

## PROCEDURE FOR EXAM REWRITES

The following outlines the policy for exam rewrites for the Ministry's Entry-Level Course for Drinking Water Operators and Mandatory Renewal courses.

Entry-Level Course for Drinking Water Operators. <i>The pass mark for all exams is 70%.</i>			
	Fee	Waiting Period	Review Process If Unsuccessful
<b>Self-Study Exam</b>			
<b>First and Second Exam Attempt</b>	Included as part of initial course fee	N/A	Upon request by the examinee, Walkerton Clean Water Centre (WCWC) will review areas where the examinee did poorly
<b>Third Exam Attempt</b>	\$90.00; paid to WCWC prior to exam	None	Upon request by the examinee, WCWC will review (by phone) areas where the examinee did poorly
<b>Subsequent Exam Attempts</b>	\$90.00 each exam; paid to WCWC prior to exam	(3) months or (90) days for <b>each</b> subsequent exam rewrite	Upon request by the examinee, WCWC will review (by phone) areas where the examinee did poorly
<b>Classroom Exam</b>			
<b>First Exam Attempt</b>	Included as part of initial course fee	N/A	WCWC will notify examinee of failure (by mail) and upon request by the examinee, an instructor will review (by phone or email) areas where the examinee did poorly.
<b>Second and Third Exam Attempt</b>	\$90.00; paid to WCWC prior to exam	None	WCWC will notify examinee of failure (by mail) and upon request by the examinee, an instructor will review (by phone or email) areas where the examinee did poorly.
<b>Subsequent Exam Attempts</b>	Participant must retake the classroom portion of the course. Contact WCWC.		
<b>NOTE: REGISTRANT HAS ONE YEAR FROM THE DATE OF THE FIRST EXAM ATTEMPT IN THE CLASSROOM TO PASS THE EXAM. AFTER ONE YEAR A PERSON MUST REGISTER TO ATTEND THE CLASSROOM PORTION OF THE COURSE AGAIN.</b>			

**Mandatory Renewal Course. *The pass mark for all exams is 70%.***

<b>Classroom Exam</b>			
	<b>Fee</b>	<b>Waiting Period</b>	<b>Review Process if unsuccessful</b>
<b>First Exam Attempt</b>	Included as part of initial course fee	N/A	WCWC will notify examinee of failure (by mail) and upon request by the examinee, WCWC will review (by phone) areas where the examinee did poorly
<b>Second and Third Exam Attempt</b>	\$90.00; paid to WCWC prior to exam	None	WCWC will notify examinee of failure (by mail) and upon request by the examinee, WCWC will review (by phone) areas where the examinee did poorly
<b>Subsequent Exam Attempts</b>	Participant must retake the course and pay the applicable fee. Contact WCWC.		
<b>Correspondence Exam (Hand-in Questions)</b>			
<b>First Exam Attempt</b>	Included as part of initial course fee	N/A	WCWC will notify examinee of failure (by mail) and upon request by the examinee, WCWC will review (by phone or email) areas where the examinee did poorly
<b>Second Exam Attempt</b>	Included as part of initial course fee	N/A	WCWC will notify examinee of failure (by mail) and upon request by the examinee, WCWC will review (by phone or email) areas where the examinee did poorly
<b>Subsequent Attempts</b>	Participant must retake the course and pay the applicable fee. Contact WCWC.		