

## Examination Protocols

Candidates must bring and wear a non-medical mask for sign in and sign out at the examinations. Mask wearing during the examination while sitting at your table is not mandatory. Please note that on the examination date, candidates will be required to answer COVID Pre-Assessment questionnaire.

It is SATCC's priority to retain the integrity and security of all trade examinations. SATCC examinations are "closed-book" examinations. No books or notes may be brought to the examination. SATCC employees may request client to display any items for inspection. Refusal will result in an immediate suspension of examination and review by the SATCC.

### Personal belongings:

- Calculators, erasers, pencils and work sheets are supplied.
- Purses and backpacks will **not** be accessible during the examination.
- Water bottles are permitted (clear plastic only no colour).

### Personal apparel:

- The following are not allowed during the examination:
  - Sunglasses
  - "Hoodies" and hooded sweaters
  - Hats, toques, ball caps \*
  - Coats \*\*
  - Watches\*\*\*

### Electronics:

- All electronic devices are prohibited from the examination area included but not limited to:
  - Cell phones
  - Headphones

The SATCC considers Academic Misconduct, including but not limited to cheating, to be a serious infraction of the integrity of the apprenticeship and certification of students. Failure to comply with SATCC academic misconduct policy may result in a failing grade, suspension of your apprenticeship contract and/or notification of the penalty imposed to your employer.

Please be aware that all written examination sittings are recorded in video and audio.

Questions or concerns should be directed to your local field consultant in advance of your examination sitting, or call 1-877-363-0536.

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\*Hats or head coverings must not be worn, except for religious or medical reasons.

\*\*Outerwear such as parkas, jackets or coats may be hung on a clothing rack or hook, which will be in plain view of the invigilators at all times.

\*\*\*If worn, candidates may be asked to remove any jewelry deemed to be a security risk to the examination.