

**THE ASSOCIATION OF PROFESSIONAL ENGINEERS
AND GEOSCIENTISTS OF BC**

ACADEMIC EXAMINATION REGULATIONS

Association examinations are held twice each year, normally during the month of May and December. Most examinations are three-hour examinations with a minimum passing grade of 50%. Examiners are selected from members of the academic community who have special qualifications and expertise in their subjects.

Examination syllabi and recommended textbook lists will be revised from time to time. Candidates are asked to report to the Registration Department any texts that are out-of-print or for which there are newer editions than those listed. Please note that the most recent edition of texts will be the texts used to set the examinations. When possible, examination papers from previous years are also available to candidates as a study aid upon request. Please note that answers to the past papers are not available.

Candidates will only be accepted as being academically qualified when all of the examination assignments have been passed.

(A) TWO TYPES OF ASSOCIATION EXAMINATIONS

(i) Confirmatory Examinations/Fundamentals of Engineering Examination

1. The National Council of Examiners for Engineering and Surveying (U.S.) Fundamentals of Engineering (FE) Examination may be completed in lieu of Confirmatory Examinations by candidates who have graduated from a university undergraduate program in engineering with the exception of CS-1 – Engineering Economics, if assigned. Candidates must inform APEGBC of the time and location that they will attempt the FE Examination prior to attempting it and must also consent to APEGBC obtaining the results of the examination.

1. Failed Examinations

If a candidate fails a Confirmatory Examination, he or she must clear the failure by successfully re-writing the examination at a subsequent sitting. Any failed Confirmatory Examinations will be deemed cleared if the candidate successfully completes the FE Examination at any point, provided they remain eligible for the Confirmatory Examination route and the failed examination was not CS-1 – Engineering Economics.

The candidate may attempt any other assigned Confirmatory Examinations before attempting a failed Confirmatory Examination for a second time. The Registration Committee may waive the requirement to complete a failed examination if it deems the candidate's overall performance on his or her examinations to be adequate to show academic qualification. If a candidate fails the same Confirmatory Examination or the FE Examination

three times they will no longer be eligible for the Confirmatory Examination route. This is the case unless good and sufficient reason is presented to allow an exception.

3. University examinations and courses will not, under any circumstances, be allowed to substitute for confirmatory or special examinations with the exception of CS-1 – Engineering Economics.
2. If a candidate fails to complete an examination within 7 years of having it assigned they must reapply so that updated examinations can be assigned. Credit will be given for any examinations that were completed prior to the 7 year time limit.

The Fundamentals of Engineering Examination is provided by the National Council of Examiners for Engineering and Surveying. Application, schedule and venue information may be found at <http://www.ncees.org>.

Please note that APEGBC can be selected as a regulator for the purposes of taking the FE Exam.

(ii) Non-Confirmatory Examinations

1. Engineering candidates may attempt Basic Studies and/or Complementary Studies examinations simultaneously. Discipline specific examinations may not be attempted before all assigned Basic Studies examinations have been passed. However, the applicant may attempt discipline specific examinations if only one Basic Studies examination remains to be passed and is being written. Examination assignments must be commenced within three years of initial assignment.
2. Geoscience candidates must pass all Common-to-all-Geoscientists (GeoCom) examinations before attempting Specific examinations.
3. Upon prior approval from the Association, university examinations may be assigned in lieu of Association examinations. This allows the candidate to take a pre-approved university course(s) instead of writing the corresponding Association examination. There may be a few Association subjects for which no acceptable university equivalent is available and some Association examinations may require more than one university course to cover the same material. Candidates should obtain prior approval from the Association if they wish to take equivalent courses from universities in lieu of the examination assignment.
4. A candidate may not attempt the same examination more than three times unless good and sufficient reason is presented to allow an exception.

5. If a candidate fails to complete an examination within 7 years of having it assigned they must reapply so that updated examinations can be assigned. Credit will be given for any examinations that were completed prior to the 7 year time limit.

The following regulations apply to both Confirmatory and Non-Confirmatory Examinations.

(B) APPLICATIONS

Examination sessions for Association examinations are scheduled during the month of May and December. Candidates intending to sit for any examination sessions must apply by submitting the Academic Examination Application Form and fee at least three months before the examinations commence. No examination applications will be acknowledged after the examination application deadline. Candidates will be advised about the timetable and venues approximately three weeks before the examination date.

(C) EXAMINATION VENUES – ASSOCIATION EXAMINATIONS

Association examination venues are normally as follows:

Lower Mainland: BCIT Downtown Campus, 555 Seymour St., Vancouver BC

Victoria: University of Victoria, Engineering Office Wing, Victoria, BC

Other: As arranged

Where possible, arrangements will be made for an applicant to write the examination in locations other than in Lower Mainland or Victoria, provided that a suitable invigilator (proctor), either a professional engineer or professional geoscientist registered in North America is identified by the applicant. Candidates will be responsible for all expenses incurred (e.g. courier, room booking, invigilation fees, etc.) if examinations are written outside Canada.

