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## INFORMATION FOR EXAMINATION CANDIDATES AND STUDENTS

If you have been assessed Examinations by the Board of Examiners (the Board), your examination assessment letter will advise you of the following:

- whether you have been enrolled as an Exam Candidate or Student
- which examinations you have to write
- what type of examination assessment it is (confirmatory or course-by-course)
- generally what must be done after successful completion of exams

The following information for Examination Candidates and Students will help you familiarize yourself with the remaining requirements of the examination program. Now that you have an examination assessment, you have three options:

1. **Write the Examination(s).**
  2. **Appeal the Examination Assessment – see page 7.**
  3. **Withdraw your Application – see page 8.**
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### 1. WRITE THE EXAMINATIONS

#### Introduction

You will receive a letter from APEGGA advising you if you are assessed examinations. You will be assessed either confirmatory or course by course exams.

**Confirmatory examinations** are assessed to confirm the quality of your undergraduate program and to test your understanding of material already taken. Equivalent courses are not allowed.

**Course by course examinations** are assessed to cover deficiencies in your academic background and you may be granted exemption from the APEGGA examinations by taking course equivalents from the University of Alberta or The University of Calgary. In addition, Athabasca University offers a limited number of acceptable course equivalents at the Preliminary Studies level.

### TYPES OF EXAMINATION ASSESSMENTS

#### CONFIRMATORY EXAMINATION ASSESSMENTS

**Important note: The Fundamentals of Engineering (FE) Exam is available to engineering examination candidates only.**

#### Fundamentals of Engineering Exam **\*\* Engineering Examination Candidates Only \*\***

APEGGA assigns a comprehensive technical exam that covers the material of a typical 4 year undergraduate engineering degree. The exam that APEGGA uses for this purpose is the Fundamentals of Engineering (FE) exam administered by the National Council of Examiners for Engineering and Surveying. The exam is 8 hours in length: a four hour morning session and a four hour afternoon session. The morning session consists of general questions that all candidates answer. The afternoon session is discipline specific where the candidate is allowed to pick the

discipline to complete (including a general category). The pass mark is 70%. The list of engineering disciplines available and study materials can be found at [www.ncees.org](http://www.ncees.org). Exam subjects can be found at [www.ncees.org/exams/fundamentals/fe\\_exam\\_specs.pdf](http://www.ncees.org/exams/fundamentals/fe_exam_specs.pdf). Additional study materials are available from a variety of publishers. An Internet search for "FE Exam" will provide a list of these sources.

The exam is offered twice per year, on a Saturday in April and October. To apply to write the Fundamentals of Engineering examination, please use the Application to Write FE/Technical Examinations form at <http://www.apegga.org/Applicants/Examinations/technical.html>

You will be notified in writing of your marks at the end of June and the end of December. **Marks will not be revealed over the telephone.**

Examination papers are not returned.

### **APEGGA TECHNICAL EXAMINATIONS**

#### **a. Two A and one B level examination assessments (2A+1B)**

You must write and pass all three examinations. If you write and pass one A level and one B level examination and receive grades of 70% or greater on both, the third examination will be waived. You can write the first two examinations one at a time or both together at the examination session(s) of your choice.

#### **b. Three A level and two B level Exam assessment (3A+2B)**

You must write and pass all 5 examinations. If you write and pass any 4 of the 5 examinations and receive grades of 70% or greater on all four, the fifth examination will be waived. You can write any number of examinations at the examination session(s) of your choice.

APEGGA Examinations are administered twice per year typically in the first week of May and the last week of October. To apply to write the APEGGA technical examinations, please refer to <http://www.apegga.org/Applicants/Examinations/technical.html> for the Application to Write FE/Technical Examinations form.

The APEGGA technical exams follow the various APEGGA syllabi. Each syllabus describes the required subjects and provides a description of the course content of each subject. The exams are 3 hours in length and may be open or closed book at the examiner's discretion.

You will be notified in writing of your marks by the end of June and December. Marks cannot be revealed over the telephone.

Examination papers are destroyed 30 days after receipt of notification of the marks.

