

## PROCEDURE FOR EXAM REWRITES

The following outlines the policy for exam rewrites for both of the Ministry of the Environment's Entry-Level Drinking Water Operator and Safeguarding Drinking Water Quality courses.

Entry-Level Drinking Water Operator Course. <i>The pass mark for all exams is 70%.</i>					
	Fee	Invigilated by	Coordinated by	Waiting Period	Review Process If unsuccessful
<b>Self-Study Exam</b>					
<b>First Exam Attempt</b>	Included as part of initial course fee	Appointed proctor	OCWA	N/A	OCWA will review (by phone) areas where the examinee did poorly
<b>Second Exam Attempt</b>	Included as part of initial course fee	Appointed proctor	OCWA	None	OCWA will review (by phone) areas where the examinee did poorly
<b>Third Exam Attempt</b>	\$75.00; paid to RC prior to exam	Appointed proctor	OCWA, RC	None	OCWA will review (by phone) areas where the examinee did poorly
<b>Subsequent Exam Attempts</b>	\$75.00 each exam; paid to RC prior to exam	Appointed proctor	OCWA, RC	(3) months or (90) days for <b>each</b> subsequent exam rewrite	OCWA will review (by phone) areas where the examinee did poorly

<b>Entry-Level Drinking Water Operator Course, cont'd</b>					
	<b>Fee</b>	<b>Invigilated by</b>	<b>Coordinated by</b>	<b>Waiting Period</b>	<b>Review Process If unsuccessful</b>
<b>Classroom Exam</b>					
<b>First Exam Attempt</b>	Included as part of initial course fee	In classroom course	OCWA	N/A	WCWC will notify examinee of failure (by mail) and refer to OCWA. OCWA will review (by phone) areas where the examinee did poorly.
<b>Second Exam Attempt</b>	\$75.00; paid to RC prior to exam	Set up by RC	OCWA, RC	None	OCWA will review (by phone) areas where the examinee did poorly
<b>Third Exam Attempt</b>	\$75.00	Set up by RC	OCWA, RC	None	OCWA will review (by phone) areas where the examinee did poorly.
<b>Subsequent Exam Attempts</b>	Applicable charges for the classroom portion	Must retake the classroom portion of the course	RC (Exam attempt process starts over)	None	OCWA will review (by phone) areas where the examinee did poorly.

**Safeguarding Drinking Water Quality. The pass mark for all exams is 70%.**

<b>Classroom Exam</b>					
	<b>Fee</b>	<b>Invigilated by</b>	<b>Coordinated by</b>	<b>Waiting Period</b>	<b>Review Process if unsuccessful</b>
<b>First Exam Attempt</b>	Included as part of initial course fee	In classroom course	OCWA	N/A	WCWC will notify examinee of failure (by mail) and refer to OCWA. OCWA will review (by phone) areas where the examinee did poorly
<b>Second Exam Attempt</b>	\$75.00; paid to RC prior to exam	Set up by RC	OCWA; RC	None	OCWA will review (by phone) areas where the examinee did poorly
<b>Third Exam Attempt</b>	\$75.00; paid to RC prior to exam	Set up by RC	OCWA; RC	None	OCWA will review (by phone) areas where the examinee did poorly
<b>Subsequent Exam Attempts</b>	Applicable charges for the course	Must retake the course and pay the applicable fee	RC (Exam attempt process starts over)	None	OCWA will review (by phone) areas where the examinee did poorly
<b>Correspondence Exam (Hand-in Questions)</b>					
<b>First Exam Attempt</b>	Included as part of initial course fee	N/A	OCWA	N/A	OCWA will review (by phone) areas where the examinee did poorly
<b>Second Exam Attempt</b>	Included as part of initial course fee	N/A	OCWA	N/A	OCWA will review (by phone) areas where the examinee did poorly
<b>Subsequent Attempts</b>	Applicable course fee	Must take the in-class training course	RC (Exam attempt process starts over)	None	