

Skilled Trades Ontario

Métiers spécialisés Ontario

Trade Examinations in Ontario

Exam Preparation Guide

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Examinations in the Skilled Trades: What Do I Need to Know and What Can I do to Prepare?

1. Introduction:


Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you a Certificate of Qualification in your trade.

There are two types of trade certifying examinations in Ontario:

- 1) Provincial (Ontario) Certificate of Qualification (C of Q)**
- 2) Interprovincial Certificate of Qualification (C of Q),
also known as the Red Seal C of Q.**

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. When your trade does not include a Red Seal endorsement in Ontario, you will write an Ontario-only examination.

Skilled Trades Ontario develops the provincial certifying examinations and works with Red Seal and the other participating jurisdictions to develop and review the Interprovincial Red Seal examinations. Examinations are administered across Ontario at local Apprenticeship Offices.



General Information To Get You Started



2. Getting Started

Most people need to prepare after they decide to take their trade certifying examination. How much you prepare, of course, is up to you.

Your preparation options range from reviewing a few subject areas to studying trade textbooks and code books, completing examination preparation courses, or attempting sample questions on-line.

No matter what you decide to do, it helps to know where to find the resources and information that can best help you prepare.



3. Basic Examination Details for You to Know

How much time do I have to write the examination?

You will have **up to four hours to write your examination**. If you need more time, you must ask for it when you schedule the examination, **not** on the day of your examination. You can leave the examination centre if you complete the examination in less than four hours.

What do I need to pass the examination?

You need a mark of 70% to pass.

How many questions and what kind of questions are on the examination?

Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.

What if I need additional accommodations?

If you require additional accommodations (such as extra time, separate room, Interpreter/Reader) contact your local Service Delivery Office.

4. Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website. [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee (\$150.00 plus HST):
647 847 3000 or Toll Free at 1 855 299 0028
3. Contact the local Service Delivery Office to schedule your examination.
[Employment Ontario apprenticeship offices | Ontario.ca](#)
4. You will require proof of payment.

When contacting the local Service Delivery Office to schedule your examination, you may also choose to inquire as to options regarding accommodation requests.

Specialized Supports (Accommodation Requests & Preparation Supports)



5. Specialized Supports

As you prepare for the examination, you may be interested in seeking additional supports relevant to your circumstances. These may include accommodation requests for the day of the examination, essential skills upgrading, language training and/or other specialized support programs.

This section includes the following types of specialized support options:

- A. Requests for Accommodation**
- B. Essential Skills Upgrading**
- C. Language Training**
- D. Higher Level Language Training Programs**
- E. Employment Ontario**



A. Requests for Accommodation

Depending on your circumstances, you may be eligible for alternate arrangements to write your examination. These are called “accommodation requests”. If you think you may need accommodation(s), discuss this with your local Apprenticeship office when you book your examination, well before you write the examination. Supporting documentation may be required to support your request. Accommodation measures may include options such as:

- **Extra time** to write the examination
- Writing the examination in a **separate room** or space to reduce distractions
- Using the services of an **interpreter or reader**, for which you are responsible to find. Note: Your interpreter/reader needs to submit an application to the local Apprenticeship office well in advance of your examination date to be approved to provide this service for you. The local Apprenticeship office will decide if the person you propose to act as an interpreter/reader is eligible to act in such a capacity for your specific examination attempt.
- Using the services of an **electronic reader**. A request for an electronic reader must be made through your local Apprenticeship office.
- Doing a **practical examination** (instead of a written one) may be an option for a small number of trades where practical examinations are available.

i. NOTE #1:

- *practical exams are not available for all trades.*
- costs for a practical examination are higher than those for a written examination;
- a practical examination takes longer to set up;
- individuals must also pay the base examination fee (\$150.00 plus HST) in addition to the practical examination fees.

ii. NOTE #2:

- In the case where you are requesting a practical examination option for a Red Seal designated trade instead of the written examination, should you pass, you will be issued a provincial Certificate of Qualification (C of Q), without a Red Seal endorsement.

B. Literacy and Basic Skills Upgrading

Skills upgrading helps to improve your reading, writing and/or math skills. Some programs also include supports for improving employability and workplace skills. Literacy and Basic Skills (LBS) programs are available across the province.

- They may be provided through adult learning programs under various Boards of Education, community organizations or through Colleges of Applied Arts and Technology (CAATs).
- The Ontario government funds literacy agencies to provide this training.
- Employment Ontario service providers can refer you to literacy, numeracy, and basic skills programs.
- For more information on Essential Skills/ Skills for Success, go to:
<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html>
- If you are interested in the occupational profiles based on the Essential Skills model, please visit [Explore careers by essential skills - Job Bank](#)
- For more information on service providers, go to:
<http://www.essentialskillsontario.ca/>

C. Language Training:

If you are interested in improving your English or French language skills before you take the examination, training is available in Ontario through federally and/or provincially funded organizations who deliver language training programs:

English Language Training:

- Language Instruction for Newcomers to Canada (LINC)
- English as a Second Language (ESL)

French Language Training:

- Cours de langue pour les immigrants au Canada (CLIC)
- French as a Second Language (FSL)

Program eligibility may vary depending on your status in Canada. For more information or to obtain assessment and referral information, go to:

- [Improving your English and French - Canada.ca](http://improvingyourenglishandfrench.ca)
- <https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/new-life-canada/improve-english-french/classes.html>
- <https://settlement.org/>
- <https://www.ontario.ca/page/improve-your-english-and-french>

D. Higher Level Language Training Programs

There may be occupation-specific training programs available to prepare for your trade examination. These include Enhanced Language Training (ELT), Occupational Specific Language Training (OSLT) and Bridge Training Programs. For more information, go to:

- [Work in your profession or trade | ontario.ca](https://www.ontario.ca/page/work-in-your-profession-or-trade)
- <https://settlement.org/>
- <http://co-oslt.org/en/>

E. Employment Ontario

You may feel you need to work in Ontario for a while before you try writing the certification examination. Even if you are an experienced international worker, working with a local company or business will help you understand how your trade is practised in Ontario and get you comfortable with any required codes, tools and terminology.

