

## General Requirements to Register for the Exam

### **Q. What is the cost to write the exam?**

The cost of the examination for both the in-person and virtually proctored is \$145.00 + HST (\$163.85).

### **Q. What information do I need to provide for the *ME Exam*?**

You must fill out your ME Exam application and submit supporting documents listed on the application. It is important to provide ALL required documentations, otherwise your application will not be processed and you might miss your exam date.

### **Q. How do I pick a date and time?**

You can find the Master Electrician exam schedule on our website at [www.esasafe.com](http://www.esasafe.com) under Contractor > Write the Exam

### **Q. Can I take the exam on the day I sign up?**

No. It takes time to process your application and review all supporting documentation.

To help ensure you provide enough time for us to review your application and contact you if we need additional information, we suggest sending in your application for the exam at least [one month prior](#) to the date you wish to take the exam. Sometimes, the processing time may take longer than a month. In addition, there must be space available in the examination requested.

### **Q. I have a disability and need an accommodation with respect to my exam. What do I do?**

ESA is committed to meeting the accessibility needs of people with disabilities. Please contact the Licensing department at 905-712-5385 or [masters.exam@electricalsafety.on.ca](mailto:masters.exam@electricalsafety.on.ca) to request an accommodation. To avoid the need to reschedule, requests should be made as soon as possible – at least three weeks prior to the exam date.

To make an accommodation request, you must provide documentation of the reason for the accommodation request (such as a doctor's note) as well as a specific description of the accommodation you need. Please specify whether you intend to take your exam in person or online.

Please note: the virtual proctor solution may not be an option for those requiring an accommodation.

### **Q. I don't have three years experience, can I still write the exam?**

It is important to understand the requirements of the regulation with respect to the ME licence eligibility and plan your examination timing accordingly.

If you plan to apply to the ME licence, your exam must be current (in other words, it must be written within 12 months from the day of the licence application). If you do not have 3 years experience, you are not eligible for the ME license.

## Taking the Master Examination – Virtual Proctor

### **Q. How do I sign up for the virtually proctored exam?**

You will need to apply to take the exam as you would the in-person exam. A current listing of examination options and application forms are available on our website at [www.esasafe.com](http://www.esasafe.com) under Contractor > Write the Exam

### **Q. Do I need a login and ID?**

Yes. Once you are approved to take the exam, we will email you the login information.

### **Q. How does virtual proctoring work?**

Virtual proctoring takes the place of a live official you would typically have for an in-person exam. Using a proctor or scrutineer is a common practice to help ensure academic honesty is part of the formal examination process.

The goal of virtual proctoring is to ensure that the student who is taking the test or exam is who they claim to be, and are not breaking the exam rules.

### **Q. Do you have a practice exam I can take?**

If you are taking the virtual exam, there is a practice exam available once you are approved to write the exam. We encourage you to sign in **before your exam** in order to take the practice exam, test your equipment and connection, as well to understand the process and familiarize yourself with the exam Rules of Conduct before you write the exam.

### **Q. What browser do I have to use to take the exam?**

To take a proctored exam you must use Google Chrome only. Launch Chrome or [download the browser](#) to your computer.

**Q: Is someone watching me during the exam?**

No. ESA will require you to allow access to video, audio, and/or screen capture while you are taking the exam. Proctorio will store that data and provide an automated suspicion report to ESA for review. No Proctorio employee has access to this data. The exam data is recorded and made available exclusively to ESA—and no one else. Please refer to [ESA Access and Privacy Code](#) for more details about how ESA protects your privacy.

**Q. What type of ID is required?**

In order to access the exam, you will be required to show your ID and authenticate your identity. Examples of acceptable IDs:

- Driver's licence (issued by a Canadian Province)
- Canadian Passport
- Canadian citizenship card
- Canadian Permanent Residency Card

**Q. What parts of my computer will be accessed by the proctoring software?**

Proctoring software will need access to your webcam and microphone. You will be required to close any open tabs on your browser and any other programs or applications running on your computer at the time of the exam.

**Q. Is it possible to take a break during the exam without losing time?**

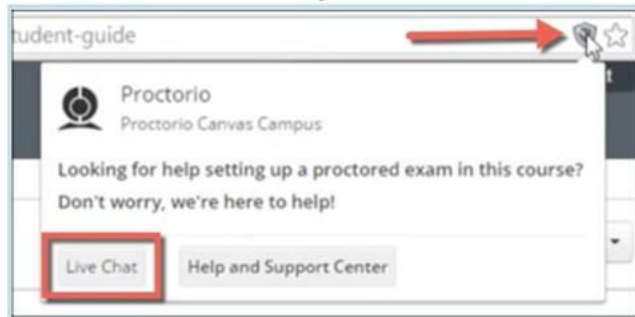
No. Once the exam has started, the timer will start and will not be stopped or paused. Applicants are encouraged not to take breaks during the exam. However, if you need to take a break, the timer will continue to run. You are away from your camera for more than 5 minutes, this will be flagged as a potential violation of the ME Exam Rules of Conduct.

**Q: Will I be able to access the Reference Material Book online during the exam?**

No. You will not be permitted to access the Reference Material book online. You will need to use a hard copy of the book.

**Q. How do I get technical support?**

If you have already logged in to the exam, there is a Live Chat with Proctorio available. You can access Live Chat by selecting it when you click on the enabled shield in your upper right hand corner of your browser.



You may also use one of the following methods to contact Proctorio Support:

- Tech Support: (480) 428-4089
- Toll-free: (866) 948-9248
- Email: [Support@proctorio.com](mailto:Support@proctorio.com)

### **Q. What do I do if my internet fails or I get locked out of my exam?**

If your internet fails or you get locked out of your exam, you can contact Proctorio through Live Chat and they can help to resume your exam for you.

### **Q. Will the time keep running?**

Once the exam has started, the timer will start and will not be stopped or paused.

### **Q. If I have a question during the exam, will I be able to ask someone?**

You will not be able to ask questions about the exam content, but can ask for technical assistance by accessing the Live Chat function.

## After the Exam

### **Q. How will I find out if I passed?**

The examination results will be issued within 15 working days; *results will not be provided over the phone*. Please ensure that that you have provided your current email address.

### **Q. If I pass the ME Exam, will I receive my ME Licence?**

If you applied for your licence at the time you sent in your exam application, once you pass the exam we will process your licence. If you did not apply for your licence, you will need to submit an application for licence which can be found on our website at [www.esasafe.com](http://www.esasafe.com) under Fees & Forms > Forms > Licensing Related Forms > Master Electrician Licence or at <https://esasafe.com/fees-and-forms/forms/licensing-related-forms/>