

Issued: February 24, 2015

**To:** ITA Training Providers

**Subject:** **Floor Covering Installer Assessment Guidelines**

**RE:** **2015-004**

**Effective Date** September 30, 2014

**Summary** The revised Assessment Guidelines provided in this notice are also available in the Program Outline. As per the guidelines, the in-school percentage score for Floor Covering Installer Levels 1, 2 & 3 is derived from a combination of theory and practical assessments within each training topic.

**Rationale** Assessment Guidelines are provided as a tool to help instructors align in-school training to the program competencies to which apprentices are assessed. The guidelines feature *Competencies and Weightings* tables to calculate the final in-school percentage score for each apprentice.

**ITA Certificate of Qualification or Interprovincial Red Seal Exam (Final Level)** Qualification exam results are **NOT** blended with in-school technical training results in the final Level of the program. ITA Certificate of Qualification exams and Interprovincial Red Seal exams remain stand-alone program completion requirements.

In order to achieve certification, **Floor Covering Installer** apprentices are required to write the **Interprovincial (Red Seal)** exam after their final level of technical training.

To be eligible to write the certification exam, apprentices must have passed all levels of in-school technical training. Qualification exams are requested by training providers via the usual ITA procedure

A score of 70% or greater is required for a pass on certification exams.

ITA administers and invigilates the qualification exams and records exam results in ITA Direct Access.

**Calculating Final Percentage Scores For ITA Level Exams**

ITA administers the SLE, records the mark in Direct Access, and reports it to the school. The apprentice is not notified when the SLE mark is entered.

Training providers weight and blend the in-school (80%) and SLE (20%) marks to produce a final mark for the Level. That final, blended mark is reported to ITA by the school and recorded in Direct Access

Direct Access reports the school's final mark for the Level to the apprentice as a single percentage score

Once the final Level mark is entered in Direct Access, the system performs a reverse calculation using the SLE mark to determine the in-school mark. All three marks are stored in the apprentice's record, but only the final Level mark is reported on the ITA transcript.

**Scheduling Exams**

Exams are to be requested by training providers via the usual ITA procedure. Training providers to complete an ITA Exam Request Form six weeks prior to the scheduled exam date. ITA will invigilate these exams unless other arrangements are organized between ITA's Exam Department and the training provider.

**For more information**

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**Grading Sheet: Subject Competency and Weightings**

PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE:		Floor Covering Installer LEVEL 1 0008FCBL01	
LINE	SUBJECT COMPETENCIES	THEORY WEIGHTING	PRACTICAL WEIGHTING
A	Apply Safe Work Practices	10%	0%
B	Use Standard Floorcovering Skills	20%	20%
C	Use Math and Blueprint Reading Skills	15%	0%
D	Install Carpet	50%	65%
E	Install Resilient Floors	5%	15%
	<b>Total</b>	100%	100%
<b>In-school theory / practical subject competency weighting</b>		30%	70%
<b>Final in-school percentage score is entered into ITA Direct Access</b>		IN-SCHOOL %	

<b>In-school Percentage Score</b> Combined theory and practical subject competency multiplied by	80%
<b>Standard Level Exam Percentage Score</b> The exam score is multiplied by	20%
<b>Final Percentage Score</b>	FINAL%

PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE:		Floor Covering Installer LEVEL 2 0008FCBL02	
LINE	SUBJECT COMPETENCIES	THEORY WEIGHTING	PRACTICAL WEIGHTING
B	Use Standard Floorcovering Skills	20%	20%
C	Use Math and Blueprint Reading Skills	20%	0%
E	Install Resilient Floors	60%	80%
	<b>Total</b>	100%	100%
<b>In-school theory / practical subject competency weighting</b>		30%	70%
<b>Final in-school percentage score is entered into ITA Direct Access</b>		IN-SCHOOL %	

<b>In-school Percentage Score</b> Combined theory and practical subject competency multiplied by	80%
<b>Standard Level Exam Percentage Score</b> The exam score is multiplied by	20%
<b>Final Percentage Score</b>	FINAL%

PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE:		Floor Covering Installer LEVEL 3 0008FC03	
LINE	SUBJECT COMPETENCIES	THEORY WEIGHTING	PRACTICAL WEIGHTING
B	Use Standard Floorcovering Skills	5%	0%
C	Use Math and Blueprint Reading Skills	10%	0%
D	Install Carpet	35%	45%
E	Install Resilient Floors	35%	45%
F	Install Wood and Laminate Flooring	15%	10%
	<b>Total</b>	100%	100%

<b>In-school theory / practical subject competency weighting</b>	40%	60%
<b>Final in-school percentage score</b> Apprentices must achieve a minimum 70% for the Level 3 final in-school percentage score to be eligible to write the Interprovincial Red Seal exam.	IN-SCHOOL FINAL %	

All apprentices who complete Level 3 of the Floorcovering Installer program with a FINAL level percentage score of 70% or greater will write the Interprovincial Red Seal examination as their final assessment.

ITA will enter the apprentices' Floorcovering Installer Interprovincial Red Seal examination percentage score in ITA Direct Access. A minimum percentage score of 70% on the examination is required for a pass.