

## **Electrical Safety Authority (ESA) Master Electrician (ME) Exam Rules of Conduct**

### **Introduction**

These Rules of Conduct ("Rules") apply to all Master Electrician (ME) Exam Applicants ("Applicants"). The purpose of these Rules is to create a fair, secure, and organized testing environment for all Applicants. These Rules are intended to:

- Protect the integrity of the exam process,
- Encourage honesty and professionalism, and
- Ensure all Applicants have an equal opportunity to succeed.

By following these Rules, you are demonstrating your commitment to ethical behaviour, which is an essential requirement of being a licensed Master Electrician.

Passing the ME Exam is a requirement of the Regulations to obtain a Master Electrician (ME) Licence. As a licensed professional, you are expected to maintain high standards of ethics and professionalism.

### **Confirmation of Understanding**

You must read and confirm understanding of the Rules of Conduct before writing the Master Electrician (ME) Exam.

By signing the attendance sheet at your ME Exam, you are confirming that you have read, understand, and will follow these Rules.

### **Consequences of Non-Compliance**

Following the Rules is a vital part of the ME licensing process. ESA considers it a serious violation if you are found to not follow the Rules. If a proctor, in their sole discretion, has reason to believe that you have violated the rules, an Incident Report will be filed with ESA, and action may be taken, even after the exam is complete. The ESA may take actions, including but not limited to:

- **Disqualification:** Not allowing you to write the ME Exam or voiding your exam results if action is taken after the exam
- **Suspension:** Not allowing you to write the ME Exam for twelve (12) months.
- **Refusal:** Refusing to grant your ME Licence.
- **Revocation:** Removing your ME Licence

### **Exam Ownership and Security**

The ME Exam is the exclusive property of ESA and is protected by copyright law. You are not allowed to copy, share, or reproduce any part of the exam in any form. This includes, but is not limited to, taking photos or videos, writing down exam content, or sharing it from memory. If you are found to have violated ESA's copyright, ESA may take legal or regulatory action.

## **Electrical Safety Authority (ESA) Master Electrician (ME) Exam**

### **Rules of Conduct**

#### **Arriving to the Exam on Time**

Please arrive 30 minutes before the scheduled ME Exam start time to complete the sign in process.

#### ***Late Arrivals***

If you arrive after the ME Exam starts, you may not be allowed to enter. If you are denied entry, you will lose your ME Exam fee (no refund) and will need to submit a new ME Exam application and pay the full fee again. If you are permitted to enter the ME Exam late, you will not be given extra time to write the ME Exam.

#### **Approved & Unapproved Items & Materials**

A proctor will review all books, items, and materials that you bring to the ME Exam. Review of any content not written in English may include the proctor's use of a language translation tool (like Google Translate) to ensure the content does not include any unauthorized material or notes.

If unapproved items are brought to the ME Exam, they may be confiscated for the duration of the ME Exam. Please note that ESA and/or the proctors are not responsible for any lost, stolen, or damaged items at the venue or in the ME Exam room. It is the responsibility of the Applicant to avoid bringing any unapproved items and materials to the ME Exam.

If any suspicious markings or notes are found in approved materials, they may be taken away for the duration of the ME Exam. An Incident Report will be completed and additional action may be taken. The proctor may take photos of the confiscated material. If clean copies of material(s) are available, the proctor may provide them for use during the exam, however, do not assume that there will be clean copies available. All confiscated materials will be returned to the Applicant at the end of the ME Exam session.

#### ***Approved Items & Materials***

- Latest version of the Ontario Electrical Safety Code (OESC).
  - If you purchased an electronic version, you may print it, provided it includes your personal watermark, which displays your name and email.
- Relevant Legislation that consists of Acts, Bills and Regulations that relate to electrical contracting and the exam (non-electronic versions), such as:
  - Guideline to the Duties and Responsibilities of LEC's and DME's; and
  - Master Electrician Exam Relevant Legislation book ([download for free here.](#))
- Calculator (must be non-programmable)
- Pencil with eraser

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#### **Notes:**

- OESC bulletins, amendments and the Quick Reference Guide are permitted, but optional (not required).
- We do not recommend using the Canadian Electrical Safety Code book (CEC) or an older version of the OESC from a previous Code Cycle.

#### **Unapproved Items & Materials**

- **Prohibited Technology:** You cannot carry or have within access any device that can record, communicate, connect to the internet, or search for information, including but not limited to: cell phones, cameras, earpieces, headsets, radios, electronic pens, smart watches, smart glasses, video recorders, electronic notepads. **These items should all be left at home or in your vehicle prior to signing into the exam.** If electronic devices are brought into the exam room you will be asked to turn off their power (simply turning off the sound is not acceptable).
- **Programmable Calculators:** Only non-programmable calculators are allowed.
- **Unauthorized Study Materials:** Only approved materials are permitted during the ME Exam. Dictionaries, Pre-Master Electrician Student Manuals from ESA's Pre-Master Electrician Course, other course workbooks, and any other course-related materials or practice exams are not allowed.
- **Unapproved Versions of Code Books:** Photocopies or printed versions of the OESC or CEC belonging to someone else are not allowed due to copyright laws. This includes printed electronic versions that contain a name and email different from your own.
- **Unauthorized Notes:** You can only make notes in approved materials before the exam, and they can only clarify concepts or words. Personal notes outside of approved materials (typed or hand-written) are not allowed and will be confiscated. The proctor has the right, in their sole discretion, to confiscate approved materials with notes, tabs, or excessive markings that appear suspicious. A proctor may use a language translation tool (like Google translate) to review any content not written in English to ensure the information does not include any unauthorized material or notes. If you are unsure whether your materials will be accepted, it is your responsibility to contact the ME Exam department before the ME Exam. If we confiscate your exam materials, you may choose to take the exam without materials or reschedule the exam. If you choose to not take the exam, you will need to re-apply for another exam at your own cost.

