

POLICY: ADMINISTRATION OF ITA STANDARDIZED WRITTEN LEVEL EXAMINATIONS

1.0 Scope

1.1 This policy governs the administration of ITA standardized written level examinations, whether delivered in paper-based or computer-based (electronic) format,

1.2 Certification examinations (including BC Certificate of Qualification examinations and Interprovincial Red Seal examinations) are governed by ITA Operations Policy PA3002, Certification Examinations.

2.0 Standardized ITA Level Examinations

2.1 Where a Standardized ITA Level Examination Exists:

- The Standardized ITA Level Examination must be written to receive credit for an Industry Training Program level.
- The examination must be invigilated by ITA or its designate and marked by ITA..
- Eligibility criteria defined in the relevant ITA Industry Training Program Profile must be met by candidates prior to writing the ITA Standardized Level Examination. These include eligibility criteria for:
 - Apprentices writing the exams as a component of an Industry Training Apprenticeship technical training course;
 - Foundation Industry Training participants writing the exams as a component of a Foundation course; and
 - Level Challengers writing the exams for level credit outside of an Apprenticeship technical training or Foundation course.

2.1.1 Where a Standardized ITA Level Examination is Administered as a Component of an Apprenticeship Technical Training or Foundation Industry Training Course Delivered by a Public Post-secondary Training Institution or an ITA-Designated Training Provider:

- The mark achieved on the Standardized ITA Level Examination will be blended with the final training provider class mark to calculate the overall level mark.

2.1.2 Where a Standardized ITA Level Examination is administered as a level challenge examination:

- A score of 70 per cent or greater must be achieved for level credit to be granted, unless an alternate standard is indicated in the relevant *Program Profile*.

3.0 Proprietary Level Examinations

Where a Standardized ITA Level Examination does NOT exist Challenge of a level of an Industry Training Program is not an option.

Approved: 15.Dec.11

Updated: