

## 1. Purpose

The Canadian Institute for Non-destructive Evaluation (CINDE) is committed to providing an engaging learning experience to support the academic success of students. This policy describes the circumstances under which a student may apply to attempt an end-of-course exam (final exam) for a second time.

## 2. Scope

This policy applies only to students who have met the attendance requirements but have not achieved a passing grade<sup>1</sup> in a CINDE course delivered at any facility where CINDE does business such as the training centre in Hamilton, colleges, company locations, trade schools or other third-party training facilities.

## 3. General

3.1. CINDE reserves the right to change the exam used for a repeat exam.

3.2. Students may only apply once for a repeat exam (see 4.1) and if the repeat exam is failed, then the student has the option of attending the entire course again at 50% off of a regularly scheduled course, to be taken within one (1) year of the original course date.

3.3. If a student's passing mark is 59% or below, the student has the option to attend the entire course again at 50% off of a regularly scheduled course, to be taken within one (1) year of the original course date.

3.4. Students applying for a repeat exam must waive the academic policies of other training or educational institutions where they may be enrolled.

3.5. The final grade of the repeat exam shall be the only grade used for the student transcript and/or course certificate.

3.6. In all cases, the repeat exam shall not be attempted sooner than one (1) month<sup>2</sup> and not later than one (1) year after the course end date.

3.7. In all cases, the repeat exam shall be scheduled at a date and time mutually agreeable to CINDE and the student.

3.8. If the repeat exam is at a location other than the CINDE Test Centre in Hamilton, Ontario then a proctor<sup>3</sup> shall be identified by the student and pre-approved by CINDE. Eg. NRCAN Accepted Exam Centre (AEC) staff, a teacher from a primary or secondary school, college or university.

3.9. The current advertised exam re-attempt fee shall be paid before the repeat exam is attempted.

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<sup>1</sup> For purpose of this policy, the "passing grade" shall be 70% for all NDT courses needed for CGSB certification unless otherwise stipulated by the NRCAN NDT Certification Body. The "passing grade" for CEDO courses shall be 75% unless otherwise stipulated by the Canadian Nuclear Safety Commission (CNSC).

<sup>2</sup> For purpose of this policy, "1 month" shall mean 28 days.

<sup>3</sup> A "proctor" is an unbiased person that must be present while you attempt an exam.

#### 4. Procedures

- 4.1. Students who achieve a failing grade of 60% or above may apply to attempt a repeat exam.
- 4.2. A written request and payment processed through a student's CINDE member/visitor area for a repeat exam will be acceptance of this policy and will include the desired date(s), times(s) and a suggestion of a live proctor.

#### Revision History

1. February 19, 2015: first draft.
2. March 25, 2015: grade ranges adjusted to align better with college academic policy.
3. April 6, 2015: date ranges for re-attempts aligned with CAN/CGSB48:9712-2014 standard for Qualification and Certification of NDT Personnel. Requirements common to 4.1 and 4.2 were consolidated into section 3.0.
4. April 20, 2015: Attendance requirement added for students to be eligible under the policy.
5. May 22, 2015: Passing grade for CEDO course added to footnote 1.
6. July 15, 2015: Changed the words "NDT course" to "course" in 4.2.1 and in Table One.
7. April 20, 2016: Changed the words "first exam" to "initial exam" and "second exam" to "repeat exam". The word "invigilator" changed to "proctor". Tables One and Two revised for clarify with the removal of Options 1 and 4 and the "pass college grade requirements" and "re-take entire course" lines. Options renumbered. Deleted 4.3 as duplicate statement is in 3.2.
8. February 2017: Changed final grade required to attempt a repeat exam. Removed makeup course(s) needed to attempt a repeat exam. Removed the need for a student to sign the policy as payment denotes acceptance of this policy. Removed reference to courses provided by other training or educational organizations. Added the 50% off of a repeat course in the event of a failed course or failed repeat exam.