The Employment Ontario Employment Service (ES) is delivered by service providers across Ontario. For more information or to find services in your area go to:

<https://www.ontario.ca/page/employment-ontario>

Examination Preparation Resources



6. Examination Preparation Resources – What's out there?

There are many resources available in Ontario to help you prepare. These resources include preparation courses, sample examinations, study guides, materials and texts. You can also use your own network of support by speaking to your employers, previous instructors and your colleagues at work.

This section describes the following types of resource options:

- A. The Apprenticeship Training Standard (ATS)**
- B. Resources for Red Seal trades:**
 - i. The National Occupational Analysis (NOA)/ Red Seal Occupational Standard (RSOS)**
 - ii. Interprovincial Red Seal Examination Preparation Information Guide**
 - iii. Examination breakdowns**
 - iv. Red Seal Sample Questions**
 - v. Navigating the Red Seal Website – How do I find my trade?**
- C. Examination counselling sheets/plans for provincial certificate of qualification examinations**
- D. Preparation courses**
- E. Sample questions/tests**
- F. Textbooks/code books/health and safety information and other related resources**

A. The Apprenticeship Training Standard Logbook

The Apprenticeship Training Standard (ATS) is the workbook that apprentices in Ontario use to identify and track the competencies and skills they learn as part of their on-the-job training. It is developed by industry experts to make sure that apprentices across Ontario are trained to the same standards and learn skills that industry has identified as necessary to work at the journeyperson level in their trade.

It is also the workbook that Trade Equivalency Assessment applicants who have not completed an Ontario Apprenticeship review as part of their Trade Equivalency Assessment (TEA) application. The ATS allows applicants to compare their own skills and experiences against what an apprentice would have gained during an Apprenticeship in Ontario.

Most examination candidates, both completed apprentices and trade equivalency applicants, find it helpful to review the ATS for their trade to prepare for the examination.

Provincial certifying examinations are based on the skills described in the ATS. Red Seal examinations are based on the National Occupation Analysis (NOA)/ Red Seal Occupational Standard (RSOS) document used across the country, which is also used to develop Ontario's ATS logbooks for Red Seal trades. It is important to remember, for Red Seal trades, that though the Apprenticeship Training Standard is modelled after the interprovincial document, the Red Seal exams directly parallel the tasks and sub-tasks in the Red Seal standard.

Reviewing the ATS for your trade will give you a clear understanding of the skills included in your trade and will remind you of specialized language and tools used when working in the trade.

To find a copy of the ATS for your trade/occupation, go to:

[Trades Information – Skilled Trades Ontario](#)

Here are some steps you can follow to get the most out of the Apprenticeship Training Standard Logbook:

1. Read and understand each skill described (there are usually 100 to 150 skills in a training standard). The skill will contain the following three elements in this order, beginning with the task in bold:
 - The skill you have to perform
 - Under what conditions, using which materials and equipment
 - To what measurement or level of satisfaction (how well you have to do it)
2. Identify all the details of the skill.
3. Identify the sequence of actions to complete the skill.
4. Identify any equipment to be used.
5. Visualize yourself doing each action in the skill, in the proper sequence.
6. Talk yourself through the skill (you may want to ask someone else to check you while doing this).
7. Discuss the skill in detail with others who are experienced.
8. Review the standard of performance required (i.e., how well you have to perform it) and make sure you understand how it applies. For Red Seal trades, please remember that the examination is based on national standards or codes, not provincial (e.g. National Building Code, Canadian Electrical Code, National Plumbing Code of Canada)
9. If you have not done a certain skill, ask your supervisor or someone in the trade to show you why, how and when it is done.

Over the next two pages, you will find some instructions and suggestions on using the different parts of your Apprenticeship Training Standard to study:

- Using the Competency Analysis Profile (CAP Chart)
- Referencing the Skill Sets and Skills in my Training Standard

How to Use My Apprenticeship Training Standard Logbook

Using the Competency Analysis Profile (CAP Chart)

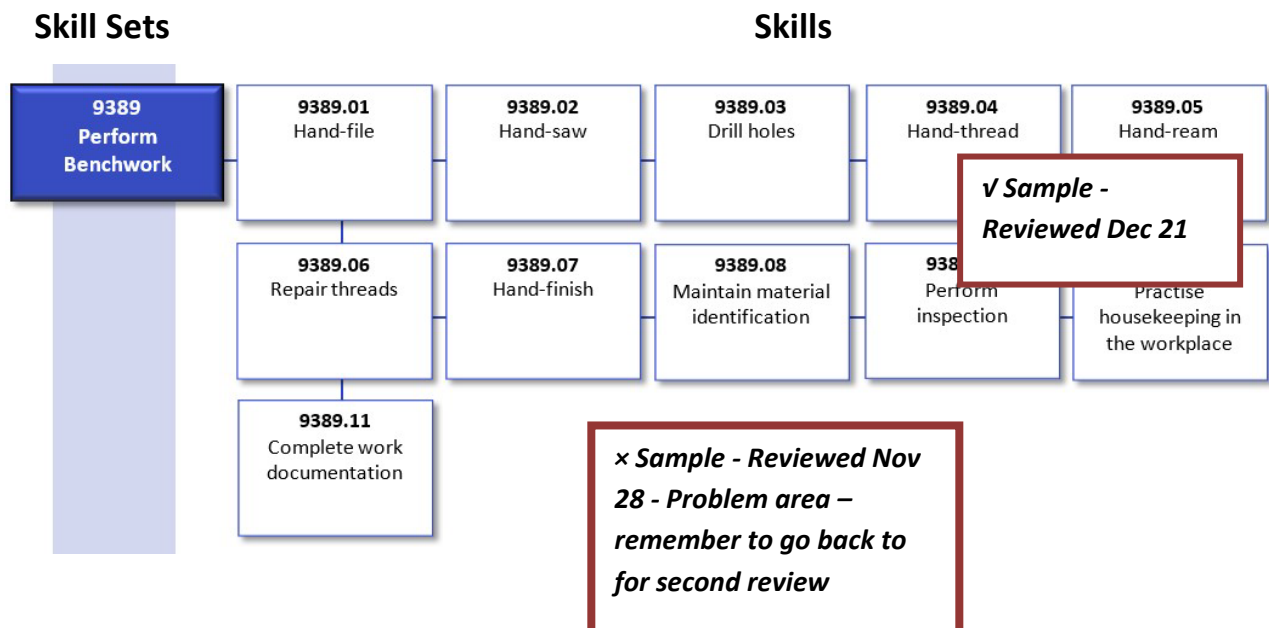
The Competency Analysis Profile outlines all the **Skill Sets** and **Skills** in your Training Standard.

