

Issued: August 30, 2013

Program: **ARCHITECTURAL SHEET METAL WORKER (ASMW)**

To: Roofing Contractors Association of BC (RCABC)
Sheet Metal Worker Training Centre
BC Construction Industry Training Organization (CITO)

RE: **OPSN 2013 018**

Timing: Effective: January 6, 2014

Information: Please be advised that effective January 6, 2014, the Industry Training Authority (ITA) will be launching Standardized Level Examinations for Architectural Sheet Metal Worker Levels 1 & 2.

Architectural Sheet Metal Worker Levels 1 & 2 classes completing on or after January 6, 2014 will be required to write an ITA Standardized Level Examination.

Architectural Sheet Metal Worker Level 3 classes will write the ITA Certificate of Qualification (CofQ) examination at the end of Level 3.

All Architectural Sheet Metal Worker exams will be available to write through an online computer-based platform. Paper-based exams will continue if a training provider is unable to arrange a computer lab. If training providers use the online computer-based platform a computer facility must be booked for a minimum of 4 hours to accommodate the online examination writing. The location of the computer/lab must be noted on the ITA Exam Request Form.

Training providers are to follow the attached *Grading Sheet: Subject Competencies and Weightings* tables to determine an apprentice's final in-school technical training percentage score.

Background In 2012, ITA began launching ITA Standardized Level Examinations for a number of programs.

For each level of technical training that includes an ITA Standardized Level Exam, a training provider in-school percentage score and a standardized level exam percentage score will be blended to produce a final percentage score. The in-school percentage score will be multiplied by 80% and the exam percentage score will be multiplied by 20%. The two blended (80/20) scores will be added by ITA Direct Access to produce a final percentage score for the level of training.

Architectural Sheet Metal Worker classes will write the Level 1 & 2 ITA Standardized Level Exam through an online computer-based platform or by requesting a paper-based level exam writing if a computer laboratory is unavailable.

The benefits of moving to an online platform include:

- immediate processing of exam results and a quicker turnaround for exam marks;
- increased exam protection and security with the removal of paper-based exams;
- the ability to “scramble” questions which enhances security of the exam as questions will be presented in a different sequence for each candidate;
- colour diagrams can be easily reproduced;
- diagrams in the exams can be manipulated to clarify details, i.e., zoom-in capabilities;
- a consistent evaluation process for all examinations with the ability to quickly modify or remove questions as required.

**Scheduling
ASMW Exams**

**Level 1 & 2 and
CofQ**

The Architectural Sheet Metal Worker Levels 1 & 2 and the ITA Certificate of Qualification exams are to be requested by training providers via the usual ITA procedure. Training providers are required to complete an ITA Examination Request form six weeks prior to the exam scheduled date.

ITA will invigilate these exams unless other arrangements are organized between ITA’s Exam Department and the training provider.

**Training
Provider
Component:**

Instructors are expected to follow the *Grading Sheet: Subject Competencies and Weightings* tables on pages 5, 6 & 7 of this document to calculate the final in-school percentage score for each apprentice.

**In-School
Technical
Training
Percentage
Scores**

Training providers are required to enter an in-school percentage score for each apprentice into ITA Direct Access.

As per the *Grading Sheet: Subject Competencies and Weightings* tables, the in-school percentage score for Architectural Sheet Metal Worker Levels 1, 2 & 3 is derived from a combination of theory and practical assessments within each training topic.

Architectural Sheet Metal Worker Levels 1, 2 & 3 in-school percentage scores are calculated by:

- totaling the level *theory* score as noted in the competencies and weightings tables and multiplying the total by 25% to produce a weighted theory result;
- totaling the level *practical* score as noted in the competencies and weightings tables and multiplying the total by 75% to produce a weighted practical result;
- adding the weighted theory and practical competency scores together to determine the final in-school percentage score for each level.

This final percentage score is entered into ITA Direct Access.

**ITA
Component:**

ITA will enter the standard level examination percentage score in ITA Direct Access.

**Calculating
Final
Percentage
Scores For**

Once the in-school percentage score and the ITA exam percentage score have been entered into ITA Direct Access, the system will automatically calculate the final percentage score. This final percentage score is calculated by blending the standardized level exam percentage score and the in-school technical training percentage score.

**Standardized
Level Exams
Levels 1 & 2**

The in-school technical training (combined theory & practical) percentage score is multiplied by 80% and the ITA Standardized Level Exam percentage score is multiplied by 20%. These two scores are combined to determine the percentage score that is recorded in ITA Direct Access.

A percentage score of 70% or greater is required to pass Architectural Sheet Metal Worker Levels 1 & 2 when the final in-school percentage score and the final ITA standardized level exam percentage score are blended.

**Program
Results and
Eligibility**

After the in-school percentage score and the exam percentage score are blended, there will be situations where an apprentice will have to repeat one or the other component (in-school training or exam) in order to achieve the required 70% to pass Architectural Sheet Metal Worker Levels 1 & 2.

In the event that this does occur, the following table outlines the three scenarios an apprentice may encounter once the 80/20 blending is applied and the final percentage score is less than 70%.

| | |
|--|---|
| <p>Scenario 1</p> <p>The apprentice receives less than 70% for the in-school training and 70% or greater on the level exam resulting in a final score of less than 70%.</p> | <p>The apprentice will:</p> <ul style="list-style-type: none"> • Re-take the level in-school technical training. • Receive credit for the exam. |
| <p>Scenario 2</p> <p>The apprentice receives 70% or greater for the in-school training and less than 70% on the level exam resulting in a final score of less than 70%.</p> | <p>The apprentice will:</p> <ul style="list-style-type: none"> • Receive credit for the in-school technical training. • Re-write the level exam per ITA exam re-write policy. |
| <p>Scenario 3</p> <p>The apprentice receives less than 70% for the in-school training and less than 70% on the level exam resulting in a final score of less than 70%.</p> | <p>The apprentice will:</p> <ul style="list-style-type: none"> • Re-take the level in-school technical training. • Re-write the level exam per ITA exam re-write policy. |

In cases where the apprentice receives a percentage score that is less than 70% for the in-school technical training and still achieves a final blended percentage score of 70% or greater, credit for the technical training will be granted.

