

**Issued: June 29, 2016**

**Program: Saw Filer**

**To:** ITA Training Providers  
Articulation Chair  
System Liaison Person  
School Districts

**Subject:** **Saw Filer – Reactivation of the Certificate of Qualification (CofQ) Exam**

**RE:** **OPSN 2016-011**

**Effective Date:** July 1, 2016

**Summary:** This OPSN is a follow-up in reference to OPSN 2015-026 issued October 23, 2015. OPSN 2015-026 communicated the inactivation of the Saw Filer Certificate of Qualification exam pending an exam review.

In October 2015 and June 2016, a review of the Certificate of Qualification (CofQ) exam was completed by Saw Filer Subject Matter Experts (SMEs).

As a result of these exam reviews, ITA is reactivating the Saw Filer Certificate of Qualification (CofQ) exam effective July 1, 2016. The CofQ reactivation includes the reopening of the Challenge pathway.

## General Information

**Scheduling Exams:** Exams are to be requested by training providers via the usual ITA procedure. Training providers are required to complete an ITA Exam Request Form six-to-eight weeks prior to the scheduled exam date. ITA will invigilate these exams unless other arrangements are organized between ITA's Exam Department and the training provider.

### Calculating Final Percentage Scores For ITA Level Exams

**Process – effective October 1, 2014** (*refer to Figure 1*)

- ITA administers the SLE, records the mark in Direct Access, and reports it to the school. The apprentice is **not** notified when the SLE mark is entered.
- Training providers weight and blend the in-school (80%) and SLE (20%) marks to produce a final mark for the Level (or as indicated in the Assessment Guidelines). That final, blended mark is reported to ITA by the school and recorded in Direct Access.
- Direct Access reports the school's final blended mark for the Level to the

apprentice as a single percentage score.

- Once the final Level mark is entered in Direct Access, the system performs a reverse calculation using the SLE mark to determine the in-school mark. All three marks are stored in the apprentice’s record, but only the final Level mark is reported on the ITA transcript.

A percentage score of 70% or greater is required to pass when the final in-school percentage score and the final ITA Level exam percentage score are blended.

Figure 1. Process for calculating and reporting marks for technical training with SLE



**ITA Certificate of Qualification Exam**

Certification exam results are **not** blended with in-school technical training results in the final Level of the program. ITA Certificate of Qualification exams and Interprovincial Red Seal exams remain stand-alone program completion requirements.

In order to achieve certification, Saw Filer apprentices are required to write the **Certificate of Qualification** exam after their final level of technical training.

To be eligible to write the certification exam, apprentices must have passed all Levels of in-school technical training. Certification exams are requested by training providers via the usual ITA procedure

A score of 70% or greater is required for a pass on certification exams.

ITA administers and invigilates the certification exams and records exam results in ITA Direct Access.

**For more information**

Jennifer Booth  
 Program Development Officer  
 Industry Training Authority  
 Email: jbooth@itabc.ca

**cc:**

ITA Staff