

NCSO™ EXAM REWRITE APPLICATION

First Name: _____ Last Name: _____

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

Phone: _____ Email: _____

Please indicate your preferred date & location to rewrite: _____

Exam Rewrite Guidelines

- If unsuccessful during your first attempt on the exam, you will be required to wait a deferral period of 3 months.
- If unsuccessful during your second attempt on the exam, you will be required to wait a deferral period of 6 months.
- If unsuccessful during your third attempt on the exam, you will be required to wait a deferral period of 12 months.
- Any subsequent writings will be required to wait a deferral period of 12 months.

There is a \$60 administrative fee for the rewrite of the NCSO™ Exam.

Method of Payment

A Client Services Representative will contact you for payment information. Your application is not complete until payment is received.

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