The bolded boxes are your skill sets. They outline the broad skill areas for your trade. The following boxes are your skills. They outline the skills you are required to perform on the job including defining which tools and to what standard (i.e. manufacturers' specifications, regulations etc...).

When creating your study plan and reviewing your notes, you can use this document to verify that you have covered all the topics that you need to cover.

Use the Skill Set titles as topic areas when preparing your study plan. Print it off and use it as a "checklist" for self-assessment. Use it as a guide to make sure you have covered all areas of competency in preparation for your examination. Make notes and checkmarks on things you want to or need to review again. Remember, your CAP chart is available directly within your Training Standard.

Sample CAP Chart – Mould Maker



How to Use My Apprenticeship Training Standard Logbook

Referencing the Skill Sets and Skills in my Training Standard

Your trade's Training Standard Logbook details the skill sets and skills within your trade that you must perform "on the job". These skill sets are reflected in your trade's examination. The breakdowns provide even more detail than the Competency Analysis Profile including tools that may be used to perform a specific task and the standard against which the task/skill must be performed. The skills listed under your trade's performance objectives can provide guidance in your studies. The General Performance objectives provide an additional "summary" of all the skills within the skill set.

You can download clean copies of your training standard from the Skilled Trades Ontario website for the purpose of studying.

Sample Apprenticeship Training Standard Page – Horticultural Technician

Horticultural Technician

9302.04 Install erosion control by:

- acquiring specified erosion control material such as roll-type materials (tarps, mats, blankets), aggregates, plant material, silt fences, boulders, wattles based on job requirements;
- placing and securing;
- verifying installation materials; and
- disposing of or recycling excess

according to drawings/specifications, the CLS and jurisdictional regulations.

Sample: Note to self to review erosion control materials and processes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Name	Apprentice Signature

Review various methods to install erosion control materials

B. Resources for Red Seal Trades

If you are taking an Interprovincial (Red Seal) examination, the Red Seal website offers several excellent resources to help you prepare. These resources include:

- i. **National Occupation Analysis (NOA)/Red Seal Occupational Standard (RSOS):** These documents describe the skills and knowledge required to perform the duties of the trade. Each NOA/RSOS consists of blocks or major work activities (MWAs); each block/MWA is divided into tasks and each task is divided into sub-tasks. Red Seal examination questions are specifically based on the NOA/RSOS sub-tasks.
(<http://www.red-seal.ca>)

Understanding the NOA/RSOS- sample	
Block/MWA A	Occupational Skills
Task 1	Uses and maintains tools and equipment.
Sub-task A-1.01	Maintains hand tools.

Similar to the CAP chart in the provincial training standard, the Task Profile Chart in the NOA or Task Matrix in the RSOS outlines all the blocks/MWAs, tasks and sub-tasks in your NOA/RSOS.

E – Maintains engines			14%
Task E-13 Diagnoses two-stroke and four-stroke engines 48% <i>Looks like this task is almost 50% of this section, I better review it.</i>	E-13.01 Diagnoses cylinder heads	E-13.02 Diagnoses valve systems on two-stroke engine	E-13.03 Diagnoses valve train on four-stroke engine
	E-13.04 Diagnoses cylinders and pistons	E-13.05 Diagnoses crankshaft assembly	E-13.06 Diagnoses counterbalance assemblies
	E-13.07 Diagnoses engine cases	E-13.08 Diagnoses lubrication system	E-13.09 Diagnoses cooling system

- ii. **Red Seal Exam Breakdown:** The exam breakdown sheet provides you with a breakdown or weighting of the percentage of questions for each topic area on the examination. Red Seal examinations have between 100 and 150 questions.

Sample Red Seal Exam Breakdown:

Total number of questions on Red Seal exam - 100 questions

▼ **Major Work Activity A - Performs common occupational skills - 10 questions**

Task A-1 Performs safety-related functions	3 questions
Task A-2 Uses tools and equipment	2 questions
Task A-3 Organizes work	2 questions
Task A-4 Fabricates and installs support components	1 questions
Task A-5 Commissions and decommissions electrical systems	2 questions
Task A-6 Uses communication and mentoring techniques	0 questions

▼ **Major Work Activity B - Installs and maintains generating, distribution and service systems - 25 questions**

Task B-7 Installs and maintains consumer/supply services and metering equipment	3 questions
Task B-8 Installs and maintains protection devices	4 questions
Task B-9 Installs and maintains low voltage distribution systems	3 questions
Task B-10 Installs and maintains power conditioning systems	2 questions
Task B-11 Installs and maintains bonding, grounding and ground fault detection	4 questions

Why are exam breakdowns such a useful tool to prepare for your examination?

