

NATIONAL CONSTRUCTION SAFETY OFFICER (NCSO™) EXAM

Do I have to write the NCSO™ Exam?

You must pass the NCSO™ Exam to meet the new NCSO™ standard.

You may upgrade to the new NCSO™ standard if you finished your NCSO™ program before July 1st, 2017. You can do this by completing any additional courses required and then successfully writing the NCSO™ Exam. Upgrading to the new NCSO™ standard is voluntary.

Are You Eligible?

You must meet all the following requirements before you can apply to write the NCSO™ Exam.

- You have completed all course requirements to become an NCSO.
- You are an ACSA-certified COR auditor.
- Your LSE Proficiency has been approved.
- Your construction field experience submission has been approved.

What does the NCSO™ Exam Cover?

The NCSO™ Exam covers content from selected ACSA courses and skills you should have gained through your work experience as a safety person. There is more information about the format and content of the exam at the end of this document.

How do I apply to write the NCSO™ Exam?

Complete the attached NCSO™ Exam Application form on the next page and email it to ncso@youracsa.ca.

When will I get my NCSO™ Exam results?

ACSA will contact you by email within four to six weeks to let you know if you were successful or not. Note that ACSA uses a Pass/Fail reporting system for this exam and not percentages. This is because the NCSO™ Exam is a *certification* examination and ACSA considers everyone who is successful to be equally qualified.

What happens if I'm unsuccessful on the NCSO™ Exam?

You will receive a breakdown of how you scored on each part of the NCSO™ Exam Blueprint. You can use this information to identify your areas of strength and those areas that you need to focus on.

You can apply to rewrite the NCSO™ Exam if you were unsuccessful on any attempt. You must wait between attempts and pay a \$60 administrative fee each time you apply to rewrite.

- If you were unsuccessful on your first attempt, you must wait at least three months after the date of the first attempt to rewrite.
- If you were unsuccessful on your second attempt, you must wait at least six months after the date of the second attempt to rewrite.
- If you were unsuccessful on any additional attempts, you must wait at least twelve months between each attempt.

What if I'm an NCSO from outside of Alberta?

You do not have to write the NCSO™ Exam if you are an NCSO from outside of Alberta. However, ACSA needs to verify that you are familiar with Alberta's OHS legislation. You can provide that verification in one of two ways. You can successfully complete ACSA's Alberta OHS Legislation Awareness (LEG) course or you can write the NCSO™ Alberta OHS Legislation Challenge Exam. Email ncso@youracsa.ca for more information about challenging this exam. You will also need to provide proof of your NCSO certification from the province or territory you are coming from before you can challenge the exam.

Please note that there are no rewrites allowed on the Alberta OHS Legislation Challenge Exam. If you are not successful on the challenge exam, you must successfully complete ACSA's Legislation Awareness course.



NCSO™ EXAM APPLICATION

First Name: _____ Last Name: _____

ACSA Student ID or Date of Birth (*mm/dd/yyyy*): _____

Phone: _____ Email: _____

Please indicate your preferred date & time:

Please note NCSO exam sessions are currently postponed due to heightened COVID restrictions.

Check back later for future exam dates.

Additional Information

- There is limited seating for each exam.
- Exam dates & times will be filled on a first come basis.
- Should your preferred time be filled, you will be contacted to discuss an alternative date.
- Application cut-off is three (3) business days prior to scheduled exam.
- You will be notified after we process your application.

NCSO™ EXAM OVERVIEW

February 2020

Purpose of the NCSO™ Exam

NCSOs must understand general safety concepts and be able to apply those concepts to identify and solve problems. The NCSO™ Exam assesses both areas based on content from selected ACSA courses and safety skills you have gained through your work experience in the construction industry.

This means that the NCSO™ Exam is not a final exam for the NCSO™ program. The NCSO™ Exam is a *certification exam* for people who want an NCSO™ designation based on their general knowledge of safety concepts and on the basic safety skills that people at this level of safety training should have.

Format of the NCSO™ Exam

The NCSO™ Exam is a two-hour, closed book exam made up of three parts. The pass mark is 75% and you will receive either a Pass or Fail grade based on your score.

The table below provides the format of the exam. Specific details about the exam are in the NCSO™ Exam Blueprint on the next page.

NCSO™ Exam Format			
Part	Question or Item type	Total Marks	Categories of questions or items
A	Multiple Choice	38	<ul style="list-style-type: none"> Four-option multiple choice question covering general concepts
B	Short Answer	35	<ul style="list-style-type: none"> Ordering a sequence of events or steps in a procedure Listing or identifying requirements in an audit document Identifying required components of a document or plan Identifying hazards and provide appropriate controls
C	Long Answer	27	<ul style="list-style-type: none"> Identifying errors in safety-related documents and providing appropriate corrections Reviewing and analyzing safety-related documents Analyzing a scenario, risk ranking hazards, and describing appropriate controls methods Analyzing a scenario, planning appropriate training and follow-up

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Topic (Selected ACSA Courses)	General Concepts & Basic Skills	Total Marks	Part A Multiple Choice	Part B Short Answer	Part C Written Response
Hazard Controls & Risk Assessments (LSE, PHSM, LEG)	<ul style="list-style-type: none"> Hazard and risk assessments, hazard categories, hierarchy of controls, hazard assessment and control procedures Analyzing a scenario, risk ranking hazards, identifying appropriate controls for hazards 	25	6 marks	11 marks	8 marks
Training & Orientation (ATP, BIT, LSE, PHSM)	<ul style="list-style-type: none"> Delivery, assessment, evaluation, verification, and monitoring methods Analyzing a scenario, determining appropriate training content, planning a session 	16	1 mark	5 marks	10 marks
Inspections (LSE, PHSM)	<ul style="list-style-type: none"> Inspection procedures, formal and informal inspections, COR requirements for inspections Reviewing and analyzing reports, evaluating corrective actions 	11	2 marks	4 marks	5 marks
Investigations (LSE, PHSM, WIB)	<ul style="list-style-type: none"> Investigation processes and procedures, types of incident causes Analyzing a scenario, evaluating corrective actions 	11	11 marks	---	---
Audits & Auditing (ATP, PHSM)	<ul style="list-style-type: none"> COR audit processes and procedures, audit timelines, document review requirements 	10	5 marks	5 marks	---
H&S Program (ATP, PHSM)	<ul style="list-style-type: none"> Elements and components of a H&S program and/or H&S management system 	10	3 marks	7 marks	---
Documentation (ATP, LSE, PHSM)	<ul style="list-style-type: none"> Types and purposes of different safety-related documents Reviewing and analyzing safety-related documents 	9	5 marks	---	4 marks
First Aid & Emergency Preparedness (LEG)	<ul style="list-style-type: none"> Work site requirements for first aid and emergency response 	3	---	3 marks	---
Adopted Standards (LEG)	<ul style="list-style-type: none"> Organizations responsible for creating standards adopted by OHS legislation 	2	2 marks	---	---
WHMIS (WHIMIS TTT)	<ul style="list-style-type: none"> WHMIS 2015 components including Worker Education, Site-specific training, SDSs, workplace labels, hazard communication 	2	2 marks	---	---
Criminal Code of Canada (LEG)	<ul style="list-style-type: none"> Occupational health and safety-related duties specified in the Criminal Code 	1	1 mark	---	---
<i>Pass mark for the NCSO™ exam is an overall score of 75%. Score is recorded as Pass or Fail.</i>		100	38	35	27