

Issued: December 23, 2021

**Programs:** **SHEET METAL WORKER**

**To:** ITA Training Providers  
Articulation Chair  
System Liaison Person  
Youth Train in Trades School Districts

**RE:** **OPSN 2021 015**

**Effective Date:** January 4, 2022

**Summary** The ITA Standardized Level Exam (SLE) for **SHEET METAL WORKER Harmonized Level 2 (HL2)** is being introduced.

**Details** Apprentices attending **SHEET METAL WORKER HL2** technical training that begins on or after **January 4, 2022**, will be required to sit the corresponding ITA exam. The exam will contribute 20% to an apprentice's final mark.

An Exam Weighting Chart is available for the **SHEET METAL WORKER HL2** SLE on the ITA website at <https://www.itabc.ca/program/sheet-metal-worker> in the **SLE Weighting Charts** section. This chart shows the approximate percentage of weighting per General Area of Competency (GAC).

**Rationale:** ITA has implemented Standardized Level Exams as part of an assessment strategy to ensure consistent outcomes at each program level for apprentices throughout BC.

## General Information

**Scheduling Exams** Exams are to be requested by training providers via the usual ITA procedure. For more information, please see <https://www.itabc.ca/training-provider-resources>. Training providers are required to complete an ITA Exam Request Form six to eight weeks prior to the scheduled exam date. Training providers are encouraged to identify courses using the Session ID, to aid in confirmation of exam type. ITA will provide an invigilator for these exams.

## Calculating and Submitting Final Marks for Blended Exams

### Process

- ITA administers the exam, records the mark in Direct Access (DA), and reports it to the training provider.

- The training provider blends the in-school (80%) and SLE (20%) marks to produce a final mark for the level (or as indicated in the Assessment Guidelines).
- The training provider reports the final, blended mark to ITA and records it in DA.
- DA reports the final, blended mark to the apprentice as a single percentage score.
  - When the final mark is entered into DA, 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 blended mark is reported on the ITA transcript.

A blended mark of **70%** or greater is required to pass the level.

**For more  
information**

ITA Program Standards  
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**cc:**

ITA Staff