This tool clearly outlines the percentage and number of questions on each topic area for your exam.

It helps you prepare for your exam in a balanced way, ensuring that all topic areas are covered.

It provides you with a practical “hint” as to the exam focus.

- iii. **Red Seal Sample Examination Questions:** Sample questions on the Red Seal website provide you with sample questions that demonstrate the structure and phrasing of the types of questions you will be asked on the examination. The Red Seal site sample questions are also set up so you can time yourself to experience the timed exam writing process.

Red Seal Sample Examination Questions

Disclaimer: The practice questions are used to demonstrate the structure and phrasing of Red Seal exam questions. They are for study purposes only. Success on these questions will NOT result in certification and does NOT represent how you will perform on the exam.

[Begin](#)

To find the Red Seal support material for your trade:

1. Go to: www.red-seal.ca
2. The Red Seal website will connect you with its key resources through three primary tabs:
 - a. Trades
 - b. Red Seal Exams
 - c. Resource Centre

Then select: the resource and/or occupation you are interested in accessing.

- iv. **Navigating the Red Seal Website —
How do I find my trade/occupation?**

When preparing for your examination in a Red Seal trade, it is critical that you use all the resources available to you through the Red Seal program. In accessing these resources on the Red Seal website, the first and most important step is finding your trade/occupation.

In Ontario, there are some trades/occupations that have different names in comparison to the Red Seal names. Don't worry. To "find" your trade/occupation on the Red Seal website, just look at the chart below to confirm if there is a name difference.

Note: When navigating the Red Seal website, your Red Seal resources will be listed under the Red Seal name.

Trades/Occupations with jurisdictional name variations are bolded.

Ontario Trade/Occupation Name	Red Seal Name
Agricultural Equipment Technician	Agricultural Equipment Technician
Appliance Service Technician	Appliance Service Technician
Architectural Glass and Metal Technician	Glazier
Auto Body and Collision Damage Repairer	Auto Body and Collision Technician
Automotive Painter	Automotive Refinishing Technician
Automotive Service Technician	Automotive Service Technician
Baker – Pâtissier	Baker
Brick and Stone Mason	Bricklayer
Cabinetmaker	Cabinetmaker
Cement (Concrete) Finisher	Concrete Finisher
Construction Boilermaker	Boilermaker
Construction Craft Worker	Construction Craft Worker
Cook	Cook
Drywall, Acoustic and Lathing Applicator	Lather (Interior Systems Mechanic)
Drywall, Finisher and Plasterer	Drywall, Finisher and Plasterer
Floor Covering Installer	Floorcovering Installer
General Carpenter	Carpenter
General Machinist	Machinist

Ontario Trade/Occupation Name	Red Seal Name
Hairstylist	Hairstylist
Heat and Frost Insulator	Insulator (Heat and Frost)
Heavy Duty Equipment Technician	Heavy Duty Equipment Technician
Heavy Equipment Operator - Dozer	Heavy Equipment Operator (Dozer)
Heavy Equipment Operator - Excavator	Heavy Equipment Operator (Excavator)
Heavy Equipment Operator – Tractor Loader Backhoe	Heavy Equipment Operator (Tractor Loader Backhoe)
Hoisting Engineer – Mobile Crane Operator 1	Mobile Crane Operator
Hoisting Engineer – Tower Crane Operator	Tower Crane Operator
Horticultural Technician	Landscape Horticulturalist
Industrial Electrician	Industrial Electrician
Industrial Mechanic Millwright	Industrial Mechanic (Millwright)
Instrumentation and Control Technician	Instrumentation and Control Technician
Ironworker – Generalist	Ironworker (Generalist)
Ironworker – Structural and Ornamental	Ironworker (Structural/Ornamental)
Metal Fabricator (Fitter)	Metal Fabricator (Fitter)
Motorcycle Technician	Motorcycle Technician
Painter and Decorator – Commercial and Residential	Painter and Decorator
Parts Technician	Parts Technician

Ontario Trade/Occupation Name	Red Seal Name
Plumber	Plumber
Powerline Technician	Powerline Technician
Recreation Vehicle Technician	Recreation Vehicle Service Technician
Refrigeration and Air Conditioning Systems Mechanic	Refrigeration and Air Conditioning Mechanic
Reinforcing Rodworker	Ironworker (Reinforcing)
Roofer	Roofer
Sheet Metal Worker	Sheet Metal Worker
Sprinkler and Fire Protection Installer	Sprinkler Fitter
Steamfitter	Steamfitter/Pipefitter
Terrazzo, Tile and Marble Setter	Tilesetter
Tool and Die Maker	Tool and Die Maker
Truck and Coach Technician	Truck and Transport Mechanic
Truck Trailer Service Technician	Transport Trailer Technician
Welder	Welder

C. Examination Counselling Sheets for Provincial Certifying Examinations

Exam Counselling sheets for provincial certifying examinations are also available for most trades/occupations. These can be found on the Skilled Trades Ontario website at [Trades Information – Skilled Trades Ontario](#) under the trade name.

The provincial examination counselling sheets contain similar information as the Red Seal exam breakdowns. They provide a percentage breakdown of the questions at the skill set level in the provincial Apprenticeship Training Standard (ATS).

Note: Even if you are writing a provincial certifying examination, a visit to the Red Seal website to review their general examination tips and techniques is still useful. The provincial examination questions use the same structure and phrasing as the Red Seal examinations. Go to www.red-seal.ca to visit the [Red Seal website](#).

Skilled Trades Ontario

Métiers spécialisés Ontario

Arborist Exam Counselling Sheet

The Arborist (444A) examination is based on the General Performance Objectives; the “Skill Sets” identified in the Training Standard Logbook for the trade. The Training Standard describes the skills and knowledge required to perform the duties of the trade. These standards and the examination were developed in consultation with representatives from the trade. The pass mark for the Ontario Certificate of Qualification exam is 70%.

