



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

**To:** Candidates Writing December 2019 National Technical Exams

**From:** APEGS

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**Date:** October 12, 2019

**Subject:** Information for the Guidance of Candidates

**1. December 2019 Timetable of Exams - is now posted on [www.apegs.ca](http://www.apegs.ca)**

Exams will be held simultaneously at all centres; the morning exams begin at 9:30 a.m. and the afternoon exams begin at 1:30 p.m. All exams are three-hour duration except BS-2, Probability and Statistics, which is a two-hour exam. Candidates are expected to arrive at the assembly area outside the exam room fifteen minutes before the starting time, to consult seating lists, etc. **Candidates who arrive late for the exam will be admitted up to one-half hour after the start, but no time extension will be allowed. No candidate may leave the exam room within the first half-hour of the exam period. Candidates are responsible for finding the location centre and arriving on time to write the exams, including during bad weather. Please note if required during the exam period only one washroom or personal break is allowed alert the proctor in charge and the break cannot be more than 2 – 5 minutes the proctor will indicate on the attendance sheet that you left the exam room briefly. Note, no cellular telephones, pagers, palm organizers etc. are permitted for the duration of the examination.**

**Please note candidates must show one piece of recent picture identification at the examination centre. (i.e., driver's licence, current passport, health card with picture, etc.)**

**2. Examiners' Advice to Candidates**

Applicants should write in ink (ballpoint) rather than pencil. A paper written in ink is much easier to read.

If a candidate believes that there is an error on the exam, typographical or otherwise, the candidate must state an assumption regarding the error and continue with the exam. **Put your comments directly to the attention of the examiner in your written answer book. Even if you believe the question(s) asked was outside the scope of the current syllabus not the suggested textbook(s). Or submit an email or fax immediately after writing the exam explaining any comments or concerns you may have had about the exam paper and your comments will be given to the examiner to mark accordingly.**

All applicants who are writing a Basic Studies exam should be aware that these exams

correspond to 2nd or 3rd year level engineering courses and should not infer that because they are termed "Basic" that they are simple.

**Carefully complete the outside cover of your exam book.** If more than one book is used, number each book by showing its number in the series; i.e., 1 of 3, 2 of 3, and so on.  
**Indicate the questions you want marked on the front-page cover. This will clearly display to the examiner the questions you want marked.**

**Read the paper through**, including its title page; make any notes that occur to you on the left-hand (rough work) page of the exam book. Identify your rough work by Question Number. Start with the question you can answer best, first reading it again with care to ensure that you understand it. Identify it by its number. The sequence in which you attempt questions is at your choice.

**Budget your time.** Answer, if possible, the total number of questions that are required to be attempted. Spare time should be devoted to a review

### **3. List of Aids Permitted – Enclosed**

**Format 1** - No calculator permitted. The exam may be Closed or Open Book.

**Format 2** - There are two calculator models permitted for this format: either a Casio or Sharp model. The exam may be Closed or Open Book. Note, any alpha letters that immediately follows the calculator model number is fine except for the letter 's' which means the calculator is programmable. If the letter's' is in combination with other alpha letters, then the calculator is acceptable i.e. 'ms'. (Please note that "none" in the list of aids represents no further instructions for this exam.)

**Format 3** - Any non-communicating calculator will be permitted. The exam will be an Open Book exam. Candidates will identify the calculator used on the inside left-hand sheet of the exam workbook; i.e., name and model designation. (Please note that "none" under aids and instructions represents that you may bring as many textbook(s) or notes etc. into the exam there is no restrictions with this format 3 exam.) Please note space allocated to candidates writing open book exams will be the same as closed book exams. Therefore, you will need to limit the number of textbooks brought into the exam room.

**Closed Book** - Only pens, pencils, and drawing instruments may be brought into the room. "If format 2 is selected, candidates are permitted to bring any approved Casio or Sharp calculator into the exam room."

**Open Book** - Any notes, textbooks, materials, etc. may be brought into the exam centre. (Where the examiner has specified only certain material, this is noted.)

**Closed Book with Specified Aids** - For some exams, a single, precisely identified aid is allowed. This is noted on the list under aids and instructions.

### **4. Results of Exams**

Exam results will be mailed **45 working days** after the last exam has been written (**February 17, 2020**). No results will be communicated by telephone, email, fax or in person.

If a candidate disagrees with an exam mark, they may request a re-read. There is a non-refundable fee of \$330.00 for every exam written for this service. There is no guarantee that a re-read will result to the favour of the candidate. The re-read mark will then be the final mark and the original mark can go up or down. Note: Failed papers are re-read by the examiner. A re-read request must be submitted within 30 days after receipt of results (not when results are received). The re-read grading will take eight weeks or longer. If you do request a re-read and do not receive a confirmation in writing from the Exam Centre within two weeks of submittal of payment you must contact the Exam Centre immediately to confirm receipt of re-read request.

Exam papers will not be returned to the candidate or seen by the candidate, nor are the answers available. The passing mark is 50.

**5. The Following Are Not Allowed**

**Use of notes on exams where none are permitted**

**Communicating with another candidate**

**Employment of another person to write an exam**

**6. Leaving an Exam Room without Writing**

A candidate who appears in the exam room and then decides not to write the exam, must place the signed exam book in the envelope provided, sign the outside of the envelope, and hand it to the invigilator/proctor. Any such candidate is given a mark of Zero for the exam and this will be considered a failure.

**7. No Show**

Candidates who apply to write technical exams and do not attend the sitting(s) will be marked **"No Show."** They will forfeit the exam fee, i.e., **no refund, credit or transfer to the next sitting.** A **"No Show"** is not considered a failure or an attempt.