### **COURSE BY COURSE EXAMINATION ASSESSMENTS**

If you are assessed examinations on a course by course basis you must either write the APEGGA technical exams or take equivalent University level courses. Lists of approved University course equivalents for each syllabus can be found on the APEGGA website at <http://www.apegga.org/Applicants/Examinations/syllabi.html>. Should you wish to take a course that is not listed as approved but that you feel may qualify as a course equivalent, you must submit a detailed course description to the APEGGA office at least two months in advance of the deadline to apply for the requested course equivalent.

If you are contemplating taking equivalent courses you should contact the appropriate academic institutions because course quotas may exist. If you advise them you need the course to fulfill an APEGGA requirement they are usually very accommodating.

APEGGA Examinations are administered twice per year typically in the first week of May and the last week of October. To apply to write the APEGGA technical examinations, please refer to <http://www.apegga.org/Applicants/Examinations/technical.html> for the Application to Write FE/Technical Examinations form.

The APEGGA technical exams follow the various APEGGA syllabi. Each syllabus describes the required subjects and provides a description of the course content of each subject. The exams are 3 hours in length and may be open or closed book at the examiners discretion.

You will be notified in writing of your marks by the end of June and December. Marks cannot be revealed over the telephone.

Examination papers are destroyed 30 days after receipt of notification of the marks.

If you were enrolled as a Student and you have reduced your original assessment to five or fewer exams, you will have the option of writing the Fundamentals of Engineering (FE) exam as an alternative to the remaining course-by-course exams.

## **EXAMINATION WRITING AND PERFORMANCE**

### **Passing Grades**

For the Fundamentals of Engineering Exam a mark of 70% is required to pass.

For APEGGA examinations, confirmatory or course by course, a mark of 50% or greater is required to pass.

For course equivalents, a clear pass is required. For the U of A and the U of C a passing grade of C (not C-) or above is required.

### **Time Limitations for Writing Exams**

You may choose the examination session at which you wish to write the examination(s). If you do not attempt to write any exams within a two year period (4 exam sessions) following notification of your examination assessment, your application will be withdrawn.

### **Failure to Appear**

All examination fees are non-refundable after the examination application deadline date. There will be no refund of the examination fees paid if you fail to appear for an examination. If you have applied for and paid for an examination(s) and wish to reschedule it before the application deadline your fees will be refunded or credited to your account. If you wish to reschedule an examination after the application deadline there will be no refund of any fees paid.

### **Examination Failures**

You will be allowed to write the FE exam as many times as you wish without penalty for failure.

For APEGGA confirmatory examinations, no additional exams will be assigned for a failed exam but you must clear the failed examinations as described below.

### **Two A + One B Assessments (2A+1B)**

If you were assigned a choice of two examinations from Group A + one from Group B and you fail 1 or 2 of them:

- You must clear a failed A level Examination by passing the same Group A examination.
- You must clear a failed B level examination by passing any Group B examination.
- You may choose to write the FE at a future scheduled date. Passing the FE examination will clear the failed exams and any outstanding examinations and will satisfy APEGGA requirements. No further confirmatory examinations will be required.

If you were assigned specific examinations, two from Group A + one from Group B and you fail 1 or 2 of them:

- You must clear any failed examination(s) by passing the originally failed examination(s).
- You may choose to write the FE at a future scheduled date. Passing the FE examination will clear the failed exams and any outstanding examinations and will satisfy APEGGA requirements. No further confirmatory examinations will be required.

If you fail all three examinations:

- You will not be allowed to attempt any APEGGA examinations for one year.
- You may choose to write the FE at a future scheduled date during that year. Passing the FE examination will clear the failed exams and will satisfy APEGGA requirements. No further confirmatory examinations will be required.
- After one year you can attempt APEGGA examinations and must pass all three originally failed examinations, or you can write the FE exam.

If you fail all three examinations a second time:

- You will not be allowed to write any APEGGA examinations for one year.
- You must successfully complete five 3rd or 4th year university courses in your engineering area before being eligible to write the APEGGA confirmatory exams again.
- You may choose to write the FE at a future scheduled date during that year. Passing the FE examination will clear the failed exams and will satisfy APEGGA requirements. No further confirmatory examinations will be required.
- After one year and after you have passed the five 3rd or 4th year university courses in your engineering area, you can attempt APEGGA examinations and must pass all three originally failed examinations, or you can write the FE exam.

