

Mining Certificate Exam—Candidates

General guidelines

- You will receive a Letter of Authority with your exam time.
- The exam will be either **in the morning** from 9:00am to 12:00pm *or* **in the afternoon** from 1:00pm to 4:00pm.
- You must finish the exam in one sitting.
- You may not enter the exam room after the first 45 minutes. If you are late, you will not receive extra time to complete the exam.
- You may not leave until one hour has passed from the time the exam started.
- If you are ill or have another valid reason to leave, you must leave your exam paper with the Examiner if you intend to return.

You must bring the following to the exam:

- Your Letter of Authority
- One piece of picture ID
- Your own drawing scale, protractor, compass, pencils, pens, and erasers

Before the exam

- Arrive at least 15 minutes before the start time.
- Set aside books, papers, cell phones, or other electronic devices before going to your seat.
- You will have a calculator and stationery provided to you.

During the exam

- After opening the package, make sure you have the proper paper. Let the Examiner know immediately if there was a mistake.
- There is no talking during the exam.
- You may use pen or pencil. We recommend pencils to make corrections easier.
- You can show your calculations, but if you don't want the Examiner to see it, cross it out or erase it.

If you don't follow these rules, the Board can cancel your exam results.

After the exam

- We will send you a list of your marks but will not include marks for each question.
- You need 70% to pass.
- Surface Mine Blaster examinees need 70% on **both** the legislation and practical components.
- If you have a complaint, or wish to appeal a decision, write to:

Attn: Administration for Mining Certificates
The Board of Examiners for Mining
Alberta Occupational Health and Safety
10th Floor, South Tower, Seventh Street Plaza
10030 107 St
Edmonton, AB T5J 3E4

You must send your appeal **within 30 days** of the date the Board issued the decision.

Mining Certificate Exam—Examiners

Before the exam

- You will be forwarded the sets of exam papers, each in its own sealed envelope.
- Be in the exam room at least 15 minutes before the exam starts.
- Make sure the room is clear of all possible aides to the candidates.
- Collect each candidate's Letter of Authority
- Check the letter against the candidate's name on the list and compare to their picture ID. A candidate who does not have a Letter of Authority and picture ID may not sit the exam.

During the exam

Timing

- When all candidates are in their seats, break the seal on the exam paper sets and distribute them accordingly.
- If there is a delay for any reason, let the candidates know the new official exam end time.
- Do not include the time to distribute and collect exams toward the exam writing time.
- Late candidates do not receive extra time.

Questions

- If a candidate is uncertain about a question in the paper:
 - tell them to explain their uncertainty with their answer on their work, and do not give other answers
 - forward a report to the Board with the candidate's name and the nature of the question

Enforcing conduct

Make sure:

- no candidate gets help from books, electronic devices, papers, or other people
- you check disorderly conduct in or around the room
- you enforce all conduct rules
- you report any irregularities or arrangement shortcomings to the Board
- if it appears a candidate received or gave improper help, cancel the paper or papers.

After the exam

No info????

Collect

Compile

Submit to, by...

Report...