

## Exam Request Form - Education

This form is to be completed by candidates wishing to write a CWB Group examination using a third-party invigilator. This form is not required if your examination will be written in a CWB Group office. See Pages 3 and 4 for the examination rules. 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.

Email: [info@cwbgroup.org](mailto:info@cwbgroup.org)

Fax: 905-542-1318

Exam Language:  English  French

**PLEASE NOTE: A separate Form 196 must be completed and submitted for each exam date**

### 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: \_\_\_\_\_

### Part 2: Exam Delivery via Offsite Examination Network

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

Before submitting the Examination Request Form, contact the examination centre where you wish to write to reserve a date and time.

#### 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: ( ) \_\_\_\_\_

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

As the invigilator, I confirm that I am not:

- a friend
- a family member or relative
- a neighbor
- an individual who resides at the same residency
- a co-worker or supervisor
- instructor/trainer of information like that on the exam

Invigilator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The applicable fee(s) must accompany application. (Visa Debit not accepted). Fee's are listed on page 2 of this form.**

Credit Card#: \_\_\_\_\_ Expiry: \_\_\_\_\_ Security Code: \_\_\_\_\_ Name on Card: \_\_\_\_\_

All fees listed are for exams completed within Canada. Applicable taxes will also apply.

US/International, please add on \$50 per examination date.

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

**Exam Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

<b>EDUCATION Exams</b>	
<i>Module Exam – first two attempts free. Third and beyond: \$38 each</i>	
<i>Most module exams are 30 minutes in length**</i>	
	
	Module 1 – Welding Health & Safety
	Module 2 – Engineering Drawings, Basic Joints and Preparation for Welding
	Module 3 – Symbols for Welding
	Module 4 – Welding Processes & Equipment
	Module 5 – Power Sources for Welding
	Module 6 – Electrodes and Consumables
	Module 7 – Residual Stress and Distortion
	Module 8 – Basic Metallurgy and Material Specification
	Module 9 – Introduction to Welding Metallurgy
	Module 10 – Weld Faults and Causes
	Module 11 – Basic Inspection Technology
	Module 12 – Mechanical Testing of Welds
	Module 13 – Codes and Standards
	Module 14 – Basic Concepts of Quality
	Module 15 – Functions of the Inspector
	Module 16 – Techniques of Visual Inspection
	Module 17 – Surface Inspection
	Module 18 – Radiographic Inspection
	Module 19 – Ultrasonic Inspection
	Module 20 – Structure and Properties of Metals
	Module 21 – Welding Metallurgy of Steels
	Module 22 – Welding Metallurgy of Stainless Steels
	Module 23 – Welding Metallurgy of Non-ferrous Metals and Cast Iron
	Module 24 – Basic Metallurgy and Welding Metallurgy of Aluminum
	Module 25 – Metal Preparation and Welding Processes for Aluminum Alloys
	Module 26 – Alternative Joining Methods for Aluminum
	Module 27 – Quality Issues in Aluminum Welding
	Module 28 – Designing with Aluminum (Corrosion, Strength and Fatigue)
	Module 29 – Design of Welded Aluminum Connections
	Module 30 – General Design Considerations for Welding
	Module 31 – Flexible Connections
	Module 32 – Moment Connections
	Module 33 – Welded Trusswork
	Module 34 – Miscellaneous Structural Welding Design
	Module 35 – Fracture Fundamentals
	Module 36 – Fracture Applications
	Module 37 – Fatigue Fundamentals
	Module 38 – Fatigue Applications
	Module 39 – Weld Mechanics
	Module 54 – Acorn Level 1 Mid-Term Exam** - 120 minutes
	Module 55 – Acorn Level 1 Final Exam** - 120 minutes

### **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/education/examination-centres](http://www.cwbgroup.org/education/examination-centres). 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 resource 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 centers 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 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, textbooks, 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 centers or invigilators.