### **Three A + Two B Assessments (3A+2B)**

If you were assigned a choice of three examinations from Group A + two from Group B and you fail 1 to 4 of them:

- You must clear a failed A level Examination by passing the same group A examination.
- You must clear a failed B level examination by passing any Group B examination.
- You may choose to write the FE at a future scheduled date. Passing the FE examination will clear the failed exams and any outstanding examinations and will satisfy APEGGA requirements. No further confirmatory examinations will be required.

If you were assigned specific confirmatory examinations three from Group A and two from Group B and you fail 1 to 4 of them:

- You must clear any failed examination(s) by passing the originally failed examination(s).
- You may choose to write the FE at a future scheduled date. Passing the FE examination will clear the failed exams and will satisfy APEGGA's requirements. No further confirmatory examinations will be required.

If you fail all five examinations:

- You will not be allowed to attempt any APEGGA exams for one year.
- You may choose to write the FE at a future scheduled date during that year. Passing the FE examination will clear the failed exams and will satisfy APEGGA's requirements. No further confirmatory examinations will be required.
- After one year you can attempt APEGGA examinations and must pass all five originally failed examinations, or you can write the FE exam.

If you fail all five examinations a second time:

- You will not be allowed to attempt any APEGGA exams for one year.
- You must successfully complete five 3rd or 4th year university courses in your engineering area before being eligible to write the confirmatory exams again.
- You may choose to write the FE at a future scheduled date during that year. Passing the FE examination will clear the failed exams and will satisfy APEGGA's requirements. No further confirmatory examinations will be required.
- After one year and after you have passed all five 3rd or 4th year university courses in your engineering area, you can write APEGGA examinations and must pass all five originally failed examinations, or you can write the FE exam.

### **Course by Course Assessment**

There are no penalties for a failure or limits on the number of times an examination assigned on a course by course basis can be attempted.

### **Textbooks**

The Fundamentals of Engineering Exam is supported by a Study Guide. More information on obtaining the study guide can be found at [www.ncees.org](http://www.ncees.org). Additional study materials are available from a variety of publishers. An Internet search for "FE Exam" will provide a list of these sources. APEGGA does not supply any study materials for the FE exam. Four weeks prior to the FE examination you will receive further information on the date, time, and location of your exam as well as an admittance slip. On the day of the examination you will need to present your admittance slip together with a piece of photo-identification.

For the APEGGA exams you will be notified of the current textbooks and exam information approximately 4 -5 weeks after you submit your application. Once we receive your application and payment for the APEGGA technical exams we will contact the appropriate Examiner and obtain the following information:

- Name of textbook(s) for the current examination;
- Whether the exam is Open or Closed Book;
- Type of calculator permitted (programmable vs. non-programmable);
- Other reference materials permitted, if any (charts, tables, formula sheets, etc.)

We will then send you a letter enclosing your receipt for payment and advising you of the above information. Please allow 4 – 5 weeks for a response. You are encouraged to apply early and

before the application deadline as this will allow us to forward the relevant information to you sooner.

Four weeks prior to the examination you will receive further information on the date, time, and location of your exam as well as an admittance slip. On the day of the examination you will need to present your admittance slip together with a piece of photo-identification.

Please be aware that examinations will change every session. If you fail or do not write an examination, the examination information (textbooks, calculators, Open or Closed Book) may be different than for the previous session.

### **Old Examinations and Previous Textbook Lists**

Old FE Exam papers are not available. Please refer to [www.ncees.org](http://www.ncees.org) for information on the content of the FE Exam.

Old APEGGA technical examination papers are available for purchase through the APEGGA office, Attn: Examinations Coordinator. Only one old examination paper is available for each subject and may be purchased for a nominal fee by using the Old Technical Examination Order Form available at [www.apegga.org/Applicants/pdf/Examinations/oldtech\\_examorderform.pdf](http://www.apegga.org/Applicants/pdf/Examinations/oldtech_examorderform.pdf).

The Board wishes to caution applicants against relying too heavily on the old examinations and previous textbooks as an indication of what to expect for the current examination. The sample examinations and previous textbooks list are intended to be a general guide only and do not necessarily reflect what the current exam and/or textbooks will be. The Board will not protect you against changes in format, textbooks, difficulty or emphasis.

