

ENGINEERS GEOSCIENTISTS MANITOBA
EXAMINATION REGULATIONS

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ENGINEERS GEOSCIENTISTS MANITOBA'S EXAMINATION REGULATIONS

1. CONFIRMATORY EXAMINATION PROGRAM

Confirmatory examinations are assigned to confirm the level and quality of academic education. They are professional-level examinations covering material typically studied in the final two years of a bachelor undergraduate program.

Exams are assigned to confirm knowledge that it is claimed you have, therefore, Engineers Geoscientists Manitoba will not waive confirmatory examinations based solely on courses you have taken that appear to be similar to the assigned examinations. The assignment of confirmatory examinations should not be taken as a reflection of the quality of your degree(s).

If you successfully complete the confirmatory examination program you will be declared academically qualified. The effective date of academic qualification is typically the date of graduation from your first engineering/geoscience degree. After you have been deemed academically qualified, you will be invited to continue with the registration process which is applying to become a Member-in-Training (MIT).

2. TIME LIMIT / EXAMINATION DEADLINE

Time limit is also called the examination deadline. The examination deadline is indicated on your academic assessment result letter.

Time allowed to complete the program is one year (12 months) multiplied by the number of examinations. (The time line starts from the closest possible examination session.) For example, if the review meeting is September 2012 the first examination session offering will be in December. December 2012 would be considered the start point. If you were assigned 4 examinations, December 2016 would be the examination deadline, essentially giving you 1 year per exam. You may decide to complete it earlier however it is not advisable to do more than two exams per session.

At least one examination should be taken during the first available examination session following the six-month notification period, regardless of the type(s) of examination(s) assigned.

Failure to complete the prescribed examination program within the prescribed time deadline will result in your file being closed.

If you are unable to complete the examinations within the required time frame, you may request a time extension. You will be asked to provide reasons for your request and, there is no guarantee that the extension be granted. Please contact the office for a time extension request form.

3. CANADIAN RESIDENCY REQUIREMENT

In order to write examinations in Manitoba you must be a Canadian resident.

4. ENGLISH LANGUAGE REQUIREMENT

If you did not receive your academic education (either undergraduate degree or graduate degree) in English, you should provide a copy of an English test such as (CLB) Canadian Level Benchmark or an IELTS. On a CLB place test, it is recommended your score be benchmark level (8) in all four language areas. On an IELTS place test, it is recommended your score be 6.0 or higher in each module, and with an overall band score of 6.5 or higher.

5. FAILURE OF A CONFIRMATORY EXAMINATION

If you fail a confirmatory examination(s) or equivalent course(s) you must clear the failure(s) within the deadline. You must not exceed the number of failures permitted (as stated in Failure of an Examination program). Examination or course failures must be cleared either by retaking that examination or the approved course equivalent(s) for that same examination.

6. FAILURE OF EXAMINATION PROGRAM

If you have three examination or course failures (whether those failures are in one or in multiple examination(s)/course(s)) you will be exited from the examination program. Failure of ANY examination(s) or course(s) will disallow the possibility of an interview.

If you wish to re-apply after being exited from either the examination program or the IEEQ program you must do the following:

Resubmit a new application with the fee plus a letter explaining why you want to continue the program.

Whether you have been exited due to excessive failures or due to excessive time to complete the program, credit will be given for exam(s)/course(s) previously passed, however, the new assignment will result in ONE additional Group B examination being added, except in the case where you had not previously passed any examinations. In this case, no additional Group B examination will be added. The Group B examination will be of your choice. No additional time extensions will be allowed and the interview option will not be allowed for those who have been previously exited from the examination program or the IEEQ program.

If you exceed the time limit or exceed the number of failures a second time you will be required to take a twelve month break from re-applying and demonstrate to the ARC, when you reapply, what steps you have taken to ensure your success the next time

around. When you re-apply, the formula of adding the additional Group B level exam as described above will be applied.

HAVING YOUR FILE CLOSED

Your file will be closed if any one of the following occurs:

- not completing all exam requirements within the specified time limit;
- failing a total of three exams and/or course equivalent

7. NATIONAL TECHNICAL EXAMINATION PROGRAM

Engineers

If you choose to write the Canadian Engineering Qualification Board (CEQB) national technical exams, this is a self-study option.

The exams are administered by Professional Engineers Ontario (PEO), but Engineers Geoscientists Manitoba will order and invigilate the exams for you.

Geoscientists

If you choose to write the national technical exams, this is a self-study option.

The exams are administered by Association of Professional Engineers and Geoscientists of Alberta (APEGA), but Engineers Geoscientists Manitoba will order and invigilate the exams for you.

a). WHEN EXAMINATIONS ARE OFFERED

The National Examinations are held twice a year, usually in Spring and Fall. The exams are written simultaneously at all centres across Canada. Examinations are usually offered over a five-day period.

b). HOW TO APPLY FOR EXAMINATIONS

If you wish to write an exam during one of the sessions, please login to your online member profile and click "Request Exams for the Next Write Session" and then follow the instructions to complete the order form.

