

Exam Request Form - Certification

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

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: _____

Company Name OR Welding Inspector Registration No.(if applicable): _____

Mailing Address: _____ Phone Number: () _____

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

Email address: _____

Part 2: Exam Delivery:

Check here if exam is to be completed online with a remote proctor (www.cwbgroup.org/education/exams/online-exams)

Check here if exam is to be completed at an accredited Examination Network with a live proctor. Before submitting the Examination Request Form, contact the examination centre where you wish to write to reserve a date and time. (For a complete listing of approved Exam Invigilation Centers, please visit: www.cwbgroup.org/education/examination-centres)

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 scheduled 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: _____

Digital/Physical signature only

***Please note that the Welding Inspector Practical examination, for all Levels, must be written at a CWB Group office or exam session.**

The applicable fee(s) must accompany application. (Visa Debit & USA AMEX 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: _____

Digital/Physical signature only

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:

CERTIFICATION Exams				
Select Exam	Time (minutes)	Welding Inspector	Online Remote proctor	Examination Network Live proctor
✓		Level 1	Exam Fee	Exam Fee
	120	Closed Book	\$199.00	\$250.00
		Level 2		
	120	Closed Book - Short	\$199.00	\$250.00
	210	Closed Book - Long	\$199.00	\$285.00
	60	Report Writing	\$199.00	\$235.00
		Level 3		
	120	Closed Book - Short	\$199.00	\$250.00
	210	Closed Book - Long	\$199.00	\$285.00
	60	Report Writing	\$199.00	\$235.00
		Code Endorsement Exams		
	120	ABS	\$199.00	\$250.00
	120	API 650	\$199.00	\$250.00
	120	API 653	\$199.00	\$250.00
	120	ASME B31.1	\$199.00	\$250.00
	120	ASME B31.3	\$199.00	\$250.00
	120	ASME VIII-1 & IX	\$199.00	\$250.00
	30	CSA W178.2	\$199.00	\$235.00
	30	CSA W178.1	\$199.00	\$235.00
	120	CSA W47.1/W59	\$199.00	\$250.00
	120	CSA W47.2/W59.2	\$199.00	\$250.00
	120	CSA W59 Annex U	\$199.00	\$250.00
	120	CSA Z662	\$199.00	\$250.00
		Welding Supervisor		
		W47.1		
	90	CSA Standard W47.1	\$99.00	\$160.00
	90	CSA Standards W59	\$99.00	\$160.00
	45	Weld Faults - Steel (W47.1 & W186)	\$99.00	\$145.00
	45	Quality Control & Inspection Methods - Steel (W47.1 & W186)	\$99.00	\$145.00
	45	Welding Symbols (W47.1, W47.2 & W186)	\$99.00	\$145.00
		W47.2		
	90	CSA Standard W47.2	\$99.00	\$160.00
	90	CSA Standard W59.2	\$99.00	\$160.00
	45	Weld Faults - Aluminum	\$99.00	\$145.00
	45	Quality Control & Inspection Methods - Aluminum	\$99.00	\$145.00
		W186		
	90	CSA Standard W186	\$99.00	\$160.00
		W55.3		
	45	CSA Standard W55.3	\$99.00	\$160.00
		Prof. Engineer		
	90	CSA Standard W47.1	\$99.00	\$160.00
	90	CSA Standard W59	\$99.00	\$160.00
	90	CSA Standard W47.2	\$99.00	\$160.00
	90	CSA Standard W59.2	\$99.00	\$160.00
	90	CSA Standard W186	\$99.00	\$160.00
	45	CSA Standard W55.3	\$99.00	\$160.00

Prices are subject to change without without notice.

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, at a CWB Group approved examination centre, or Online with **ProctorU**. 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, Nisku, AB, Winnipeg, MB, and Laval, QC. 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. 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.
- 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

Online Remote Proctor: For open book code examinations candidates may use the applicable code, either in hard copy or electronic format.

Examination Network Live Proctor: 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. Note that access to wifi is not permitted.

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. All fees outside of Canada are in US Dollars. The CWB Group assumes no responsibility for unpaid fees to examination centers or invigilators.