



These guidelines outline the expectations for both the ACSA and Examinees to ensure the integrity of the designation exams. Please review them carefully.

Eligibility & Preparation

- **Eligibility:** Examinees must meet all program requirements in MyLearning before being assigned to an exam.
- **Course Requirements:** All courses must be up-to-date (within the last 10 years). If courses are outdated, they must be retaken before exam registration.
- **Preparation:** We recommend registering for our free, two-hour vILT NCSO®/NHTSA™ Exam Prep Session to help with your exam preparation.
- **Technology:** Ensure you review and meet all Online Proctoring Technology Requirements for a smooth exam experience.

Identification Requirements

Examinees must show a valid government-issued photo ID that matches their registration name and face. Acceptable IDs include:

- Driver's License
- Military ID
- Passport
- Secure Certificate of Indian Status (Status Card)
- Declaration of Refugee Status

Exam Conduct

Any violations of the rules listed below may result in a flagged exam, with ACSA reviewing and potentially issuing a score of zero.

- **Webcam:** No tampering with the webcam (no background blurring, turning it off, etc.).
- **Breaks:** No bathroom breaks unless a medical note is provided before registration.
- **Continuous Camera Presence:** Your face must remain visible in the camera frame throughout the exam. Avoid off-camera movements and distractions.
- **Communication:** You must work independently—no communication with others during the exam.
- **Devices:** No other applications, browsers, or windows open during the exam.
- **Screen Sharing:** Ensure your screen share is always active during the exam.
- **Copying/Pasting:** This is prohibited.

Prohibited Items

The following items are not allowed during the exam. Using any of these will result in a flagged exam:

- Mobile phones, wearable tech (e.g., smartwatches, fitness trackers), personal electronics, USB drives, recording devices, laptops, tablets, etc.
- Headphones or listening devices (unless previously discussed and approved).
- Books, bags, notes, and any course materials.
- Personal items like purses, wallets, and keys.
- Secondary devices (calculators, Kindles, etc.).



Exam Completion

- Single Session: Once the exam starts, you must complete it in one sitting. The timer cannot be paused.
- Exit: Upon submission, immediately close the browser to exit the exam environment.

Rewrites & Deferrals

NCSO®/NHSA™ Exam

- If you violate any rules or are unsuccessful, the following deferral periods apply before you can retake the exam:
 - 1 month after the first attempt.
 - 2 months after the second attempt or any subsequent attempts.
- A rewrite fee applies and must be paid at the time of booking.

CAP Exam

- If you violate any rules or are unsuccessful, the following deferral periods apply before you can retake the exam:
 - 3 months after the first attempt.
 - 6 months after the second attempt.
 - 12 months after the third attempt or any subsequent attempts.
- A rewrite fee applies and must be paid at the time of booking.

Exam Rescheduling/Withdrawal

To reschedule or withdraw from your exam, please adhere to the following notice periods. Failing to meet these requirements may result in forfeited funds:

Rescheduling

- No Penalty: Requests made 2 or more business days before the exam will be transferred at no cost.
- Penalty: Requests made less than 2 business days before the exam will incur a fee for the new date, and the original booking will be forfeited.

Withdrawal

- Full Refund: Requests made 6 or more business days before the exam will receive a full refund.
- Partial Refund: Requests made 5 to 2 business days before the exam will incur a \$20 administration fee, with the rest refunded.
- Non-Refundable: Requests made less than 2 business days before the exam will not be refunded.

Online Proctoring Technology Requirements

Before your exam, ensure your equipment meets the following requirements:

Computer

- Desktop or laptop (mobile devices or tablets are not supported).
- Operating System:
 - Windows: Windows 10 or later.
 - Mac: macOS 10.13 (High Sierra) or later.
- Webcam: Functional (built-in or external).
- Internet: Stable connection (10 Mbps or higher recommended).



Browser

- Google Chrome (latest version recommended).
 - To install Chrome:
 - Windows: Go to google.com/chrome, download and run.
 - Mac: Visit google.com/chrome, open the downloaded file, and drag Chrome to the Applications folder.

Browser Settings

- Ensure JavaScript is enabled. You can check or enable it at enable-javascript.com

Additional Tips

- Test your setup a day before the exam.
- Restart your computer before the session for optimal performance.
- Ensure all updates and downloads are complete before starting the exam.

Privacy and Security

Alberta Construction Safety Association (ACSA) is committed to protecting personal information and respecting student privacy. As part of our online assessment process, ACSA utilizes a third-party online proctoring provider, Integrity Advocate, to support exam integrity and security. The provider's security measures, data storage, retention, and privacy practices are aligned with ACSA's privacy and security standards.

Students can find ACSA's Privacy Policy here:

- https://www.youracsa.ca/wp-content/uploads/2016/08/acsa_privacy_policy.pdf
- Questions or concerns regarding the handling of personal information related to online proctoring may be directed to privacy@youracsa.ca.

Students can also review Integrity Advocate's Privacy Policy:

- <https://integrityadvocate.com/wp-content/uploads/2025/08/Privacy-Policy-2025.pdf>.
- For questions specific to Integrity Advocate's privacy practices, you may also contact them directly at privacy@integrityadvocate.com.