

Issued: February 27, 2014

Program: All programs with ITA Standard Level Exams
To: ITA Training Providers
RE: OPSN 2014 002 Provision of Calculators and Code Books for ITA Standard Level Exams

Timing: Effective March 3, 2014

Information: Effective March 3, 2014, students will use their own codebooks and calculators to write all ITA standardized level exams that require them, regardless of whether the exam is written online or on paper (see list below). As of that date, ITA will no longer supply calculators and code books to individuals or classes writing ITA level exams.

This change does not affect ITA certification exams (Interprovincial Red Seal or Certificate of Qualification). For those exams, candidates will continue to use ITA-supplied codebooks and calculators.

Code books are required to write level and certification exams in the following trades:

Trade Name	Code Book Required
Construction Electrician	Canadian Electrical Code Book 2009
Industrial Electrician	Canadian Electrical Code Book 2009
Carpenter	BC Building Code Book 2012
Residential Building Maintenance Worker	BC Building Code Book 2012
Plumber	BC Building Code Book 2012

This means that as ITA standardized level exams are implemented for the above trades, students will be expected to:

- use their own codebooks and calculators to write the level exams, and
- use ITA-supplied codebooks and calculators to write the Certificate of Qualification or Interprovincial Red Seal exam.

If a student arrives at an exam without the supplies needed to write it, they may still attempt the exam, or contact ITA Customer Service to reschedule.

Guidelines:**Calculators**

Level exam candidates must bring a cordless, pocket-sized calculator to the examination.

- **Permitted:** Scientific calculators, e.g., Texas Instrument TI30Xa, Sharp EL-520, Sharp EL-531, Casio FX260.
- **Not permitted:** Programmable or trade specific calculators, cellular phones, wireless communication devices, personal data assistants, cameras and all other electrical equipment that can store or transmit data.

If a candidate brings a programmable or trade-specific calculator to write the exam, he/she will not be allowed to use it and an alternate will not be provided by ITA.

Code Books

Code books brought by candidates to the exam session must not include any additional sheets of paper.

Code books may contain markings, but the markings cannot include Formulas or sections of instruction material (e.g., diagrams, charts, cheat sheets). Acceptable markings include:

- Clarifications, such as notes to define or clarify a legal or technical term)
- References/Tables, to mark sections for easier reference
- Highlighting, to mark sections that are important
- Page references, to locate the other relevant information/tables/charts more quickly

**For more
information
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cc: ITOs, ITA, Service BC