**ESA, at the sole discretion of the on-site proctor, reserves the right to inspect and remove any materials at any time and for any reason.**

## **Electrical Safety Authority (ESA) Master Electrician (ME) Exam**

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- **Scrap or Blank Paper:** Personal scrap paper is not allowed. At the ME Exam, you will be directed to which exam materials you can use to perform calculations if required.
- **Unauthorized Writing Utensils:** Pens, highlighters, and other writing tools are not permitted. Applicants may bring their own pencil, but no additional writing instruments are allowed.

### **Prohibited Behaviours**

The following behaviours are not allowed. Prohibited behaviours will result in an Incident Report being completed and additional action may be taken.

- **Tampering with Exam Materials and Content:** You may not alter any content of the ME Exam, including questions or answers. You cannot modify any exam-related materials during the exam, including your own approved materials (Code books, reference materials, and legislation). Actions such as making notes, markings, folds, tears, or moving tabs are strictly prohibited and **will result in disqualification**. Additionally, you may not leave the ME Exam with any materials you did not bring, including leaving the ME Exam with approved materials that have been altered. After the ME Exam, you are prohibited from recording or reproducing ME Exam content in any form, even from memory or recall.
- **Failure to Follow Instructions:** You must follow all proctor requests and instructions. This includes leaving the ME Exam area if asked.
- **Dishonesty:** Providing false or misleading information to the ESA is prohibited.
- **Impersonation:** You cannot pretend to be another Applicant or allow someone else to impersonate you and take the ME Exam for you.
- **Abusive or Disruptive Behavior:** Profane or abusive language and disruptive actions towards proctors, ESA staff, or other Applicants are prohibited. See ESA's Zero Tolerance Policy [here](#). If your behaviour is disruptive to other applicants you will be asked to leave the exam room and will not be allowed to continue to write the ME Exam. ESA, in its sole discretion, will determine if you will be allowed to re-apply for a future exam date.
- **Talking to Applicants During or After the ME Exam:** You are not allowed to talk to anyone during the ME Exam, except if you need help from the proctor or ESA staff. After the exam is finished, do not talk to or signal other applicants when leaving the venue. You are also not allowed to discuss any exam questions or answers after the exam. This may lead to disqualification.
- **Other Cheating Behaviours:** Looking at other Applicant's exams, signaling to other Applicants, passing notes, communicating in any way with another Applicant, etc. is prohibited.

## Electrical Safety Authority (ESA) Master Electrician (ME) Exam

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- **Sharing or Reproducing ME Exam Content:** You cannot share or reproduce the ME Exam content in any way, including by taking notes, altering materials, memorization, taking photos/videos or any other means. Copying or distributing the ME Exam content is strictly prohibited, and ESA reserves the right to take legal action.
- **Excessive Breaks:** Multiple or excessive breaks may lead to disqualification.
- **Obstructing Visibility:** You must not wear items that block the proctor's view of you or may conceal prohibited items (e.g., hats, baggy clothing). If asked, you must remove the item(s).
- **Restricted Access to Bags:** You may use book bags, backpacks, and briefcases to transport materials, but you cannot access them during the ME Exam.
- **Continuing to Write After ME Exam Time is Complete:** When the proctor says "Pencils Down" stop immediately—no exceptions. This marks the end of the ME Exam. Only answers filled in on the bubble sheet will be graded.

### Exam Format & Breaks

- **ME Exam Time:** The ME Exam is three (3) hours long.
- **Breaks:** Once the ME Exam has started, you cannot leave the ME Exam room until you have completed and submitted your ME Exam papers, except in an emergency or to go to the washroom.
- **Washroom Breaks:** You are allowed washroom breaks, but they should not exceed five (5) minutes. Any time away from the ME Exam will **not** be added to the total ME Exam time. Multiple or excessive breaks may lead to disqualification. The proctor, in their sole discretion, will determine when to disqualify an exam applicant.

### Accommodation Process for ME Exam Applicants

ESA is committed to providing all exam applicants with an equal opportunity to demonstrate their knowledge, skills, and competencies.

To request an accommodation, please submit your request as soon as possible and at least fifteen business days before your desired exam date.

### How to Request an Accommodation:

To submit a request, you must send the following two completed forms together:

1. Master Electrician Exam Application, and
2. A Request for Master Electrician Exam Accommodation form, available at [www.esasafe.com/contractors/me-exam/](http://www.esasafe.com/contractors/me-exam/).

Ensure the following sections are completed:

- Section A: Completed by the Exam Applicant

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- Section B: Completed by a licensed healthcare professional only if your accommodation request includes one or more of the following:
  - Additional time and/or breaks
  - Reader (provided by ESA)
  - Private room

Note: The submission of an accommodation request does not guarantee receiving an accommodation.