

CANDIDATE GUIDELINES – PROVINCIAL QUALIFICATION EXAMEN

The Commission de la construction du Québec, the CCQ, welcomes you!

The exam session takes place under the supervision of a CCQ-assigned person. The supervisor's role is to ensure that the exam runs smoothly and that guidelines are observed. This person is not authorized to clarify an exam question, in any manner whatsoever.

The exam lasts 3 hours. The time at which the exam will end will be indicated on the blackboard at the front of the room. The supervisor will notify you fifteen minutes before the end of the exam.

The guidelines that you must observe during the exam are the following.

Any violation of these guidelines, any attempt to cheat or plagiarize, or any detrimental behaviour during the exam may lead to automatic failure.

Do not open the envelope until all the guidelines have been read and the signal to begin the exam has been given.

You cannot keep the following objects with you during the exam:

- electronic devices such as a cell phone, computer, music player, electronic agenda, pager, smart watch or camera;
- sunglasses, cap or hat;
- documentation such as notes, books or personal dictionaries;
- food or drink except for a bottle of water.

If you have in your possession any of the objects just mentioned, you must hand them over to the supervisor.

They will be returned to you at the end of the exam.

- Remain seated at your assigned seat.
- Do not behave in a manner that could disrupt the concentration of other candidates.
- You cannot communicate or exchange documents with other candidates.
- You cannot take any document out of the room.
- You cannot copy exam questions, in whole or in part, in any form whatsoever.
- You cannot leave the room without authorization, during the exam.

If you have to go to the washroom during the exam, please raise your hand and wait for the instructions. Only one person at a time will be authorized to leave the room. If you leave the room for any other reason, you must hand in all of your documents. Your exam will then be considered over.

Candidates who finish their exam before the maximum allowed time may leave the room in silence, after handing in all of their documents and being given authorization to leave.

No additional time will be allowed at the end of the exam.

EXAMINATION MATERIALS

The only materials authorized during your exam are those made available to you by the CCQ.

They include:

- an exam booklet and an answer sheet;
- if applicable, appendices, a plan book, code books;
- a standard or scientific calculator, depending on your exam type;
- a pencil and eraser;
- a worksheet.

Additional worksheets are available on demand. Use them as needed. Worksheets must be returned at the end of the exam.

Please note that it is strictly forbidden to write in the exam booklet.

ANSWER SHEET

The exam consists of multiple-choice questions. You must answer on the answer sheet. In order to have your answers corrected, you must fully blacken the circle. If you change an answer, ensure that you erase the circle completely. Blacken only one answer per question. If you blacken more than one circle or do not answer a question, you will obtain a mark of zero for that question.

If you want to give us comments about the content of your exam, you are invited to fill out, during the exam, the comment sheet provided for that purpose.

EXAM RESULT

Your exam result will be mailed to you within 10 working days following your exam.

That information will also be available in your profile, if you are registered with our online service.

Thank you in advance for cooperating in the effective conduct of this exam.

WE WISH YOU A GOOD EXAM!