

## In Person Exams

Writing an exam at one of our office locations? See below to know what to bring, and familiarize yourself with the exam rules before you write. Please review our [visitor policy](#) prior to your arrival.

### What to bring

Valid and current government-issued photo identification

Acceptable IDs are:

- Driver's License (issued by a Canadian province or territory)
- Provincial Identification Card (for example, BC Identification card, Alberta Identification card)
- BC Services card
- Combination Driver's License and BC Services card
- Passport
- Indian Status card
- Canadian Permanent Residency card

Please note your ID must be original, legible, and not torn or altered. Copies or certified copies are not accepted. Expired IDs or IDs with no expiry date are also not accepted.

You cannot write your exam without proper identification. This will result in having to reschedule your exam and paying any necessary rescheduling fees.

### Other items

Code books and other [permitted reference materials](#)

### What will be supplied

For exams completed on the computer, you will be provided with:

- The computer
- Scrap paper
- Online access code



For exams completed on paper, you will be provided with the following:

- Exam booklet
- Pencil
- Eraser
- T-square or drawing board
- Answer sheet
- Diagram booklet, if required
- Exam question feedback form

## **When to arrive**

Arrive 30 minutes before the scheduled start time and check in with a Technical Safety BC official.

An invigilator will ensure that you are registered, that rules are followed, and that you have all the materials you need.

Late arrivals will not be given extra time to write the exam.

## **Exam rules**

Any breaches of the following rules may result in the termination of your exam session, cancellation of your exam and result in a prohibition of six months before you may be allowed to write future exams or obtain qualifications. Depending on the severity of the breach, further actions may be considered, including, but not limited to, assessment of pre-existing qualifications, remedial training, and suspension or revocation of existing qualifications.

Our invigilators are trained to detect breaches of these rules. If an invigilator suspects you of cheating or not following these rules during the exam, the invigilator reserves the right to prohibit you from continuing to write your exam.

Before starting your exam, you will be asked to show an acceptable government issued ID to a Technical Safety BC employee. Failure to provide an acceptable ID will result in you not being able to write your exam.



## Prohibited items

The following items must not be worn or used by the examinee during the exam. These include, but are not limited to:

- Hats or caps
- Earpieces or other listening devices, including headphones
- Recording devices, including cameras, cellphones, digital watches, electronic pens, google glasses, video recorders, electronic notepads, or books
- Programmable calculator. Technical Safety BC will provide a non-programmable calculator if needed.
- Your own dictionary. Technical Safety BC will provide an English dictionary (translating a single language) if needed, and only this dictionary is permitted for use. Please request a dictionary from the invigilator before the start of the exam.

## Standard Exam Behaviour

1. Exams will start and end on time. You are allowed the full time to write your exam.
2. You must leave all bags and electronic devices in the area assigned for personal belongings before taking a seat.
3. Communicating with anyone during the exam is strictly prohibited unless you are communicating with a Technical Safety BC employee. It is an offence to attempt to communicate with other examinees during the exam. Once the exam is completed and has been submitted, you must not communicate or discuss the contents of the exam without the approval of Technical Safety BC.
4. You are not allowed to use notes, papers, or devices of any kind other than those permitted for the exam. You are not allowed to copy or attempt to copy the work of another examinee.
5. You are not allowed to leave the exam room unless your safety is at risk or unless posted rules for the exam specifically allow you to do so. If you choose to leave the exam room for any reason, your exam will be forfeited and will need to be rescheduled. You are not allowed to leave and re-enter the room.
6. All sessions are recorded and reviewed by exam invigilators to assess compliance with exam rules and to ensure academic honesty and exam security.
7. It is an offence to copy, record, or share exam questions or diagrams through any means.



## **Taking your exam**

1. It is an examination offence to copy, record, or remove the exam questions from the exam room.
2. Any questions are to be directed to the invigilator. The invigilator can only answer administrative questions. All other questions or comments may be recorded by the examinee on the online evaluation form after the exam is completed.
3. Examinees must notify the invigilator upon completion of the exam and follow instructions from the invigilator for the exit process.
4. All required information must be clearly marked in the space provided on the answer sheet.
5. All answers must be written in ink on the answer sheet provided. If using a bubble sheet or drawing diagrams, answers must be marked in pencil.

## **Getting your exam results**

Exam results will be emailed (or mailed, if you've chosen this preference) to you in six to eight weeks. Results will not be given over the telephone, at our front counter, or by the invigilator.