**ITA Certificate
of Qualification
Exams**

In order to achieve certification, Architectural Sheet Metal Worker apprentices are required to write the Architectural Sheet Metal Worker ITA Certificate of Qualification (CofQ) exam.

Level 3

To be eligible to write the Architectural Sheet Metal Worker CofQ exam, apprentices must have achieved a final percentage score of 70% or better for Level 1 & 2 and have received a Level 3 in-school technical training final percentage score of 70% or greater.

A score of 70% or greater is required for a pass on the Architectural Sheet Metal Worker CofQ exam.

ITA CofQ exams should be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the Architectural Sheet Metal Worker CofQ exams and score and record exam results in ITA Direct Access.

**For more
information
contact:**

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Grading Sheet: Subject Competency and Weightings

| PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE: | | ARCHITECTURAL SHEET METAL WORKER LEVEL 1 0153CL01 | |
|--|-----------------------------------|---|---------------------|
| LINE | SUBJECT COMPETENCIES | THEORY WEIGHTING | PRACTICAL WEIGHTING |
| A | Use Safe Work Practices | 8% | 8% |
| B | Use Tools and Equipment | 12% | 12% |
| C | Organize Work | 5% | 5% |
| D | Use Trade Math | 9% | 9% |
| E | Examine Systems | 10% | 10% |
| F | Fabricate Products and Components | 13% | 13% |
| G | Install Products | 20% | 20% |
| H | Layout and Develop Patterns | 14% | 14% |
| I | Weld and Solder | 9% | 9% |
| | Total | 100% | 100% |
| Calculated by the Training Provider Architectural Sheet Metal Worker in-school theory & practical subject competency weighting | | 25% | 75% |
| Training Provider enters final in-school percentage score into ITA Direct Access | | IN-SCHOOL% | |

| | |
|--|--------|
| Calculated by ITA: In-school Percentage Score ITA Direct Access calculates the percentage weighting once the in-school percentage score is entered. Combined theory and practical subject competency multiplied by | 80% |
| Calculated by ITA: Standard Level Exam Percentage Score ITA Direct Access will calculate the percentage weighting once the standard level exam percentage score has been entered. The exam score is multiplied by | 20% |
| Calculated by ITA: Final Percentage Score The final percentage score for determining credit is calculated by ITA Direct Access. | FINAL% |



| PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE: | | ARCHITECTURAL SHEET METAL WORKER LEVEL 2 0153CL02 | |
|---|-----------------------------------|---|---------------------|
| LINE | SUBJECT COMPETENCIES | THEORY WEIGHTING | PRACTICAL WEIGHTING |
| B | Use Tools and Equipment | 5% | 5% |
| C | Organize Work | 6% | 6% |
| D | Use Trade Math | 8% | 8% |
| E | Examine Systems | 9% | 9% |
| F | Fabricate Products and Components | 20% | 20% |
| G | Install Products | 28% | 28% |
| H | Layout and Develop Patterns | 13% | 13% |
| I | Weld and Solder | 11% | 11% |
| | | | |
| | Total | 100% | 100% |
| Calculated by the Training Provider Architectural Sheet Metal Worker in-school theory & practical subject competency weighting | | 25% | 75% |
| Training Provider enters final in-school percentage score into ITA Direct Access | | IN-SCHOOL% | |

| | |
|---|--------|
| Calculated by ITA: In-school Percentage Score ITA Direct Access calculates the percentage weighting once the in-school percentage score is entered. Combined theory and practical subject competency multiplied by | 80% |
| Calculated by ITA: Standard Level Exam Percentage Score ITA Direct Access will calculate the percentage weighting once the standard level exam percentage scores have been entered. The exam score is multiplied by | 20% |
| Calculated by ITA: Final Percentage Score The final percentage score for determining credit is calculated by ITA Direct Access. | FINAL% |



| PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE: | | ARCHITECTURAL SHEET METAL WORKER LEVEL 3 0153CL03 | |
|--|-----------------------------------|---|---------------------|
| LINE | SUBJECT COMPETENCIES | THEORY WEIGHTING | PRACTICAL WEIGHTING |
| C | Organize Work | 12% | 12% |
| D | Use Trade Math | 5% | 5% |
| E | Examine Systems | 7% | 7% |
| F | Fabricate Products and Components | 15% | 15% |
| G | Install Products | 34% | 34% |
| H | Layout and Develop Patterns | 15% | 15% |
| I | Weld and Solder | 12% | 12% |
| | | | |
| | Total | 100% | 100% |

| Calculated by the Training Provider: | | |
|--|-------------------|-----|
| Architectural Sheet Metal Worker in-school theory & practical subject competency weighting | 25% | 75% |
| In-school Percentage Score Combined theory and practical subject competency multiplied by | IN-SCHOOL FINAL % | |

All apprentices who complete Level 3 of the Architectural Sheet Metal Worker program with a FINAL level percentage score of 70% or greater will write the ITA Architectural Sheet Metal Worker Certificate of Qualification (CofQ) examination as their final assessment.

ITA will enter the apprentices' Architectural Sheet Metal Worker CofQ examination percentage score in ITA Direct Access. A minimum percentage score of 70% on the examination is required for a pass.