(D) EXAMINATION FORMAT

1. Most Association examinations are three hours per session. Certain examinations will be “open book” while others will be “closed book”. Candidates will be advised of examination formats as soon as possible. If no advice is received that an examination is “open book”, candidates are to assume that it is “closed book”.

2. For an “open book” examination, a candidate may bring in any notes, texts or aids desired unless specifically disallowed by the examiner. Graph paper will be provided if needed.
3. For a “closed book” examination, no aids may be brought into the test centre except writing instruments and other materials specified in advance by the examiner.
4. Some examinations may allow specific brands of calculators as an additional aid. Candidates will be advised of the pre-approved calculator lists as soon as possible. Calculators not on the “pre-approved” list which are brought into the test centre will not be permitted and the candidate will take full responsibility for attempting the examination without a calculator.

(E) MARKING, RESULTS AND RE-READS

1. The passing mark for each examination is 50%. Candidates who do not attempt examinations arranged for them will receive a zero score for those examinations.
2. Examination results will be available approximately 8 weeks after the examination and candidates will be notified by mail only. Examination results will not be communicated by telephone, email or fax.
3. Examination papers or copies thereof will not be returned to the candidates, nor are correct answers to the questions available. However, candidates are permitted to view their papers under supervision in the Association office by special arrangement only.
4. Should a candidate be convinced that a paper merits a higher mark than was given, he or she may apply for a re-read. See the fee schedule at <http://www.apeg.bc.ca/reg/fees.html> for cost of this service, regardless of whether the mark is changed to a higher mark. Note that all papers graded between 45% and 49% have already been re-read once by the examiner. A candidate must apply within 30 days for a re-read. The fee is non-refundable and the re-read mark is the final mark.

(F) EXAMINATION FEE, CANCELLATIONS AND ‘NO-SHOWS’

The examination fee is subject to change without notice and is non-refundable.

A change fee will be charged for each change made by the applicant after the examination application deadline, if they wish to write at a session other than the one originally applied for. A change will not be confirmed until the change fee has been received at the Association office. Each deferral of writing will incur an additional change fee. Changes may be made and confirmed with payment up to three days after the examination date, following which the entire examination fee

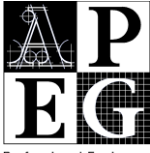
will be forfeited by the applicant. See the fee schedule at <http://www.apeg.bc.ca/reg/fees.html>

(G) CONDITIONS

1. A candidate found using notes or other aids in an examination where none are permitted may expect to be barred from sitting further examinations.
2. When a candidate fails to appear for an examination, forfeiture of the fee is automatic.
3. It is imperative that candidates advise the Association office of any change of address.

(H) “LOOKING-TO-EXEMPT” CANDIDATES

Candidates eligible for consideration under the “Looking-to-Exempt” policy (those with more than five years of experience after receipt of an engineering/geoscience/applied science degree) may choose to write Association examinations. These candidates should be cautioned that a failure in an Association examination will result in the candidate becoming ineligible for consideration under this policy.



IMPORTANT NOTICE TO EXAMINATION CANDIDATES

CALCULATOR POLICY FOR ACADEMIC EXAMINATIONS

Please note that the examination format chosen by the Association's examiners for each examination will govern the use of calculators during examination sittings.

Exam Format 1:

No calculators permitted. The exam may be **closed** or **open** book format.

Exam Format 2:

One of two calculators is permitted. You may use either a **CASIO** FX-991, FX-250, FX 100S, FX-55, FX-260, FX-280, FX-300, FX-300MS, FX-115, FX - 4500 P, FX-991ES, FX-850 P or **SHARP**: EL-540, EL-540G, EL-531L, EL-546W, EL-546 WB-BK, EL-509LH, EL 520, EL-520L, EL 520W, EL-506L, EL-546G, ELW516B, ELW535B or EL-546L.

The exam may be **closed** or **open** book format. Note any alpha letter that follows the calculator model number is acceptable **with exception** to the letter **s**, which means the calculator is programmable.

Exam Format 3:

Any non-communicating calculator will be permitted. The exam will be an **open** or **closed** book format. (Candidates will identify the calculator used on the inside left-hand sheet of the exam work book, i.e. name and model designation.)

Please note that the calculator requirements associated with each examination will be sent to you with the Examination Timetable.

Candidates unfamiliar with a CASIO or a SHARP calculator may wish to purchase one of them in advance in the event Format 2 is selected by the Association's examiner. There will be no exception to the restriction requiring the use of one of these calculators where Format 2 is selected.