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| Insert  School Board  Logo | *Program Name Certificate Type Certificate Code* | | | |
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| **Practical Examination**  ***X*. *Title of Competency***  ***XXX-XXX***  **Version *X***  **Section 2** | | | |
|  | | | |
| Candidate’s Booklet | | | |
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| I_BIM_4C_150_an | | **VOCATIONAL TRAINING** |

**1. Instructions**

1.1 The time allotted for this examination is *XX* minutes/hours.

1.2 The use of class notes or other unauthorized material is/is not permitted.

1.3 Speaking or communicating with another candidate is not permitted.

1.4 Report any defective material or equipment to the person in charge.

1.5 Follow the procedure outlined in the exam. A box q, placed in the margin of the booklet, indicates that your work must be **verified by the examiner** or the task must be completed in the **presence of the examiner**. Candidates who fail to have their work verified may lose all the marks allotted to the element in question or completely fail the examination.

**2. Marking Information**

2.1 Marks are allotted as follows:

***Element of the Competency***

§ *Evaluation Criterion* *XX* marks

§ … *XX* marks

§ … *XX* marks

§ … *XX* marks

§ … *XX* marks

§ … *XX* marks

\_\_\_\_\_\_

Total: 100 marks

2.2 Place the exact statement of the Pass/Fail Condition as stated in the Program of Study, if one exists. Note that any breach of conduct will result in the immediate termination of the examination, and the candidate will not be allowed to continue and will have a “fail” entered in their file.

Any candidate who commits a serious breach of hygiene, asepsis, health and safety rules that could adversely affect the client will not be allowed to continue the examination and will have a “fail” entered in his/her file.

2.3 The Minimum Performance Standard is *XX* out of 100 marks (sections 1 and 2 combined).

2.3 The Minimum Performance Standard is *XX* out of *XX* marks for this section of the examination.

2.4 In the event of failure, you must redo a different version of the examination in its entirety.

2.4 Once you have completed both sections of the examination, the examiner will give you your results. If the combination of the marks in both sections brings you to fail, you must retake the section of the examination where you lost marks. The examiner will provide you with a different version of that section of the examination.

**3. Examination Description**

3.1 **Task**

Your task consists of ….

You will need to *…*

OR

You will need to:

**Step/Task 1:** *…*

**Step/Task 2:** *…*

**Step/Task *X*:** *…*

3.2 **Procedure**

§ The working files necessary for this examination will be provided electronically, by the examiner. Please make any required backups to this media as instructed by the examiner.

§ You must notify the examiner before printing.

§ Start the examination when the examiner gives the signal.

§ Please take note of the following scenario.

**Step/Task 1: *Title of Step/Task***

§ Read…

§ File…

§ Use…

§ Open…

q Have the examiner check your work.

**Step/Task 2: *Title of Step/Task***

q In the presence of the examiner,

§ Apply…

§ Insert…

§ Compose…

§ Save…

3.3 **After the Examination**

Return the *Candidate’s Booklet*, *Worksheets* and *Appendix* to the examiner.