

Complete this form to request Exam Day accommodations (see appendix A) for SkilledTradesBC Exams while attending Technical training through training provider (Certification of Qualification (CofQ) Exams, Interprovincial Red Seal Exams, or Standard Level Exams) . Please submit a minimum of 30 days in advance of your requested exam date.

**Once you have submitted this form, SkilledTradesBC staff may be in contact with you to discuss a requested accommodation (see section 3 below) or schedule your exam. Preferred venue and Date are not guaranteed until confirmation email is received. Some accommodations may need to be scheduled at a different date or venue depending on capacity.**

**If you need help in completing this form, please contact SkilledTradesBC Customer Service by email at: [customerservice@skilledtradesbc.ca](mailto:customerservice@skilledtradesbc.ca) or by phone at: 778-328-8700 or toll free in B.C.: 1-866-660-6011**

## 1 EXAM CANDIDATE INFORMATION

SkilledTradesBC Individual ID #		Legal First Name		Legal Last Name	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Email Address	Mailing Address	Phone Number	Date of Birth (MM/DD/YYYY)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

On the day of the exam, you will need to present valid government photo identification such as a driver's license, Services Card or Passport. Applicants from outside Canada must provide valid issued government identification like a driver's license or passport.

## 2 EXAM DETAILS

Program (Trade) Name	Exam Type	Preferred Exam Date (or preferred date of arrival if writing at a Service BC location) (MM/DD/YYYY)
<input type="text"/>	<input type="checkbox"/> CofQ <input type="checkbox"/> Red Seal <input type="checkbox"/> Level _____	<input type="text"/>

Accommodated exams can be scheduled at select exam venues or your nearest Service BC location. For available locations, go to their website at: <http://servicebc.gov.bc.ca/locations>. Please note: exams scheduled at Service BC offices will be scheduled with a date of arrival rather than a pre-set exam time. Once the exam materials arrive at the requested Service BC location, individuals will have up to 45 days to book an appointment to write their exam. Further instructions will be included in your exam booking confirmation email.

Preferred Location

## 3 EXAM ACCOMMODATIONS (EXAM SUPPORTS)

Complete this section if you would like support in writing your exam (see SkilledTradesBC's Exam Accommodations Policy for more information: <https://www.skilledtradesbc.ca/policies-and-bylaws>)

If you would like to request an accommodation (exam support), please review Appendix A - List of Available Accommodations and indicate your preference in the field below. If you request an accommodation, you may be contacted by SkilledTradesBC to help identify supports needed.

Check this box if you would like to speak with someone regarding exam accommodations or study supports .

## 5 EXAM CANDIDATES SIGNATURE

Privacy Notice: Your personal information is collected, used, disclosed, and managed in accordance with B.C.'s Freedom of Information and Protection of Privacy Act. The information is used for the purposes of your participation in B.C.'s skilled trades training and apprenticeship system, and where applicable the Interprovincial Red Seal program, including: planning, delivering, researching and evaluating apprenticeship programs; assisting in the promotion of apprenticeship/certification programs; identifying persons for the purpose of financial awards; and, identifying persons for targeted correspondence (e.g., surveys, statistics, consultations) related to their trade(s) or their involvement in apprenticeship training. In addition, your personal information may be shared for the purposes as noted above with other Canadian jurisdictional apprenticeship bodies, your sponsor(s), educational institutions, training providers, regulatory authorities, and municipal, provincial, and federal governments where the information is required for them to fulfill their legal responsibilities or manage apprenticeship-related programs. If you have any questions about the management of your personal information, please contact us by email at [privacy@skilledtradesbc.ca](mailto:privacy@skilledtradesbc.ca) or by phone at 1-866-660-6011.

By signing this form, I certify that the information collected on this form is accurate and complete that I have read and understand the Privacy Notice and consent to the collection, use and disclosure of my personal information.

<input type="text"/>	<input type="text"/>
Exam Candidate's Signature	Date (MM/DD/YYYY)

## 6 TO BE COMPLETED BY TRAINING PROVIDER

Where possible, please submit this form alongside the Training Provider Request Form

Session ID #	Course End Date:
<input type="text"/>	<input type="text"/>

**1 APPENDIX A - LIST OF AVAILABLE EXAM ACCOMMODATIONS (EXAM SUPPORTS)**

The table below outlines accommodations available to support individuals writing their SkilledTradesBC exam.

Accommodation Option	Description
<b>Blue Paper</b>	The exam is printed on blue-coloured paper, which may have a calming effect or help with reading challenges.
<b>Increased font size</b>	The exam is printed in larger font, which may assist with reading comprehension or impaired vision.
<b>Straight edge</b>	The candidate is provided a straight edge, which may help with the reading of an exam or blocking of exam questions.
<b>Earplugs</b>	The candidate is provided earplugs, which may help block out noise and distractions during the exam
<b>Language dictionary</b>	The candidate is permitted to bring a language dictionary during the exam, that translates words from English to their language of choice. The dictionary may not provide definitions but only direct, word-to-word translations.  <b>NOTE:</b> The candidate must supply their own language dictionary for use.
<b>Sign language interpreter (SkilledTradesBC or Self-provided)</b>	The candidate may have a sign language interpreter attend the exam to sign the contents of the written exam.  <b>NOTE:</b> A candidate using a sign language interpreter is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support.
<b>Translator (Self-provided)</b>	The candidate may have a translator attend the exam and verbally translate the written exam into the candidate's chosen language. Translators are only permitted to provide oral word-for-word translations.  <b>NOTE:</b> A candidate using a translator is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support. Translators must be supplied by the candidate and the candidate must provide a completed Translator/Reader Declaration form with the application for review. The form can be found at <a href="https://skilledtradesbc.ca/exam-accommodations">https://skilledtradesbc.ca/exam-accommodations</a>
<b>Reader (SkilledTradesBC or Self-provided)</b>	The candidate may have a reader attend the exam and verbally read the exam to the candidate. Readers are only permitted to provide oral word-for-word translations.  <b>NOTE:</b> A candidate using a reader is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support. If the candidate is bringing their own reader, they must provide a completed Translator/Reader Declaration form with the application. The form can be found at <a href="https://skilledtradesbc.ca/exam-accommodations">https://skilledtradesbc.ca/exam-accommodations</a>
<b>Text-to-speech software (Digital Reader)</b>	The candidate is provided with an SkilledTradesBC device that contains a text-to-speech software program, which reads aloud the contents of the exam. The candidate can control exam sections which may be read aloud and the speed of the reading.  <b>NOTE:</b> A candidate using text-to-speech software is provided a one-hour time extension and a private room to complete their exam.
<b>Bilingual Exam (Red Seal Only)</b>	The Red Seal exam content is printed in French.
<b>Extra time to write an exam</b>	The candidate is provided with a one-hour time extension to complete their exam. A private room may be provided.
<b>Private sitting</b>	The candidate is provided with a private room away from other candidates during their exam.
<b>Other*</b>	If you need an accommodation that is not listed above, please indicate "Other" in section 3 of your Exam Application Form. SkilledTradesBC will contact you to discuss accommodation options that meet your specific needs.

*If you require any of the above accommodations for your next SkilledTradesBC exam, you may request them by completing section 3 of your Exam Application form.*