

Administration of Standard Level Exams Policy (EXTERNAL)

External Policy No. E.01.2025

Purpose

This policy outlines SkilledTradesBC's requirements for the administration of Standard Level Exams.

In Scope

This policy applies to all candidates writing Standard Level Exams.

Out of Scope

For clarity, this policy does not apply to final certification exams, including:

- Red Seal Exams, or
- Certificate of Qualification Exams.

Definitions

For the purposes of this policy,

- **“Level Challenger”** means an uncertified tradesperson who has some experience in their trade and has completed 1,800 work-based training hours (1+ year) for each level they wish to challenge, unless otherwise specified in the program profile.
- **“SkilledTradesBC Foundation Program”** means a program which teaches the basic knowledge and skills needed for entry into a trade. It's typically taught in both a classroom and in-school shop setting, without the need to find an employer sponsor to participate.
- **“Standard Level Exam”** means an exam developed by SkilledTradesBC to assess competence and particular levels in a trades training program.

Policy

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

1. EXAM ELIGIBILITY

- 1.1. All candidates must write a Standard Level Exam to receive credit for each level of a Trades Training Program, where required by their Program Profile.
- 1.2. Candidates may only write a Standard Level Exam, if they are:
 - a. Registered as an active apprentice and complete the technical training component of their program; or
 - b. Enrolled in a SkilledTradesBC Foundation Program and completed the foundation course; or
 - c. Qualified by SkilledTradesBC to challenge a Standard Level Exam.

2. EXAM REQUIREMENTS

- 2.1. Standard Level Exams must be invigilated by SkilledTradesBC, or its designate, and marked by SkilledTradesBC.
- 2.2. Candidates must follow all Standard Level Exam rules and instructions as defined by SkilledTradesBC or its designate, including but not limited to rules regarding required identification and allowable materials.
- 2.3. Candidates will have a maximum of three (3) hours to complete a Standard Level Exam unless an accommodation has been approved and provided for. For more information on exam accommodations, please see SkilledTradesBC's Exam Accommodations Policy.

3. RESULTS AND REWRITES

- 3.1. Where a Standard Level Exam is administered as a component of technical training or a SkilledTradesBC Foundation Program, the result achieved on the Standard Level Exam will be blended with the final technical training class result to calculate the candidate's overall technical training level result.
- 3.2. Candidates must achieve a result of 70 percent or greater in their overall blend to pass the level.
- 3.3. Candidates who do not achieve a result of 70 percent or greater in their overall blend for the level, and who pass the technical training component, may:
 - a. Rewrite the Standard Level Exam at the discretion of the training provider, or
 - b. Apply to challenge the level. For more information on level challenge exams, please see section 4 below.
- 3.4. Candidates may attempt the Standard Level Exam as many times as permitted by the training provider.
- 3.5. Candidates must wait a minimum of 30 days before writing their next exam attempt.
- 3.6. Subsequent exam attempts may be subject to a rewrite fee.

4. LEVEL CHALLENGE EXAMS

- 4.1. Where a Standard Level Exam is administered as a level challenge exam, a mark of 70 percent or greater must be achieved for level credit to be granted, unless an alternate standard is indicated in the relevant Program Profile.
- 4.2. If a Level Challenger is unsuccessful in their first exam attempt, they must wait a minimum of 30 days before writing their second attempt.
- 4.3. Level Challengers are provided with a maximum of two attempts to write the exam specific to the level approved.

For assistance, contact SkilledTradesBC Customer Service at:

Customer Service

T: 778-328-8700

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

customerservice@skilledtradesbc.ca

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