



SPECIAL WRITTEN EXAMINATION CENTRE REQUEST FORM

Special Written Examination Centres (SWECS) provide an option for the candidate when, due to timing and location, the use of an Authorized Examination Centre (AEC) for a written examination is not practical or feasible. Acceptable examination facilities are **community colleges, schools or government organizations/facilities**. SWEC allowance is at the discretion of the Natural Resources Canada (NRCan) Non-Destructive Testing Certification Body (NDTCB) based on the proximity to and the availability of AECs.

In order to register to complete written examinations at an SWEC, candidates must:

1. Follow the application process and gain approval for the examination(s);
2. Have a valid written **Examination Admittance and Registration Form** issued by the NRCan NDTCB;
3. Arrange an examination date in advance with an acceptable examination centre;
4. Submit this form to the NDTCB, completed and signed, at **least two weeks*** in advance of the examination date.

Please note: We require at least 2 weeks (following the receipt of this request at our office) to process and ship the examination(s). Other processing or administrative delays may occur, so it is advised that the request be submitted as early as possible, and that any scheduling or travel arrangements be made after receiving confirmation of an accepted request.

Providing that the request is sent on time and the examination centre meets NRCan NDTCB criteria for a written examination facility, the appropriate examination(s) will be shipped directly to the facility before the examination date.

This section is to be completed by the applicant:

Date of birth: YYYY_____ MM_____ DD_____ Registration #: _____ Examination(s)
Method and Level: _____

Applicant's Name: _____ / _____
Surname (Last Name) Given Names

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

This section is to be completed by the examination centre invigilator. The address and contact information provided must be that of the actual examination centre. Personal addresses and personal contact information recorded in this section are not acceptable:

Proposed Examination Date: YYYY_____ MM_____ DD_____

Name of Examination Centre: _____
(Please specify department)

Invigilator Name: _____ Telephone: _____

Work Email: _____

Examination Centre Address: _____

City: _____ Province: _____ Postal Code: _____

Mailing/Shipping Address: _____
(if different from above)

Other Shipping Details: _____
(e.g. building, room #, receiving information, etc.)

Please note: NRCan NDTCB may contact the examination centre to verify the information above. It is highly recommended that each SWEC retains a copy of this request form for their records.



Additional Candidate/Invigilator Information about Writing Examinations at SWECS

Both the candidate/applicant and invigilator must read and agree to the following information and conditions about NRCan Non-Destructive Testing (NDT) and X-Ray Fluorescent (XRF) analyzer operator written examinations that are conducted at SWECS. Both the candidate/applicant and invigilator (and/or test centre contact) must sign and date the attestations on the bottom of this page in order for the request to be considered.

What you need to know:

NDT and XRF examinations that are attempted at **Special Written Examination Centres** are subject to the same rules, regulations, and processes as they would be at an Authorized Examination Centre.

The following conditions will apply:

- The candidate must provide a valid examination admittance and registration form issued by the NDTCB in order to gain access to the examination.
- The candidate must provide a valid piece of government issued photo ID in order to gain access to the examination.
- The examination must be completed on site and in a controlled area at the examination centre indicated on this form.
- The candidate must use the provided answer page for responding to the questions. Answers/responses written directly onto the examination question pages will not be accepted.
- All examinations are closed-book exams. There will be no access to books, notes or memory aids. It is the candidate's responsibility to ensure that no such material is within the candidate's examination area.
- There will be no access to phones, communication devices, cameras, recording or playback devices until the examination is complete or until the candidate leaves the examination centre for the day.
- The candidate is not allowed to take paperwork/exam booklets out of the examination area.
- The candidate must not have a potential bias or conflict of interest (e.g. family, friends, supervisor/ employer/employee relationships, financial associates etc.) with the staff/invigilators at the SWECS that will affect the examination process. Independent third-party invigilation is required.
- The invigilator must be a current staff member/formal representative acting in an official capacity at the examination centre that is indicated on this form.

Any candidate who does not abide by the examination rules, or who perpetrates or is an accessory to fraudulent conduct, shall be excluded from further NDTCB examinations for the period of one year. Any certified individual who perpetrates or is an accessory to fraudulent conduct will have all their certifications suspended for a period of one year. The employer(s), union(s) and appropriate regulatory authorities will be notified of the violation(s).

The NRCan NDTCB makes all reasonable efforts to ensure that SWECS requests are completed as per service standard targets. Despite these efforts, the occurrence of errors, omissions and delays cannot be completely ruled out and NRCan is not responsible for any direct or indirect costs, expenses or delays which may arise. The NRCan NDTCB is committed to protecting your privacy whether you are an existing client or a new applicant. All personal information created, held, or collected by the Government of Canada is protected under the federal Privacy Act. Our office will ensure that collected personal information and any communications between the NDTCB and their clients or applicants are considered confidential, protected, and are for the exclusive use of the intended recipient to fulfill certification program requirements. Personal information is collected as stated in NRCan's Info Source (PAA 3.1.2 – Materials and Certification for Safety and Security - Bank Number: NRCan PPU 015), and the certified personnel's name, city and province of residence and certification status are made publicly available in support of section 9.3 of the CAN/CGSB-48.9712-2014 national standard as a mechanism of effective certification status verification.

I attest that I have read and agreed to the above conditions and that the statements made by me in this application are true and complete. I understand that any misrepresentation of the information provided on this form may result in the voiding of examination results and/or NRCan NDTCB Code of Conduct violations:

Applicant's Name: _____

Applicant's Signature: _____

Date: YYYY _____ MM _____ DD _____

I attest that I have read and agreed to the above conditions and that the statements made by me in this application are true and complete:

Invigilator's Name: _____

Invigilator's Signature: _____

Date: YYYY _____ MM _____ DD _____