided question feedback form.

After the exam:

- ITA will not provide exam results over the telephone; all results will be provided via email.