Equilibrium

The candidate should arrive 15 minutes before the scheduled exam. Failure to arrive on time for the exam may result in the candidate not being admitted for the exam.

The candidate agrees to provide TWO forms of valid identification (ID) at the time of testing. The primary form of ID must be government-issued and not expired. It must also include the candidate's name, date of birth, photo, and signature:

Primary Forms of ID:
- Passport
- Driver's license or learner's permit
- Canadian military identification card
- Federal/Provincial /Territorial-issued ID
- Federal/Provincial/Territorial Correctional Services ID
- Indian status card
- Metis status card
- Canadian citizenship card
- Canadian permanent resident card

Secondary Forms of ID
- Healthcare Card
- Birth Certificate
- Government of Canada Immigration Status
- Foreign government-issued ID
- Temporary resident document (IMM1442) Work permit
- Temporary resident document (IMM1442) Temporary resident permit
- Refugee Protection Claimant Document
- Confirmation of permanent residence (IMM5292 or IMM5688)
- Verification of status documents (IMM 5009)

i. In the case there are discrepancies in the candidate's ID information during the check-in process, the candidate may be prohibited from entering the testing room and may not be allowed to reschedule the exam appointment and may forfeit the exam application fee.

ii. To avoid a $85.00 penalty fee per exam, the candidate must give at least 24 hours' notice to reschedule or cancel the exam appointment.
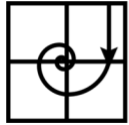
Equilibrium

iii. The candidate is not allowed to bring any personal items into the testing room, including but not limited to mobile phones, computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils.

iv. The candidate will be asked to store all the personal belongings in a secured locker located outside the testing room. If the candidate refuses, the candidate will be unable to test and will lose the test fee. All electronic devices must be turned off before being stored in the locker.

v. The candidate is not allowed to bring any books and/or notes to the testing room unless authorized by the administrator.

vi. The candidate will be asked to empty the pockets so the administrator can verify that nothing is in them. If the candidate has hair that covers the ears, they may be asked to show it so the administrator can verify that no Bluetooth devices are present. The administrator may also ask the candidate to roll up their sleeves to verify that the candidate has no writing on your arms.

vii. The administrator will activate the candidate's exam on a computer and provide the candidate with any materials authorized by Alberta Education to take notes or calculate during the test. The candidate must return all items and materials to the administrator immediately following the test.

viii. The administrator will log the candidate into the assigned workstation. Unless otherwise instructed, the candidate must remain in the assigned seat until escorted out of the testing room by the administrator.

ix. Once the candidate enters the testing room, the candidate cannot communicate with other candidates.

x. Any disruptive, threatening, or fraudulent behaviour in the testing room may be grounds for terminating the candidate's test, invalidating test results, or disqualifying the candidate from taking the test at a future date.
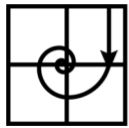
Equilibrium

xi. The candidate is not allowed to eat, drink, chew gum, smoke, vape, and/or make noise that creates a disturbance for other candidates, which is prohibited during the exam.

xii. The candidates will always be monitored during the exam.

xiii. If the candidate needs to take a bathroom break during the exam, the candidate MUST first get permission from the administrator. The candidate is NOT allowed to access personal items that have been stored in a locker during the break. Unless specifically permitted by the administrator, personal items cannot be accessed during any break. The candidate must leave the testing room for all breaks.

xiv. The candidate is not allowed to leave the test center building during any breaks.

xv. Unless otherwise instructed, the administrator will escort the candidate to the assigned workstation and resume the exam for the candidate.

xvi. If the candidate experiences any problems or distractions, questions or concerns, the candidate must raise their hand, and the administrator will assist. The administrator cannot answer questions related to exam content.

xvii. After the candidate has completed the exam, the candidate must raise their hand, and the administrator will come to the workstation and verify that the test session has ended properly.

xviii. The candidate may not remove copies of exam questions or exam answers from the testing center, and the candidate may not share or discuss with anyone all or any of the exam questions or exam answers the candidate saw or viewed during the taking of the exam.

xix. If the candidate does not abide by these rules, tamper with the computer, or is suspected of cheating, appropriate action will be taken.

Equilibrium

The Equilibrium Testing Center does not retain any information other than when and where the candidate exam was taken.

The candidate must read, acknowledge, and agree to the terms and conditions of this document in order to begin the exam. Should the candidate not agree with these rules, the candidate will not be permitted to proceed with taking the exam, and the candidate may forfeit the test fee. If the candidate declines to sign this document, the candidate's exam session will immediately end.

By signing below:

I understand the information provided above and agree to follow these rules. I understand that if I do not follow the rules or am suspected of cheating or tampering with the computer, this will be reported to Alberta Education and the Equilibrium Testing Centre. I acknowledge and understand that my test may be invalidated, Alberta Education may take other action, such as decertifying me, and I will not be refunded my test fee.

Date: _____

Name (Please print): _____

Signature: _____