### **Rereads**

There is no re-read or appeal of the Fundamentals of Engineering Exam.

For the APEGGA technical exams you are permitted to view your exam paper under supervision at either the Calgary or Edmonton APEGGA Offices (by special arrangement only). If you wish to view your exam(s), you must contact the Exams Coordinator to arrange a viewing. There is no fee for viewing exams.

If you feel your paper merits a higher mark you may apply for a reread within 30 days of notification of your grade. Reread requests must be made in writing and must provide specific details on each question that you feel deserves extra marks. The fee for a reread request is \$75.00, which is non-refundable.

## **2. APPEAL YOUR ASSESSMENT**

If you feel that the Board has overlooked something and you wish to question the assessment there is an appeal process available. You may request a reconsideration of the assessment as follows:

### **Reconsideration by the Executive Committee of the Board of Examiners**

1. A written request for reconsideration of a decision must be received by APEGGA within 30 days of receipt of the letter advising you of the Board's decision.
2. The "Application for Reconsideration/Reassessment" form must be completed and submitted to APEGGA with the written request for reconsideration. This form is available at <http://www.apegga.org/applicants/forms.html>

3. The applicant making the request must include the words:

"I recognize in making this request that the Board may make a different decision than the one previously given. I agree to be bound by the new decision given by the Board of Examiners upon reconsideration of my application."

3. The request must provide detailed reasons, appropriate supporting materials, and grounds for the reconsideration. The request must provide new or additional information (transcripts, work experience records etc.) or material that was not previously before the Board when it rendered the decision being appealed from and that might have resulted in the Board rendering a different decision had that information or material been available to it.
4. A non-refundable "Reconsideration" fee of \$150 (G.S.T. exempt) must accompany the appeal. If the request for reconsideration is received later than 30 days after receiving your letter advising you of the decision of the Executive Committee a non-refundable "Re-assessment" fee of \$225 will be charged.

If you wish to appeal the decision of the Executive Committee after a reconsideration of your assessment, you may request an appeal to the Full Board of Examiners:

### **Appeal to the Full Board of Examiners**

The Full Board meets twice a year.

1. A written request for an appeal must be received by APEGGA within 30 days of receipt of the letter advising you of the Board's decision.
2. The "Application for Reconsideration/Reassessment" form must be completed and submitted to APEGGA with the written request for reconsideration. This form is available at <http://www.apegga.org/applicants/forms.html>
3. The appeal letter submitted must also state:

"I recognize in making this request that the Full Board of Examiners may make a different decision than the one previously given. I agree to be bound by the new decision."

3. The request must provide detailed reasons, appropriate supporting materials, and grounds for the appeal. The request must provide new or additional information (transcripts, work experience records etc.) or material that was not previously before the Executive Committee when it rendered the decision being appealed from and that might have resulted in the Executive Committee rendering a different decision had that information or material been available to it.
4. A non-refundable "Appeal" fee of \$150 must accompany the appeal. If the request for an appeal is received later than 30 days after receiving your letter advising you of the decision of the Executive Committee a non-refundable "Re-assessment" fee of \$225 will be charged.

If the appeal to the Full Board of Examiners is unsuccessful there are no further appeals allowed.

\* Please note that nothing done by way of reconsideration or appeal under this policy removes from the applicant the statutory right of an appeal to the Appeal Board given by Section 31(4) of the

Engineering, Geological and Geophysical Professions Act in the event of a decision by the Board of Examiners to refuse an application. If the Board has required an applicant to pass one or more examinations and/or to obtain additional experience, it means the Board's decision has been to defer, not refuse, approval of the application until it is satisfied that the applicant has complied with the requirement.

### **3. WITHDRAW/REACTIVATE YOUR APPLICATION**

If you do not wish to pursue registration with APEGGA you may withdraw your application. Files that remain inactive for two years or more are withdrawn by APEGGA. Membership and/or exam fees paid are not refunded. APEGGA retains files for 7 years after which they are destroyed if they remain inactive.

Files that are withdrawn either voluntarily or by APEGGA may be reactivated at a later date but will be subject to review under whatever rules may be in place at that time and subject to the application fee that is in place at the time of re-activation.

For further information contact the Technical Exams Coordinator at 1-800-661-7020.

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