

POLICY: ADMINISTRATION OF ITA CERTIFICATION EXAMINATIONS

1.0 Scope

- 1.1 This policy governs the administration of ITA certification examinations [BC Certificate of Qualification examinations and Interprovincial (Red Seal) examinations].
- 1.1 Certification examinations may be administered to the following individuals:
 - Apprentices as a completion requirement for an Apprenticeship Industry Training program,
 - Eligible program Challenge applicants outside of an Apprenticeship program
 - Youth Train in Trades or Foundation students in progressive trades where a certification exam exists
- 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 PA3009, Achieving Credit for Levels of Technical Training

2.0 Invigilation and Marking

- 2.1 Paper-based written certification examinations must be invigilated by ITA or its designate and marked by ITA. Computer-based (electronic) examinations must be administered in accordance with ITA-approved security protocols.
- 2.2 Where a mark of 70 percent or higher is attained on a certification examination, credit for successful completion of that examination will be granted.

3.0 Apprentice Eligibility to Write Certification Examinations (BC or Interprovincial)

- 3.1 An Apprentice may write a BC Certificate of Qualification examination or Interprovincial Red Seal examination only upon successful completion or challenge of all required courses specified in the relevant Program Profile.
- 3.2 Apprentice rewrite eligibility is governed by section 5 of this policy.

4.0 Challenger Eligibility to Write Certification Examinations (BC or Interprovincial)

- 4.1 A Challenger may write a BC Certificate of Qualification examination or Interprovincial Red Seal examination as a program certification challenge within two year of verification that the candidate has the required work experience and meets all other requirements prescribed in the relevant Program Profile.
- 4.2 Challenger rewrite eligibility is governed by section 5 of this policy.

5.0 Rewrites

5.1 Rewrite Eligibility

In all cases, certification exam rewrites require

- Payment of the appropriate fee.
- Minimum of 30 day waiting period between attempts; and
- Meeting ITA's current requirements.

5.2 Apprentice Eligibility

Subject to section 5.1 above, apprentices are eligible to rewrite certification exams.

5.3 Challenger Rewrites

- Subject to section 5.1 above, challengers may rewrite a certification exam up to three times.
- Eligibility for challengers to re-write a certification exam more than three times is subject to an internal Management review and approval.

5.4 Youth Train in Trades and Foundation student Eligibility

- Subject to section 5.1 above, students may rewrite a certification exam up to two times.
- Eligibility is limited to two rewrites within one year of course completion.

6.0 Additional Requirements for Certification

Passing the Certification examination with a percentage mark of 70 percent or higher is not the sole requirement for certification. All requirements for certification prescribed in the relevant Program Profile must be met.

7.0 Accommodation in Administration of Examinations

ITA will provide reasonable accommodation in administration of examinations for individuals with disabilities or special needs provided such accommodation does not lower or remove established standards.

8.0 Other Assessments

ITA may require the administration of a practical or other enhanced assessments on a program by program basis.

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