

Exam Request Form

This form is to be completed by candidates wishing to write a CWB Group examination through the use of a third party invigilator. This form is not required if your examination will be written in a CWB Group office. Complete and submit a separate form for each exam date. See Pages 3 and 4 for the examination rules.

Part 1

Exam Candidate Information *(please print legibly)*

Candidate's Name: _____

Student or Welding Inspector Registration No. (if applicable): _____

Mailing Address: _____ Phone Number: (____) _____

City: _____ Prov/State: _____ Postal/Zip Code: _____

Email address: _____

I have confirmed the following examination date with the invigilator/examination centre: _____

Part 2

Invigilator Information

Provide the name of the examination centre and the name of the invigilator at the examination centre.

Name of Examination Centre: _____

Address: _____

City: _____ Prov/State: _____ Postal/Zip Code: _____

Invigilator's Name: _____ Title: _____

Invigilator's Email address: _____ Phone Number: _____

Fax Number: _____

As the invigilator, I confirm that I am not:

- a personal friend;
- a neighbor;
- a co-worker or my supervisor;
- a family member or relative;
- an individual who resides at my place of residency;
- instructor/trainer of information similar to that on the exam.

Invigilator Signature: _____ Date: _____

Exam Candidate Signature: _____ Date: _____

By signing this form, I agree to comply with the CWB Group's examination rules

Fees in effect for use with third party invigilator:

Module Exam – first two attempts free. Third and beyond: \$38 each
 Supervisor Exam with certified company – first attempt: \$50 each. Second and beyond: \$104 each
 Supervisor Exam not associated with certified company: \$104 each
 Engineer Exam with certified company – first attempt: \$50 each. Second and beyond: \$150 each
 Engineer Exam not associated with certified company: \$150 each
 Welding Inspector Exams: \$185.00 each

All fees listed are for exams completed within Canada. US/International, please add on \$50. Applicable taxes will also apply.

 For a complete listing of approved Exam Invigilation Centers, please visit: www.cwbgroup.org/education/examination-centres

For CWB Use Only	Accepted By: _____	Date Exams Sent: _____
------------------	--------------------	------------------------

Before submitting the Examination Request Form, contact the examination centre where you wish to write to reserve a date and time. Submit the Examination Request Form a minimum of 30 days prior to the examination date for exams being written at a CWB approved examination centre within Canada and the United States and 60 days outside of Canada and the United States.

Indicate below the examinations that will be written on the above date

Exam Language: English French

Module Exams		Welding Supervisor Examinations – Steel (W47.1)	
Module 1 – Welding Health & Safety		CSA Standard W47.1	
Module 2 – Engineering Drawings, Basic Joints and Preparation for Welding		CSA Standards W59	
Module 3 – Symbols for Welding		Weld Faults - Steel	
Module 4 – Welding Processes & Equipment		Quality Control & Inspection Methods - Steel	
Module 5 – Power Sources for Welding		Welding Symbols	
Module 6 – Electrodes and Consumables			
Module 7 – Residual Stress and Distortion		Welding Supervisor Examinations – Aluminum (W47.2)	
Module 8 – Basic Metallurgy and Material Specification		CSA Standard W47.2	
Module 9 – Introduction to Welding Metallurgy		CSA Standard W59.2	
Module 10 – Weld Faults and Causes		Weld Faults - Aluminum	
Module 11 – Basic Inspection Technology		Quality Control & Inspection Methods - Aluminum	
Module 12 – Mechanical Testing of Welds		Welding Symbols	
Module 13 – Codes and Standards			
Module 14 – Basic Concepts of Quality		Welding Supervisor Examinations – Reinforcing bar (W186)	
Module 15 – Functions of the Inspector		CSA Standard W186	
Module 16 – Techniques of Visual Inspection		Weld Faults - Steel	
Module 17 – Surface Inspection		Quality Control & Inspection Methods - Steel	
Module 18 – Radiographic Inspection		Welding Symbols	
Module 19 – Ultrasonic Inspection			
Module 20 – Structure and Properties of Metals		Welding Engineer Examinations – Steel (W47.1)	
Module 21 – Welding Metallurgy of Steels		CSA Standard W47.1	
Module 22 – Welding Metallurgy of Stainless Steels		CSA Standard W59	
Module 23 – Welding Metallurgy of Non-ferrous Metals and Cast Iron			
Module 24 – Basic Metallurgy and Welding Metallurgy of Aluminum		Welding Engineer Examinations – Aluminum (W47.2)	
Module 25 – Metal Preparation and Welding Processes for Aluminum Alloys		CSA Standard W47.2	
Module 26 – Alternative Joining Methods for Aluminum		CSA Standard W59.2	
Module 27 – Quality Issues in Aluminum Welding			
Module 28 – Designing with Aluminum (Corrosion, Strength and Fatigue)		Welding Engineer Examinations – Reinforcing bar (W186)	
Module 29 – Design of Welded Aluminum Connections		CSA Standard W186	
Module 30 – General Design Considerations for Welding			
Module 31 – Flexible Connections		Welding Inspector Examinations – Level _____	
Module 32 – Moment Connections		Closed book	
Module 33 – Welded Trusswork		Report Writing	
Module 34 – Miscellaneous Structural Welding Design		CSA W178.1 (Welding Inspection Supervisors only)	
Module 35 – Fracture Fundamentals		CSA W178.2	
Module 36 – Fracture Applications		Code (Specify) _____	
Module 37 – Fatigue Fundamentals			
Module 38 – Fatigue Applications			
Module 39 – Weld Mechanics			
Module 54 – Acorn Level 1 Mid-Term Exam			
Module 55 – Acorn Level 1 Final Exam			

Return this sheet to the CWB Group prior to writing the examination.

