

Rules of Conduct for the Master Electrician Examination

Introduction

These Rules of Conduct provide standards of ethical behaviour for everybody who wishes to write the Master Electrician Exam (ME Exam). ME exams are offered as in-person or online (virtual) proctoring. These Rules of Conduct apply, with required variations, to both types of exams.

Successful passing of the ME Exam is a requirement to apply for the ME licence. Master Electricians must hold themselves to high standards of ethics and professionalism.

As a result, compliance with these Rules and standards is considered important and form part of the considerations for granting of the ME licence. Actions that violate the Rules of Conduct are considered serious. In order to protect the reputation and high professional standards of Master Electricians, ESA may be required to take action ranging from disqualification to write the exam to refusal to grant the ME licence, depending on the seriousness of the issue.

Expectations, Rules and Standards of the ME Exam

The examination remains the exclusive property of ESA and is protected by copyright law.

Virtually-proctored sessions are recorded for later review in the event of a breach of exam rules and irregularities. Information captured for these purposes may include:

1. Real-time video and audio recordings of the exam taker, your ID and activities (including surrounding environment) during the exam session.
2. Screenshots of the exam taker's computer desktop during the exam session.
3. Video and computer information to confirm the number of computer monitors connected to your computer.
4. Records of your online searches while you are taking the exam.
5. Before starting your exam, you will be prompted to verify your identity by showing an acceptable government-issued ID, such as a driver's licence. Failure to provide an acceptable ID may result in an automatic investigation where an ESA employee will contact you to review the verification requirements and to assess if a breach of the rules occurred.

If you choose to take the exam outside your home, ESA assumes no responsibility for lost, stolen, broken or misplaced personal property. You are responsible for your personal property and should ensure its safety.

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Items or behaviours that are not allowed during the exam

While writing the exam, the exam taker MUST NOT:

1. Wear hats, caps, scarves, gloves, coats, etc.
2. Be in possession of book bags, backpacks, briefcases.
3. Use anything that can record, connect with other people, connect to the internet or that has a search function, like cell phones, cameras, earpieces or other listening devices, including headphones, headsets, radios, etc.
4. Use anything that would allow recording of the exam, such as recording devices, including cameras, cellphones, digital watches, electronic pens, google glasses, video recorders, electronic notepads, etc.
5. Use a programmable calculator. You may use a non-programmable calculator only.
6. Use Pre-Master Electrician Student Manual or any course-related items, such as workbooks, etc.
7. Falsify or misrepresent information required by ESA.
8. Impersonate others or allow someone to impersonate the individual who registered for the exam in order to participate in the ME Exam.
9. Obtain, use or give any answers to another applicant.
10. Designate or change any answers to questions prior to the announcement of commencement, or after the announcement of the conclusion.
11. Use profanity, be abusive, either physically or verbally towards the Proctor, ESA staff members, or to any other candidate.
12. Bring notes into the exam. (You are only allowed to have made notes in the codebook and in the related legislation that helps to explain concepts or words, which are hard to understand).
13. Speak to anyone while the exam is in progress, except in order to request assistance or technical help.
14. Share or take notes on the content of the examination, including the multiple-choice options, and must not share the exam content with anyone else.
15. Reproduce the Master Electrician Examination through memorization or any other means.

Examples of Rules violation:

If your exam is Virtually Proctored, actions such as failure to remain visible to the camera, attempts to open additional browser tabs, record or reproduce the questions, failure to show your ID are considered violations of these Rules.

If these violations are confirmed upon the review of the recording of your exam, you may be **disqualified** even if you passed the exam.



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What is allowed during the online exam:

1. Exams will start and end on time. You are allowed the full time to write your exam.
2. You must remain in view of the camera at all times until the exam ends and should not leave the exam environment until after you are done, or after the time has run out, whichever comes first, except to use the washroom.
3. A washroom break is allowed, but only to a maximum of **five** minutes. If you are away for longer than five minutes, upon review, your exam may result in an automatic fail and/or disqualification.
4. You are allowed to bring reference materials, such as Codebook and exam related legislation (i.e. Master Electrician Examination Reference Material and Relevant Legislation that consists of Acts, Bills and Regulations that relate to electrical contracting and is relevant to the training and examination.)
5. Candidates must comply with requests and instructions made by a Proctor, as applicable, including, but not limiting to a request to leave the examination area.

Every exam taker must comply with the [ESA's Master Electrician Examination Rules of Conduct](#). Failure to comply may lead to your exam being disqualified and you may be prohibited from writing the ME Exam for **twelve (12)** months.

I, the undersigned, will comply with ESA's Master Electrician Examination Rules of Conduct.

Name

Date