For more information on the Examination process and preparation go to:

[Exam Resources – Skilled Trades Ontario](#)

Percentage of questions for each Skill Set within the Apprenticeship Training Standard	
Skill Set	Percentage (%) of questions on exam
*Workplace Planning and Safety	16%
Remove Woody Plants	10%
Climb Trees and Work at Heights	14.5%
Prune Woody Plants	13%
Manage Wounds and Defects of Woody Plants	12%
Manage Pests and Diseases or Disorders	14.5%
Transplant Woody Plants	4%
Maintain and Operate Chainsaw	3%
Maintain and Operate Chipper	2%
Hoist and Rig Trees	11%
TOTAL	100%

**Workplace Planning and Safety covers the skill sets of “Protect Self and Others”, “Work in a Safe Environment” and “Plan Job” from the Training Standard.*

Updated as of April 10, 2017

D. Preparation Courses

- For some trades, examination preparation courses may be available through institutions such as community colleges, community organizations, unions and sector-based associations. Fees may be required. To start your research, you can contact your local Service Delivery Office and/or a local Employment Ontario Employment Services organization.

NOTE: Course costs may vary. Skilled Trades Ontario does not endorse any course or delivery agent/provider.

E. Apprenticeship Curriculum Standards, Textbooks, Code Books, Health and Safety Information and other Related Resources

Reviewing theoretical or academic content may also help you prepare for your examination. This is especially true when dealing with trades/occupation with regulatory code requirements.

Relevant textbooks, code books, health and safety manuals and other trade-based information are available in multiple locations. Check with your community college, union training centre, private career colleges, local library, bookstore or even online. Sector-based associations and industry bodies may also have materials available to help you prepare as well.

The Apprenticeship Curriculum Standards used by Ministry-approved training delivery agencies who deliver apprenticeship in-school training can also help you prepare by outlining the topics that apprentices learn through formal instruction at a college, union training centre or private career college.

To find the Apprenticeship Curriculum Standard for each level of in-school training for your trade, go to: [Trades Information – Skilled Trades Ontario](#).

Ideas for using the Trade Theory/Textbooks/Curriculum Standards:

- Find glossaries of terms.
- Identify key concepts, theories and principles using the textbook.
- Identify important or typical problems.
- Identify exceptions to theories and conditions.
- For each concept, find and learn related definitions or formulas.
- Relate each concept or formula to your work experience.
- Relate the concepts to one another to give yourself a general overview.
- Sequence or organize information by job application so it makes sense.
- Rehearse sequences and relationships by repeating them out loud.
- Draw diagrams to show structures and relationships.

More Information about Code Books:

It is important to know that there are some trades/occupations in Ontario (and inter-provincially for Red Seal occupations) that use code books for certifying examinations. Make sure you know how to use/navigate the code book for your trade. When you schedule your examination, make sure you inquire as to whether there will be a code book for your examination.

Access resources/textbooks through your local Public Library:

Instead of purchasing some of the resources above, you may want to visit your local public library to access some textbooks and other resources you are seeking in preparation for your examination. This could be cheaper and may provide you with a larger pool of resources to use for studying.

The Ministry of Tourism, Culture and Sport for Ontario has an easy to access link for you to find your local library in Ontario:

<http://www.mtc.gov.on.ca/en/libraries/oplweb.shtml>

Study Strategies and Tips



7. Studying for the Examination

Studying for any test can be stressful. This is especially true if it has been a while since you have written a test. Work and family commitments may also increase your anxiety. Don't panic. You can reduce your stress levels and increase your productivity by organizing yourself and your study goals.

Before diving headfirst into your trade exam preparation, making a study schedule and study plan can help organize your time. Make sure your family and friends are aware of your study schedule, so they can help support you during this time. Post your schedule and your plan on your fridge, at your desk or even bring it to work with you.

Effective study begins well before the examination and depends on spreading out your study times. Your ability to remember will be greatly improved if you look at your study materials often and re-read them every three or four weeks.

General Tips:

- Don't put things off, make time for study.
- Decide on a study strategy that works for you.
- Try to set specific times to study and stick with them.
- Find a comfortable place to study, away from distractions.
- Use short study periods as they are the most effective for peak concentration and retention.
- Take regular breaks to give yourself a chance to absorb the material.
- Assign yourself study time for a topic based on its importance on the examination (use the Red Seal Exam breakdowns and Ontario examination counselling sheets to find out the percentage of questions on the exam).
- Reward yourself for study success.

Additional Tips – Study Plans and Study Schedules:

There are many resources and supports available for those preparing for written examinations. You may want to consider researching the following areas/topics to support your preparation for your trade examination:

- Study tips
- General test-taking tips
- Tips for multiple choice examinations
- Reducing anxiety
- Creating a Study Plan and a Study Schedule

Tips for Creating a Study Plan and a Study Schedule:

A study plan is an organized schedule you can create that outlines study times and learning goals.

Creating a study plan and schedule can help you concentrate, retain material and effectively manage your time. Remember, circumstances, schedules and time available for preparation can vary for each person.

Here are some helpful hints for creating your study plan and schedule:

Creating a positive study environment:

- Find a quiet, comfortable place to study
- Create a study environment that supports your needs
- Be honest with yourself
- Avoid distracting technology while you are studying

Study Techniques:

- Take notes and highlight important information
- Do your most difficult studying when you feel best.
- List all the subjects you need to study and rank them.
- Spend time studying with others (if possible)
- Teach the lesson to another tradesperson, friend or colleague –
When you teach someone else, you will find that you need a good understanding of the subject
- Use your NOA/RSOS (Glossary and other Appendices) and other resources to ensure you are referring accurately to terminology and definitions

- Prepare flashcards, flowcharts and diagrams of key information including;
 - Formulas, definitions, key concepts

Creating your Study Schedule:

- Assess your current schedule – try to create a healthy balance between your work life, study life, social life and sleep time.
- Organize your schedule to fit your needs and your personal learning style.
- Look at your calendar / planner and flag study and non-study days.
- Establish a regular studying routine- Stick to your schedule!
- If you miss a session, reschedule missed study sessions.
- Schedule study sessions in blocks – short blocks can be easier to schedule and can be more productive.
- Write down the subject you studied in each session.