Spring Examination Session

The spring examination application is normally open/available to order online in early January of each year.

Fall Examination Session

The fall examination application is normally open/available to order online in early July of each year.

c). **EXAMINATION FEES**

An Examination Fee (see fee schedule for the cost) is payable for each examination requested. The current examination fee is \$300.00 per examination and can be paid online. The examination fee is subject to change without notice.

d). **EXAMINATION DATE / LOCATION AND FORMAT**

The examination timetable, location and format along with the aids permitted is normally sent out to you approximately one month before the examination(s) are to be written.

- **Format 1** - No calculator permitted. The exam may be **Closed** or **Open Book**.
- **Format 2** – There are two calculator models permitted for this format: either a Casio or Sharp model. The examination may be **Closed-** or **Open-Book**. **Note, any alpha letters that immediately follows the calculator model number is fine, except for**
- **The letter “s” which means the calculator is programmable. If the letter “s” is in combination with other alpha letters then the calculator is acceptable i.e. “ms”.**

(Please note that the word “None” in the list of aids represents no further instructions for this examination.)

- **Format 3** - Any non-communicating calculator will be permitted. The examination will be an **Open-Book** examination. Candidates will identify the calculator used on the inside left-hand sheet of the examination work book, i.e. name and model designation. **(Please note that “none” under aids and instructions represents that you may bring as many textbook(s) or notes etc. into the examination there are no restrictions with this format 3 exam.) Please note space allocated to candidates writing open book examinations will be the same as closed book examinations. Therefore you will need to limit the number of textbooks brought into the exam room.**

Closed-Book - Only pen, pencils, and drawing instruments may be brought into the room. If Format 2 is selected, candidates are permitted to bring any Casio or the Sharp approved calculator into the room.

Open-Book - Any notes, textbooks, materials etc. may be brought into the examination. Where an examiner has specified only certain material can be used, this is noted under “Aids/Instructions to the Candidates”.)

Closed-Book With Specified Aids - For some examinations, a single, precisely identified aid is allowed. This is noted under “Aids/Instructions to the Candidates”.

e). **INVIGILATION (WRITING) OF EXAMINATIONS**

Examinations shall normally be written at a designated site in Winnipeg.

You may, subject to the approval of the Engineers Geoscientists Manitoba office, write examinations at locations other than the Winnipeg office, i.e. Brandon, Flin Flon, Thompson, and The Pas, under the supervision of a professional engineer or professional geoscientist.

Examinations, written in rural Manitoba, must be written concurrently with those held in Winnipeg and in accordance with the Alberta and Ontario timetables. Any expense incurred, with respect to the invigilation of those examinations, will be your responsibility.

f). TEXTBOOKS AND REFERENCE MATERIAL

Engineers

Professional Engineers Ontario (PEO) provides Engineers Geoscientists Manitoba with a list of suggested study material for each engineering examination for your benefit in seeking general information in certain subject areas. The actual textbooks upon which the examinations will be based, however, will be prescribed by the examiners assigned to set the examinations and may be updated from year to year. The list is only a suggested list and is not intended to limit you from using other relevant textbooks.

Alternative texts of your choice may be used provided the text adequately covers the Canadian Engineering Qualifications Board (CEQB) Syllabus material.

Examination questions are based on the description in the CEQB syllabus, not the suggested textbooks.

You are urged to follow the description in the CEQB syllabus. The textbooks are just a means to prepare for the examination. It is your responsibility to prepare properly for the examination.

Past Examination Papers: Past examination papers are available at <http://www.apegm.mb.ca/PastExamPapers.html>

The answers to the questions are not available. Please note that examination formats and questions vary from year to year.

Geoscientists

The Association of Professional Engineers and Geoscientists of Alberta provides textbook information in its syllabus of examinations for the geoscience examinations.

Past Examination Papers: Past examination papers are available at <http://www.apegm.mb.ca/PastExamPapers.html>

Please note that a limited number of past examinations are available for the geoscience examinations. These are usually available from APEGA once an examination has been ordered.

The answers to the questions are not available. Please note that examination formats and questions vary from year to year.

g). FAILURE TO APPEAR / NO SHOW

If you apply to write examinations and do not attend the sitting(s) you will be marked "NO SHOW". You will forfeit the examination fee, i.e., no refund or credit. A "NO SHOW" is considered a failure. You must forward a letter/email explaining the reason(s) why you did not write. Upon receipt of this written correspondence, your file will be reviewed to determine if you may still remain active in the examination program. Please note that a "NO SHOW" is preferable to writing an examination if you do not feel prepared to write and might fail, even if it means having your current file closed. The correspondence must be received in the Engineers Geoscientists Manitoba office no later than two weeks after the sitting.

h). CANCELLING AN EXAMINATION

You may cancel an examination that you have applied to write, and not incur any financial penalty, as long as the examination is cancelled at least three months before the examination is due to be written. (See the examination cancellation date on the examination application form) In this case the examination fee will be transferred to the next Examination Session. An examination fee can only be transferred once.

i.) LEAVING AN EXAMINATION WITHOUT WRITING

If you appear in the examination room and then you decide not to write the examination, you must place the signed exam book in the envelope provided, sign the outside of the envelope, and hand it to the invigilator. You will be given a mark of Zero for the examination.

j). EXAMINATION RESULTS

The passing mark for each examination is 50% (if not otherwise specified).

