

Conduct at an Examination

- In these instructions:
 - **EXAMINATION** - means the examination for certificates prescribed under the Occupational Health and Safety Legislation, and
 - **PRESIDING EXAMINER** - means the person designated by OHS (Occupational Health & Safety) and the Director of Mines to preside at the examination.
- The date and time a candidate is scheduled to write an exam is clearly defined in the “Letter of Authority”. Exams are scheduled to be written either in the morning or the afternoon, i.e.
 - 9:00 AM to Noon, or
 - 1:00 PM to 4:00 PM
- An exam paper **must** be completed in one sitting.
- Presiding Examiners shall be present in an examination room **at least 15 minutes** prior to the time at which the sitting commences.
- Candidates should be present **at least 15 minutes** prior to the commencement of the examination.
- Before the commencement of a sitting, the Presiding Examiner **shall collect from each candidate his “Letter of Authority”** to appear for the examination, check the list of candidates to ensure his name appears, and check candidates picture identification (i.e. Drivers Licence) and no candidate shall be allowed to write the examination unless these requirements are met.
- The candidate, upon opening his exam package, should ensure they are writing the correct paper. Should there be a discrepancy the candidate is responsible for informing the presiding examiner of the mistake immediately.
- No candidate will be allowed to:
 - enter the examination room later than **45 minutes** after the time set for the commencement of the sitting, and no additional time will be granted to complete the exam, or
 - leave the room during a sitting until the expiration of **one hour** after the fixed time or the commencement of the paper which he is writing, except in the case of extreme necessity.
- A candidate who is obliged to leave the examination room through illness or other sufficient cause, who wishes to return to continue to work on the paper in progress, shall leave the exam papers with a Presiding Examiner.
- Before proceeding to his/her seat in the examination room a candidate shall lay aside any books, papers or appliances (including cell phones or other electronic devices), the use of which is not expressly allowed.

- Unless otherwise prohibited by the Presiding Examiner, a candidate **shall be allowed** to bring with him and use a drawing scale, a protractor, compass, pencils, pens and erasers.
- A basic electronic calculator will be provided for all candidates writing the exam. Calculators on **cell phones will not be permitted**.
- All stationery required for the purpose of the examination **will be provided**.
- All surplus stationery shall be collected by the Presiding Examiner at the completion of the examination.
- Before each examination, the necessary set of examination papers shall be forwarded to the Presiding Examiner; each set in a separate sealed envelope.
- When the candidates are in their respective positions at the commencement of an examination, the seals of the packages containing the examination papers shall be broken and the papers distributed in accordance with the timetable.
- If for any reason a paper is not given out at precisely the scheduled time, the candidates must be informed of the time at which the papers will be collected.
- Time consumed in distributing and collecting the papers **must not be** part of the allotted time for the paper.
- A candidate who arrives late **shall not be allowed an extension of the time** on that account.
- Presiding Examiners shall see that the room is clean of all possible aides to the candidates.
- **Silence** shall be observed in the examination room while the exam is in progress.
- Presiding Examiners shall:
 - take every precaution to see that no candidate receives improper assistance either from books, electronic devices, papers or other persons,
 - check all disorderly conduct in or about the room,
 - enforce all the rules for the conduct of the examination, and
 - report to OHS any irregularities which may occur or any shortcomings in the arrangements of the examinations.
- Answers can be written with either pen or pencil, however, it is recommended that the candidates use pencil for calculations to make corrections easier.
- Where desired, work for which results are obtained may be shown in immediate connection with an answer, but any work that a candidate does not wish the Examiner to notice shall be crossed out with pen or pencil.
- Examinations shall be conducted in strict accordance with these rules and the papers of any candidate who does not comply with these rules may be cancelled at the discretion of OHS.

- Should it appear to the presiding examiner that a candidate has obtained improper assistance; the candidate's paper **shall be cancelled**. The paper of any candidates giving assistance to another candidate **shall also be cancelled**.
- If a candidate asks a question as to any ambiguity in the paper, the Presiding Examiner shall:
 - instruct him to enter on his work any representation he may wish to make and give no other answers, and
 - forward a report to the OHS Director of Mines stating the candidate's name and general nature of the question.
- A candidate who wishes to make a complaint of any nature shall do so in **writing** to the OHS Director of Mines
- All correspondence in regards to mining certification should be addressed to:

Occupational Health and Safety – Mining Unit
J.G. O'Donoghue Building
Main Floor, 7000 – 113 Street
Edmonton, AB T6H 5T6
Attention: Administration for Mining Certificates

- Each candidate shall be furnished with a list of his marks, but not the marks of each individual question.
- A candidate, for any class of certification under the Occupational Health and Safety Regulation, must obtain **seventy percent (70%)** of the marks obtainable on each examination or as otherwise specified in the exam.
- For any examination which combines the legislation and practical component into one exam paper, candidates **must obtain seventy percent (70%) on EACH part of the exam** (Legislation and Practical).