Below are some templates for you to use when creating your study schedule and study plan. Make extra copies if you need to cover your entire study time.

Weekly Study Schedule Template

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							

Monthly Study Plan Template

Month: _____

Week	New Subject/ Topic <i>What are you focusing on?</i>	Review Subject/Topic	Practice Questions	Other	Resources <i>Who or what can I use as a resource?</i>
Sample	<i>Third major work activity sub-tasks 16.03 to 16.08.</i>	<i>Return to 16.07 and 16.08 next week.</i>	<i>Completed 20 practice questions in 20 mins. Got 14/20!</i>		<i>Spend 2 hours with supervisor/train er reviewing....</i>
Week 1 Dates: _____ To _____					
Week 2 Dates: _____ To _____					
Week 3 Dates: _____ To _____					
Week 4 Dates: _____ To _____					



Examination Day



8. Examination Day: What to know

It is important to be organized to decrease stress on the day of your exam.

This section includes examination day information on the following topics:

- A. What to bring on the day of the examination?**
- B. What will be provided in the examination centre?**
- C. What is being tested?**
- D. Examination Writing Strategies**
- E. Conduct and Behaviour**
- F. Examination Feedback**



A. What to bring on the day of the examination?

The local Service Delivery Office will ask you to provide proof of identification when you arrive at your examination. Photo identification such as your driver's license or passport is mandatory. If Skilled Trades Ontario provided a receipt when you paid your exam fee, bring that receipt with you as well.

B. What will be provided in the examination centre?

The local Service Delivery Office will supply everything that you will need. You will be given:

- an examination booklet (*you will be penalized if you write in the booklet*)
- a reference material booklet/diagram booklet (if applicable)
- a bubble sheet to fill in the answers
- scrap paper
- a pencil and an eraser
- a code book and/or a calculator (if you need one for your examination): you will *not be allowed* to bring your own code book or calculator into the examination centre.

C. What is being tested?

The examination questions may be testing:

- Your understanding of trade terminology and concepts
- Your knowledge of the timing and order of tasks
- Your knowledge of the reason for performing tasks
- Your knowledge of how to perform different tasks
- Your knowledge of standards and permissions for your trade/occupation
- Your understanding of consequences

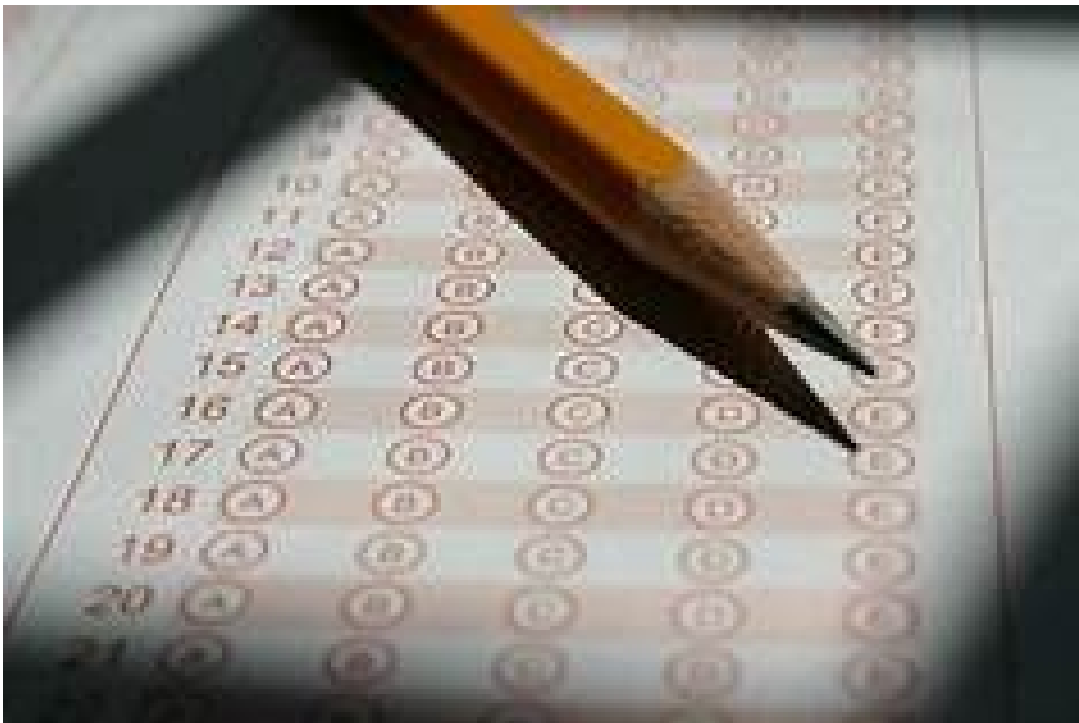
D. Examination Writing Strategies:

- Apply three principles: Use time wisely, read directions and questions carefully and use good reasoning.
- Consider all the alternatives: Do not jump at the first possible answer; it may be misleading. Read through all answers in the order they appear, then choose the best one.
- Relate each possible answer to the question. Consider how well each option answers the question: is it a logical, correct response? Use the process of elimination to rule out wrong answers.
- Anticipate the answer before you look at the options: Read the question carefully and then answer it on your own; find the answer, which is the same as yours.
- Use information from other questions to help you: Look for similar questions, or questions on the same topic; do the responses overlap? Is there any extra information you could use, like a definition?
- Look for words such as always, never, etc. They are absolute words, indicating there are no exceptions to the statements. Be careful not to accept answers using such extremes unless you are certain there are no exceptions- **negatives are bolded.**
- If you are not sure of the correct response:
 - eliminate the "definitely not" option(s);
 - balance the remaining options against each other (how are they the same/different);
 - then choose the best alternative answer remaining.

