



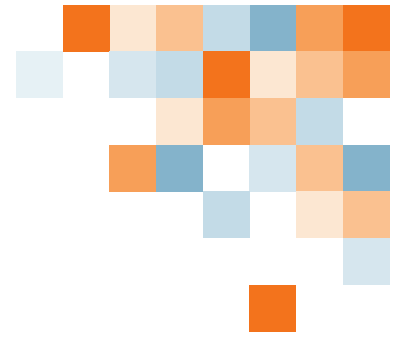
Exam Process for Certificate of Qualification or Inter-Provincial Red Seal

Schedule to write your exam

Steps to schedule your re-write exam:

- STEP 1** Review and meet the requirements in the table provided below.
- STEP 2** Pay any exam scheduling fees.
- STEP 3** Identify the [location](#) you would like to write your exam.
- STEP 4** Schedule your exam by,
- a. Completing the [Examination Application](#) form and emailing to [Customer Service](#), or
 - b. [Contact Customer Service](#) and book your exam.
- STEP 5** If you are applying for an Accommodation, the form(s) must be emailed with the Exam Application.
(for more details see Accommodations in “About the exam”)
- a. [Accommodation form](#)
 - b. [Reader declaration form](#), or
 - c. [Translator/Interpreter declaration form](#)

After your Examination Application is processed, you’ll receive a confirmation email with the testing date and location.



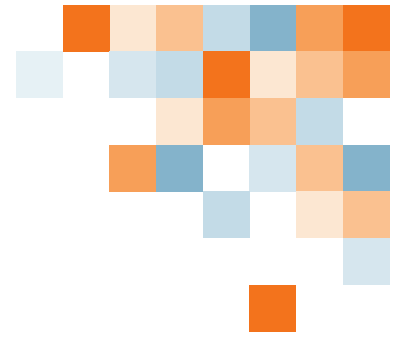
Exam Process

APPRENTICES – Exams and Re-writes (CofQ / IP):

EXAM ATTEMPTS	PROCESS	FEE	REQUIREMENTS
1 st	Write exam	No fee	Complete technical training
2 nd	Re-write exam	No fee	
3 rd	Re-write exam with Advisor contact	\$ 100.00	Required to reach out to Advisor for guidance before re-writing exam
4 th	Re-write exam	\$ 100.00	Advisor consultation
5 th	Re-write exam with upgrading required	\$ 100.00	Click here for upgrading information
Before 6 th	Re-write exam	\$ 100.00	Individual's file will be reviewed by Completions for recommendations of support

CHALLENGERS – Exam and Re-writes (CofQ / IP):

EXAM ATTEMPTS	PROCESS	FEE	REQUIREMENTS
1 st	Write exam	\$ 120.00	Challenge Application accepted
2 nd	Re-write exam	No fee	
3 rd	Re-write exam with Advisor Contact	\$ 100.00	Required to reach out to Advisor for guidance before re-writing exam
4 th	Re-write exam	\$ 100.00	Advisor consultation
5 th	Re-write exam with upgrading required	\$ 100.00	Click here for upgrading information
Before 6 th	Re-write exam	\$ 100.00	Individual's file will be reviewed by Completions for recommendations of support



About the exam

All ITA final exams are paper-based multiple-choice questions and must be invigilated by ITA or its designate.

TIME ON EXAM:

- Certificate of Qualification exams you are allowed three hours to complete.
- Inter-Provincial Red Seal exams you are allowed four hours to complete.
- Accommodation options can be applied for extended time, use of a reader or interpreter.

ACCOMMODATIONS:

English as a Second Language Accommodation Option

If English is your second language, you may apply to use a Translator/Interpreter, a translation dictionary, or request a French version of your exam.

1. Using a Translator/Interpreter

If English is your second language, you may apply to ITA to use a Translator/Interpreter during your exam. ITA must receive your application 30 days before your exam. You will be given an additional hour to write your exam.

