

Exam Administration (Standardized Written Levels Exams) Policy (EXTERNAL)

Purpose

This policy outlines SkilledTradesBC's administration of standardized written level examinations.

In Scope

This policy applies to paper-based or computer-based standardized written level examinations.

Out of Scope

For clarity, this policy does not apply to:

- Red Seal Examinations, or
- BC Certificate of Qualification Examinations

Policy

All applicants must follow all other current, newly developed and/or revised SkilledTradesBC policies that may affect this policy.

1. STANDARDIZED SKILLEDTRADESBC LEVEL EXAMINATION

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

technical training or Foundation course.

- 1.4. Where a Standardized SkilledTradesBC 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 SkilledTradesBC - Designated Training Provider:
 - The mark achieved on the Standardized SkilledTradesBC Level Examination will be blended with the final training provider class mark to calculate the overall level mark.
- 1.5. Where a Standardized SkilledTradesBC 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.
- 1.6. Where a Standardized SkilledTradesBC Level Examination does NOT exist Challenge of a level of an Industry Training Program is not an option.

See the following for more information:

- SkilledTradesBC Policy page available at: <https://www.skilledtradesbc.ca/about-skilledtradesbc/policies-bylaws>

For assistance, contact SkilledTradesBC Customer Service at the information listed below.

Customer Service

T: 778-328-8700

Toll Free in BC: 1-866-660-6011

customerservice@skilledtradesbc.ca

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