Remember when writing your examination:

Use the time you are given: Use all the time you have available. Even if you finish early, you still have time to review your answers and/or return to questions you may have been unsure about. Use your time to your advantage. Remember, there are no points for leaving early!

Answer all the questions: You should answer all the questions even if you are not sure of the answer. Remember, by answering the question, you have a one in four chance of selecting the correct answer rather than leaving the questioned unanswered.




E. Conduct and Behaviour:

Misconduct: Any inappropriate behaviour during the examination, including any form of cheating or examination misconduct, will not be tolerated and may affect your eligibility for a Certificate of Qualification. In compulsory trades, this may impact your ability to work. If found guilty of cheating, you could be subject to a fine.

Leaving the examination room: Once an examination has started, you cannot leave the examination room until you are completed, except in an emergency or to go to the washroom.

F. Examination Feedback:

If you have any feedback about the content of the examination, ask for an Examination Feedback Form as soon as you finish your examination and before you leave the examination room.



Examination Results and Rewrites



9. Examination Results and Rewrites

A. Exam Results

If you have an email address on file with Skilled Trades Ontario you will receive a notification by email that your exam has been marked and that your results are available to view online through the Skilled Trades Ontario Portal. Your results will also be emailed to you. **If you do not have an email address on file**, your exam results will be sent to you by mail. We are not able to provide exam results over the phone.

Examination Results Letter – Sample

Re: Certifying Exam Result: 310S - Automotive Service Technician

Thank you for taking the certifying exam in the trade of **310S - Automotive Service Technician** on **January 20th, 2022**. **We are pleased to inform you that you have achieved a passing score.**

The required pass score for both provincial and Inter-Provincial certifying exams is 70%. You obtained a score of **96 out of a possible 125**. This represents a **percentage score of 77%**.

The results of your exam and your score report are given below:

Section	Description	Possible Marks	Your Mark
1	Occupational Skills	6	6
2	Engine and Engine Support Systems	21	16
3	Vehicle Management Systems	20	17
4	Drive Line Systems	19	11
5	Electrical and Comfort Control Systems	21	18
6	Steering and Suspension, Braking, Control Systems, Tires, Hubs and Wheel Bearings	24	17
7	Body Components, Trim and Restraint Systems	7	5
8	Hybrid and Alternate Fuel Systems	7	6
Total Marks		125	96

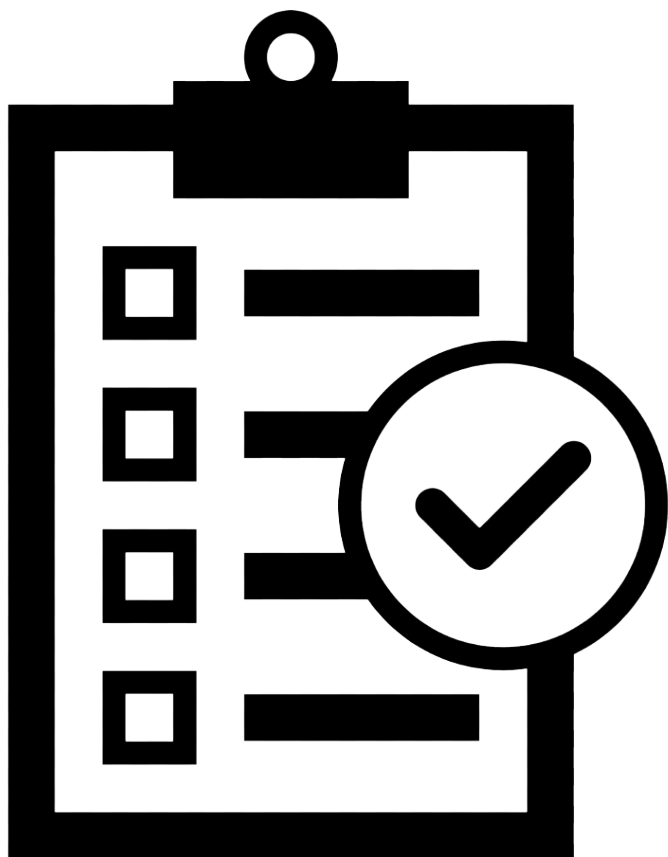
B. Exam rewrites

You can re-write the examination if you did not pass. It is not uncommon for examination candidates to challenge their examination more than once. You will be allowed to schedule another examination 15 days after your previous examination date and write on the 16th day or thereafter if a seat is available. *(Unless your examination has been blocked pending an investigation of examination misconduct.)* For each examination attempt, you must pay a fee to Skilled Trades Ontario.

- The information found on the Examination Results Letter will help you prepare for the next attempt.
 - Use the breakdown of marks on each of the topics you were tested on to identify areas of strength and weakness. This will help focus your study efforts for the next attempt.
- Use the resources and supports listed in this guide to help you prepare.
- Don't re-schedule the examination until you have prepared and feel confident in your knowledge and skills

If you fail the examination two times, you may be asked to provide Skilled Trades Ontario with proof of upgrading.