How to Apply: Complete the following forms and return to [Customer Service](#),

1. [Examination Application](#)
2. [Request for Examination Accommodation form](#)
3. [Translator/Interpreter Declaration form](#)

2. Using a translation dictionary

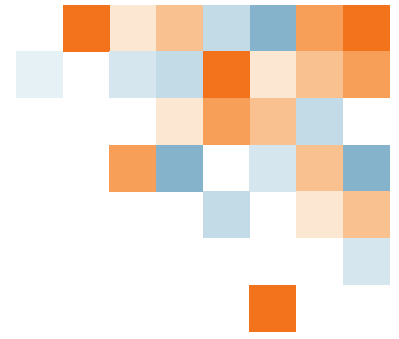
If English is your second language, you may apply to ITA to use a translation dictionary during your exam (ITA does not provide a translation dictionary). ITA must receive your application 30 days before your exam. The translation dictionary may be used to translate words or phrases from English into your preferred language. Dictionaries providing definitions, examples or similar information, are not allowed. The ITA invigilator will examine the dictionary before and after the exam. **You will NOT be given extra exam time to use a translation dictionary.**

How to Apply: Complete the following forms and return to [Customer Service](#),

1. [Examination Application](#)
2. [Request for Examination Accommodation form](#)

3. French Version of Exam

You may apply to have a bilingual (French and English) version of your written Inter-Provincial Red Seal exam. [Please contact us](#) if you would like to schedule a bilingual exam.



4. Invisible Disability Options

Using a Reader:

Exam accommodations are available if you have a disability that requires your exam to be read to you. Apply to ITA for permission to use a Reader during your exam. You will be given an additional hour to write your exam. ITA must receive your application 30 days before your exam date. You may request that ITA provide a Reader, or you may also request permission to use your own Reader.

How to Apply: Complete the following forms and return to [Customer Service](#),

1. [Examination Application](#)
2. [Request for Examination Accommodation form](#)
3. [Reader declaration form](#)

Additional Exam Time:

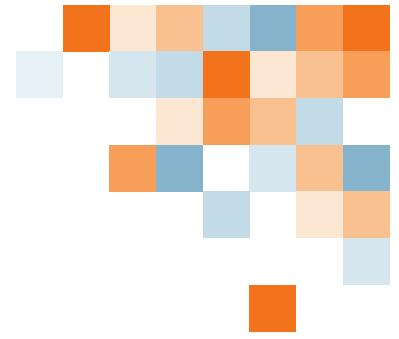
Exam accommodations are available if you have a disability that requires you to have extra time for your exam. Apply to ITA if you require additional time for your exam session. ITA must receive your application 30 days before the exam date.

How to Apply: Complete the following forms and return to [Customer Service](#),

1. [Examination Application](#)
2. [Request for Examination Accommodation form](#)

MARKS:

- 70% or higher is considered a pass.
- 69% or lower is considered a fail. Re-writes, if permitted, are subject to a fee and a 30-day waiting period from the previous attempt (refer to table).



[Links to Support Requirements](#)

Advisors

[Apprenticeship Advisors](#) are here to help. Get in touch with an Advisor in your area to talk by phone, email, or to schedule a face-to-face meeting.

Resources and Upgrading

You can find a list of resources and upgrading programs at this [ITA link](#).

Frequently Asked Questions

How long will it take to process my application?

You will receive your confirmation email within 10 business days of submitting your exam request. Scheduling your exam may take longer if your application is incomplete or we require additional information.

What do I need to bring to the exam?

You will be provided with all the materials you need to write the exam. These include:

- Exam Booklet
- Answer Sheet
- Exam Question feedback form
- Pencil
- Eraser
- Calculator

Diagram booklets and code books will be supplied when required. For Certification exams, no outside code books or calculators will be permitted.

When will I get my results?

You will receive your *Exam Results Letter* within 10 business days after your exam. This letter will be sent to the e-mail address you provided to ITA. You can also log into your apprenticeship account to see your results within 10 business days after your exam.