



A P E G S

Association of Professional Engineers
& Geoscientists of Saskatchewan

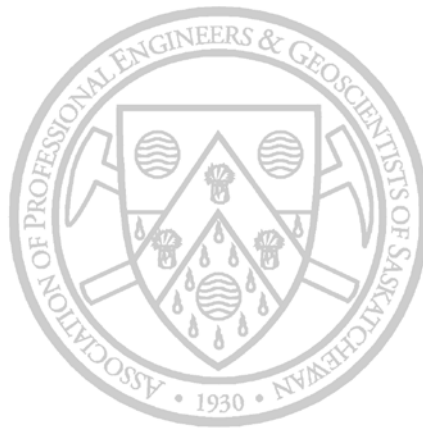
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Alternate Arrangements and Special Accommodations for Writing the Professional Practice Exam

Members' Guideline



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Alternate Arrangements and Special Accommodations for Writing the Professional Practice Exam Members' Guideline

Introduction

The Association of Professional Engineers & Geoscientists of Saskatchewan (APEGS) holds two formal sittings of the Professional Practice Exam (PPE) each calendar year. The PPE is offered in Regina and Saskatoon, Saskatchewan for each sitting.

APEGS recognizes that some candidates may not be able to attend the formal scheduled exam dates/locations to write the PPE. In such instances, candidates can request alternate arrangements for them to write the exam in the APEGS offices in Regina at a different time, or with an external proctor at a different location and/or time.

APEGS further recognizes that special accommodation should be given to candidates with permanent disabilities or temporary illness, injury or other limitations at the time of examination. These challenges can be reduced through special accommodations approved by the APEGS Professional Practice Exam Committee (PPEC) and the Examiner.

The goal is to facilitate testing in a more suitable location or circumstances for examinees to enhance the timeliness for licensing in Saskatchewan and to facilitate inter-association mobility.

Requests for alternate arrangements or special accommodations must be submitted at the time of application to write the PPE and must be supported by the applicant. The APEGS Council has responsibility for the consideration and approval of such requests, which may be delegated to the PPEC and/or the Examiner.

This Guideline outlines the principles and policies around which requests for alternate arrangements or special accommodations will be considered by APEGS.

Alternate Arrangements for Writing the PPE

Regularly scheduled PPEs are always held in Regina and Saskatoon and will be arranged for at other locations in Saskatchewan, other Canadian provinces or outside Canada, if warranted. Applicants should indicate their first choice of examination location and date on the application form (refer to the APEGS website (www.apegs.ca) under Apply / Professional Practice Exam for the current form) and, if the first choice is not Regina or Saskatoon on the prescribed dates, indicate an alternate location / date. Alternate locations / dates will be considered and approved on a case-by-case basis.

COST FOR ALTERNATE ARRANGEMENTS

APEGS may, at its discretion, arrange for the PPE to be held on an alternate date or at an alternate location anywhere in the world. In such cases, an alternate arrangements fee will be assessed¹.

APPLICATION

A written request to write the PPE on an alternate date or in an alternate location, including reasons, must be submitted to the APEGS office at the time of applying for the PPE (refer to the Alternate Arrangements Checklist on the APEGS website (www.apegs.ca), under Apply / Professional Practice Exam). All fees must be submitted at that time, including the alternate arrangement fee².

ALTERNATE DATE REQUEST

If the applicant is requesting to write the PPE on an alternate date, in Saskatchewan, it is preferred that the PPE be written in the APEGS offices in Regina where APEGS staff are available to proctor the exam. If the request is to write on an alternate date AND an alternate location, refer to the “Alternate Location Request” section below.

ALTERNATE LOCATION REQUEST

Applicants wishing to write the PPE at an alternate location that is not Saskatoon or Regina on the dates of the formal sitting of the exam, nor in the APEGS office, will be handled in one of the following ways:

- if the requested location is a city where there is another provincial/state engineering/geoscience regulator, APEGS will arrange for the exam to be written in their offices with an appropriate proctor; or
- if the requested location is a city/country without the above, the applicant will be required to apply for approval of a suitable location and proctor. Refer to the Alternate Arrangements Checklist on the APEGS website (www.apegs.ca), under Apply / Professional Practice Exam.

LOST EXAMS

If the PPE is written in a location (or on a date) other than the regular sittings of the PPE in Regina or Saskatoon, and the completed PPE is lost in transit by the courier, the candidate will be required to re-write using a special exam as soon as possible.

Special Accommodation for Writing the PPE

Candidates with identified disabilities or special needs can apply for special accommodations for writing the PPE. However, there may be restrictions on the use of such exam special accommodations, since it must not compromise the skills being tested in the examination.

¹ Refer to Administrative Bylaw, section 28(3).

² There may be circumstances where alternate arrangements for a different date may not incur an extra fee, such as Sabbath. In such a case, arrangements will be made to write the PPE in either Regina or Saskatoon. If the exam location is elsewhere, the extra fee will apply.

The special accommodations must not give the candidate an unfair advantage or disadvantage over other candidates. The special accommodations shall not reduce the validity and reliability of the assessment and must not compromise the integrity of the PPE.

COST FOR SPECIAL ACCOMMODATIONS

There is no cost associated with special accommodations, unless a special location is required to write the exam (i.e. not in the APEGS office or at one of the formal sittings of the PPE). In such cases, an alternate arrangements fee will be assessed³.

APPLICATION

At the time of applying for the PPE, candidates requesting consideration of special accommodations shall also submit a Request for Special Accommodations Application Form to APEGS (refer to the APEGS website (www.apegs.ca) under Apply / Professional Practice Exam) along with any requested supporting documentation. All requests for special accommodation provisions must be accompanied by supporting medical or professional documentation and appropriate evidence of need.

Applicants must request special accommodations for each examination administration cycle, even if none of the information has changed since the last request.

ACCEPTABLE CONDITIONS

The attending medical professional must outline what conditions are required for the candidate to write the PPE.

EVALUATION

APEGS will evaluate each request on a case-by-case basis. APEGS shall notify applicants with a request for special accommodations within four (4) weeks of the exact time and location of the exam. APEGS is not responsible for failure of mail delivery.

Alternate Arrangements and / or Special Accommodations Request Denial

Possible reasons for an alternate arrangement or special accommodation request to be denied include, but are not limited to, the following:

- lack of sufficient preparation time given to APEGS for the exam;
- refusal to pay any necessary fees or excessive tardiness in payment;
- frequent "last minute" appointment changes;
- lack of accommodations, facilities, personnel or equipment at the exam center; and
- violation of any of APEGS exam rules or misconduct.

³ Refer to Administrative Bylaw, section 28(3).

For More Information

If you have specific questions or concerns about the Professional Practice Exam please call (306-525-9547, toll free at 1-800-500-9547) or e-mail the APEGS office (apecs@apecs.ca).

All referenced forms are available for downloading from the Professional Practice Exam section of our website, www.apecs.ca, under Apply / Professional Practice Exam.