Self - Assessment Checklists



10. Self-Assessment Checklists

The following two checklists are good reminders of what needs to be done:

- ✓ During your preparation
- ✓ The day before writing the examination

Self-Assessment Checklist During Your Preparation

- ☐ Is my trade a Red Seal Trade?
- ☐ What is my trade's Red Seal name (Is it different from the Ontario trade name)?
- ☐ Did you download/save/print a copy of your NOA/RSOS?
- ☐ Did you download/save/print a copy of your Apprenticeship Training Standard?
- ☐ Did you download/save/print a copy of your Examination Breakdown or Examination Counselling Sheet?
- ☐ Are you using your NOA/RSOS as a study tool?
- ☐ Are you using your Apprenticeship Training Standard as a study tool?
- ☐ Have you accessed other study resources (texts, provincial/territorial standards)?
- ☐ Are you using your own network for support (colleagues, instructors, employers)?
- ☐ Have you created a study plan?
- ☐ Have you created a study schedule?



- ☐ Have you made use of the Red Seal sample examination questions?
(# of times?___ Did you time yourself?___)
- ☐ Are you interested in Essential Skills Upgrading?
☐ Yes ☐ No
- ☐ Have you accessed information on Essential Skills Upgrading in your area?
☐ Yes ☐ No
- ☐ Are you interested in Language Training?
☐ Yes ☐ No
- ☐ Have you accessed information on Language Training in your area?
☐ Yes ☐ No

Self-Assessment Checklist – Day Before Writing:

- ☐ Do you have the appropriate Photo Identification ready?
- ☐ Do you know the location of the examination?
- ☐ Do you know the time of the examination?
- ☐ Have you arranged for an Interpreter/Reader as an accommodation?
If so, are they aware of the time/date of the exam to accompany you?
- ☐ Do you have transportation to the examination?

☐ Do you have the necessary resources to get to your location (bus ticket)?

☐ Yes ☐ No

☐ Are you giving yourself enough time to get to the location?

☐ Yes ☐ No

☐ How much time do you need? _____

☐ Have you considered factors (time of day, mode of transportation, traffic, construction) in your transportation plan?

☐ Have you printed a map/directions to get to the location (or do you have GPS)?

☐ Yes ☐ No

☐ Did you set your alarm? ☐ Yes ☐ No



☐ Did you get enough sleep prior to the examination?

☐ Did you provide notice to your employer (time off)? ☐ Yes ☐ No

☐ Did you take enough time off from work/school to attend the examination?

☐ Yes ☐ No

[illegible]

[illegible]

APPENDIX A

What are Essential Skills*?

Essential Skills are the foundational skills needed to carry out all work tasks as well as the building blocks required to learn new skills.

There are 9 Essential Skills for the workplace:

Reading - *is the ability to read and understand written information in many different types of workplace documents.*

Document Use - *is the ability find & use the information you need, put in information where it is needed, and construct information displays: these are all document use tasks. Icons, labels, lists, tables, forms, graphs, signs, maps, gauges, images, schedules, schematics, touch screens & technical drawings are examples of documents or information displays used in a workplace. We use this skill when we read signs, labels, lists, as well as when we interpret graphs and charts.*

Numeracy - *is the ability to use numbers and think mathematically to measure and make calculations, to estimate, to work with money, to analyze numerical trends and to create schedules and budgets.*

Writing - *is the ability to use the written word to create a clear message. It includes non paper-based writing such as typing on a computer. We use this skill when we organize, record, document, provide information to persuade, request information from others and justify a request.*

Oral Communication - *is the ability to talk with others to give and exchange information & ideas, such as: ask questions, give directions, coordinate work tasks, explain & persuade.*

Working With Others - *is the ability to lead, coordinate or collaborate with others on work activities. We use this skill when we work as a member of a team or jointly with a partner (whether in person or at a distance), and when we engage in supervisory or leadership activities.*

Thinking - *is the ability to engage in the process of problem solving, job task planning and organizing, finding information, critical thinking, significant use of memory and decision-making. We use a thinking process to solve problems, organize and plan, find needed information, be logical, remember things and make decisions.*

Digital Technology - *is the ability to use information and communication technology. We use this skill when we use a smartphone, operate cash registers, use word processing software, send emails and create and modify spreadsheets.*

Continuous Learning - *is the ability to apply strategies which support learning and the ability to adapt to change. We use this skill when we learn as part of regular work or from co-workers and when we access training in the workplace or off-site.*

Having strong essential skills, such as reading, writing and thinking, can increase your chance of succeeding in these examinations. If you are interested in the occupational profiles based on the Essential Skills model, please visit [Explore careers by essential skills - Job Bank](#)

**Please note that the Government of Canada is transitioning the Essential Skills model to an updated Skills for Success model. For more information on Skills for Success please go to: [Skills for Success - Canada.ca](#).*

APPENDIX B

Financial Resources – Grants and Bonuses for Completion


There are many financial resources and incentives available to you upon completion. Don't forget to check your eligibility and submit your application.

Red Seal Trades:

Name of Grant:	Apprenticeship Completion Grant
Source:	Service Canada
Eligibility:	Red Seal Trades Only
Description:	One-time taxable cash grant lifetime amount of \$2,000 per person for registered apprentices who complete their apprenticeship training and obtain their journeyperson certification
Links:	You can apply for the ACG online or download a paper application. https://www.canada.ca/en/employment-social-development/services/apprentices/grants.html *Note: There is an application deadline period

Non-Red Seal Trades:

Name of Bonus:	Apprenticeship Completion Bonus (Non-Red Seal Trades)
Source:	Ministry of Labour, Training and Skills Development (MLTSD)
Eligibility:	Non-Red Seal Trades Only
Description:	This \$2,000 taxable cash grant is available to those who are out of high school and have completed their training in a non-Red Seal trade To qualify, you must: have gotten your Certificate of Apprenticeship in a trade that either: *does not have a Certificate of Qualification exam, or *has only a provincial (non-Red Seal) Certificate of Qualification exam
Links:	For more information, contact your local apprenticeship office https://www.ontario.ca/page/finish-apprenticeship



***We wish you the best as
you prepare for your
examination.***