By email: (info@cwbgroup.org)

Fax: 905-542-1318

By mail to:

- CWB Group, 8260 Parkhill Drive, Milton, ON L9T 5V7
- Western Canada – CWB Group, 206 – 19 Avenue, Nisku Industrial Park, Nisku, AB T9E 0W8
- Québec - CWB Group , 4321 Autoroute des Laurentides, Laval, QC, H7L 5W5

Part 3 - Rules for Writing CWB Group Examinations

Retain this Sheet for your Reference

Writing Exams: Examinations must be written at a CWB Group office or at a CWB Group approved examination centre. In certain cases, examinations may be invigilated at other locations by a CWB Group employee. Contact the CWB Group for further information on this option.

Approved examination centres: CWB Group examination centres are located at CWB Group offices in Milton, ON, Edmonton, AB, Winnipeg, MB, Laval, QC and Dartmouth, NS. Students living outside these areas may apply to write at an examination centre approved by the CWB Group. See the listing of approved examination centres on the CWB Group's website www.cwbgroup.org. Before submitting the Examination Request Form, contact the examination centre where you wish to write to reserve a date and time. Submit the Examination Request Form a minimum of 30 days prior to the examination date for exams being written at a CWB approved examination centre within Canada and the United States and 60 days outside of Canada and the United States. If there are no convenient examination centres in your area you may request to write at an alternate location. Such organizations include public libraries, colleges, universities, high schools, private career colleges, etc. Certain individuals have also listed themselves as examination invigilators and may be used if approved by the CWB Group. In such cases, complete the Exam Request Form and submit it to the CWB Group. An assessment of the organization will be conducted and if satisfactory will be added to the list of approved examination centres.

All candidates who live outside Canada must write their exams at an approved post-secondary institution or a Canadian Embassy that provides examination invigilation services.

Invigilators: In special cases, an individual who is not the employee of an approved examination centre may be used as an invigilator upon approval of the CWB Group. The CWB Group reserves the right to reject proposed invigilators, or discontinue the use of an invigilator.

An invigilator must be fluent in written and verbal English or French, as applicable, and fall into one of the following categories:

- A professor or instructor at a recognized post-secondary institution;
- A full time administrative or professional employee of a recognized public or private post-secondary institution;
- A full time administrative or professional staff member of a public library or a library in a public school;
- A full time administrative or faculty staff member of a public or private elementary or secondary school;
- A full time HR professional who works in a dedicated human resources department;
- An official at an Embassy or Consulate office.

An invigilator cannot be any of the following:

- Friend.
- Neighbor.
- Co-worker.
- An individual with a supervisory relationship to the candidate.
- Family member or relative.
- An individual who resides at the same address as the candidate.

Most invigilators charge a fee to invigilate exams. Exam candidates are responsible for all expenses incurred for this service.

Unwritten Exams: Occasionally, circumstances will prevent a candidate from writing the exam on the scheduled write date. If this happens, candidates can reschedule the exam write date. The rescheduled examination must take place within 10 business days after the originally requested write date. Invigilators are required to return all examination documents for written or unwritten exams within 10 business days after the requested write date. Candidates who wish to reschedule their exam write date more than 10 business days past the original write date must submit a new Examination Request Form and fee payment.

Candidate Responsibilities: Candidates are responsible for:

- locating an examination centre and arranging for the examination date. Examination centres are third party institutions that provide invigilation of examinations.
- complying with all examination rules set by the CWB Group (See CWB Form 194) and the examination centre.
- reimbursing the examination centre for their expenses.
- writing the examination(s) on the identified date and having the invigilator return all of the applicable hard copy examination documents to the CWB Group
- payment of the applicable examination fees to the CWB Group
- providing the invigilator with photo identification before writing the examination
- immediately advising the CWB Group of any changes in examination date, examination centre and invigilator.
- use only authorized reference materials for the examination. Candidates may not copy or record any exam or exam questions. Using unauthorized reference materials or copying exam questions in any manner will result in immediate disqualification of the examination and possible other sanctions being imposed.

Invigilator Responsibilities: Invigilators are responsible for:

- personally administering and supervising the examinations(s). Invigilators must remain in the examination room for the duration of the examination or be able to monitor the student on a continuous basis.
- verifying the identity of the examination candidate
- ensuring that the candidate does not use unauthorized reference materials during the examination and does not copy or record the examination or exam questions in any way. Any candidate found using unauthorized reference materials or copying exam questions in any manner shall have their examination session terminated and the incident shall be reported to the CWB Group.
- Monitoring the examination time to ensure the examination ends at the allotted time.
- For hard copy examinations, returning the examination booklet and answer sheet to the CWB Group by first class mail or courier.

Allowable Examination Materials

For open book code examinations candidates may use the applicable code, either in hard copy or electronic format. Candidates using the electronic version may bring into the examination room the electronic device on which the standard/code is stored. For all other examinations, laptop computers and any other electronic device capable of storing and retrieving text and graphical images, transmitting or receiving electronic signals, capturing images and recording audio and audio playback is not permitted. Other unauthorized materials include, but are not limited to, course materials, text books, notebooks, dictionaries, study guides and other written materials. Purses, bags, backpacks, briefcases of any kind, scrap paper of any kind are not permitted in the examination room.

Fees

Candidates are responsible for the payment of all fees to the examination centre, invigilator and the CWB Group. The CWB Group assumes no responsibility for unpaid fees to examination centres or invigilators.