Examination results will be mailed approximately 45 working days after the last examination has been written.

Examination papers or copies will not be returned to you, nor are the answers to the questions available. You may, within 30 days after the notification date of results, request a viewing of the marked examination papers under supervision in the Association office by special arrangement only.

If you disagree with an examination mark, you may request a re-read. There is a non-refundable fee (see fees schedule for the cost) per exam for this service. Note that all papers graded between 45% and 49% have already been re-read once by the examiner. You must apply within 30 days after the notification date for a re-read. The fee is non-refundable and the re-read mark is the final mark.

If no viewing has been requested during the specified period, examination booklets will be destroyed 30 days after the notification date.

k). THE FOLLOWING ARE NOT ALLOWED

- Use of notes on examinations where none are permitted
- Communicating with another candidate
- Employment or recruitment of another person to write an examination

The actions will be dealt with very seriously by Engineers Geoscientists Manitoba and may result in permanent expulsion from the Association.

8. FUNDAMENTALS OF ENGINEERING (FE) EXAMINATION

The Fundamentals of Engineering (FE) exam confirms the technical knowledge of engineering graduates. The National Council of Examiners for Engineering and Surveying (NCEES) in the United States administers this exam.

If you have been assigned an examination program of five or fewer technical exams and engineering economics (if assigned) you will have the opportunity to write the (NCEES) Fundamentals of Engineering (FE) exam. If you choose to write the FE exam, this is a self-directed option. Further information on the exam is available here:

<http://ncees.org/engineering/fe/>

Note: Applicants who have been given a specific examination program will not be allowed to write the FE in lieu of examinations, however, may make a request to the Academic Review Committee if they wish. The onus will be on the applicant to make the case.

You will be allowed three attempts to pass the FE exam. After three unsuccessful attempts you will be exited from the academic assessment program and asked to take a break of twelve months before re-applying.

9. COURSES-IN-LIEU

Engineers Geoscientists Manitoba maintains a listing of acceptable University of Manitoba course substitutions.

You may, upon prior approval, take approved CEQB University of Manitoba or University of Brandon courses in lieu of assigned examinations. Permission to take courses must be requested, in writing. If you wish to see the list of pre-approved courses please login to your online member profile and click on the syllabus. To request permission to take courses please click "Substituting university courses for specific exams" and complete the request form. After you get approval for the courses from Engineers Geoscientists Manitoba you then need to contact the University of Manitoba's student advisor for "Engineers Geoscientists Manitoba students": egm@UManitoba.ca .

A mark of "C" or better is required in each substitute university course.

Once you have completed the course(s), it is your responsibility to provide an official transcript (mailed directly from the Registrar's office) with your final grade(s) back to the Assessment Officer.

10. INTERNATIONALLY EDUCATED ENGINEERS QUALIFICATION PROGRAM (IEEQ)

Internationally Educated Engineers Qualification Program (IEEQ option): The IEEQ program is offered at the University of Manitoba and it consists of engineering courses, co-op work experience, cultural orientation, language and communication support and professional networking. To be eligible for the IEEQ program, you must have received an assignment of five or fewer technical confirmation examinations by Engineers Geoscientists Manitoba.

Note: The IEEQ program is considered an equivalent program, not necessarily an exact match. For example, engineering economics is always assigned in IEEQ even if it was not specifically assigned by Engineers Geoscientists Manitoba.

To learn about the IEEQ program visit

<http://umanitoba.ca/faculties/engineering/programs/ieeq/index.html>.

To download the application form visit

http://umanitoba.ca/faculties/engineering/programs/ieeq/pdf/Application_Form_for_IEEQ11.pdf

11. INTERVIEW

The interview option is an oral examination. If you appear to have over ten years of high-level current and qualifying Engineering or Geoscience experience you may be offered an interview for the purpose of waiving some or all examinations.

Your assessment result letter will indicate if you have been offered the interview option and procedure information will be provided to you. Note: An interview fee is required (See fees schedule for the cost). The current interview fee is \$500.00 per examination.

12. POST-GRADUATE OPTION

If your undergraduate degree was in engineering, you have the option to complete a M.Sc. in engineering, an M.Eng. in engineering or a Ph.D. in engineering at a CEAB accredited institution.

13. ENGINEERING / GEOSCIENCE REPORT

Sometimes, the Academic Review Committee will ask for evidence of a report or project in order to fulfil the academic requirements. Information sheets regarding the Engineers Geoscientists Manitoba Engineering / Geoscience report requirements are available from the Engineers Geoscientists Manitoba office upon request.

14. RE-ASSESSMENT

A re-assessment request must be accompanied by your reason(s) in writing, specifying the additional information to be considered, along with a non-refundable re-assessment fee. (Please see Assessment & Examination Fees)

The re-assessment process is not allowed if an interview is conducted. There are no appeals or reassessments for interviews.

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