



**Flight 6ix Incorporated o/a Guelph Flight Centre**

## **Policy 25: PRACTICE EXAM POLICY AND GUIDELINES**

Practice Tests will be scheduled at least 12 hrs in advance.

Notification will be sent via e-mail.

Group practice exams will be supervised by a Guelph Flight Centre staff member at all times

Group exams start at the same time, students arriving after the exam has started will not be granted additional time.

No shows will not be given, however record will be placed in students file, in addition, for group exams the exam will still be counted towards the progress and a grade of 0% will be given.

### **DURING EXAM**

1. Students must be in respectable and appropriate attire.
2. A sign will be placed stating an exam is in progress.
3. Students must place cell phones and all electronics into basket
4. Only what is needed for exam may be present, bag and other books must be left at the front of the class.
5. Students will be given 1 paper for scrap that must be handed in at the end of the exam and discarded by Guelph Flight Centre.
6. Students may request to go to washroom, however cellphones or anything cannot be taken, and time will not be extended.
7. Talking or distracting others will not be tolerated.
8. Eyes on individual papers only
9. Questions must be noted and asked after exam has ended, only grammatical questions may be brought up during the exam.

### **REQUIREMENTS**

2 exams at or exceeding an overall 80% AND 80% in each individual section must be accomplished prior to being recommended to the TC Written exam.

1. If an overall score is below 80%, an entire exam must be written again.
2. If an overall score is above 80%, but 2 or more sections were failed, the entire exam still must be rewritten, and the partial does not count.
3. If an overall score is above 80% and only one section was failed, only then can a partial exam be written on that section and counted toward the requirement of each section.

After the 3<sup>rd</sup> practice exam, if an 80% is not achieved in any of the 4 sections, the student must brief with an instructor. This briefing will be invoiced separately (in addition to the program package)

If after the 4<sup>th</sup> practice exam, if an 80% is not achieved in all 4 sections, the student will again have to brief with an instructor before writing a 5<sup>th</sup> exam. And continue on in that same pattern until 2 requirements been reached in order to write the TC Exam.

## **EXAM DURATION**

PPL Practice: 3hrs

PPL Partial: 1 hr for each section CPL

Practice: 3.5 hrs

CPL Partial: 1.5 hrs for each section

## **DISTURBANCE**

The room must remain silent at all times, as to not disturb others writing the exam.

Students disturbing others will be given 2 warnings, then asked to leave the room.

Students found cheating or writing on the exams will be asked to leave immediately.

## **RESULTS**

If a student was asked to leave, Exams will be graded as-is, and counted towards their progress.

If a student was found cheating, the exam will be graded as incomplete, and count as a 0% towards their progress.

If a student runs out of time, the exam will be graded as is, the unanswered blocks of questions will be left un-marked but graded as wrong answers.

Group exam results will be emailed within 12 hrs of completing the exam.

Individual exam results will be given within 6 hrs of completing the exam.

## **Statement of Supremacy**

1. **Primary Authority:** The Ontario Career College Act, 2005 (hereinafter referred to as "the Act") shall serve as the primary authority governing all operations, policies, and procedures of Flight 6ix Incorporated (o/a Guelph Flight Centre) related to career and vocational training.
2. **Supersession Clause:** In the event of any conflict or inconsistency between the provisions of the Act and any internal clauses, policies, or procedures established by Guelph Flight Centre the provisions of the Act shall prevail and take precedence.
3. **Compliance Requirement:** Guelph Flight Centre is committed to full compliance with the Act. All employees, students, and affiliates are required to adhere to the standards and regulations set forth by the Act.
4. **Policy Review and Amendment:** Guelph Flight Centre shall regularly review its internal policies and procedures to ensure alignment with the Act. Any necessary amendments will be made to resolve discrepancies and ensure full compliance.
5. **Notice of Supersession:** This notice serves to inform all stakeholders that any clauses or policies provided by Guelph Flight Centre that contradict or fall short of the standards established by the Act are considered null and void to the extent of the conflict.
6. **Reference:** Please refer to Ontario Career Colleges Act, 2005, ONTARIO REGULATION 415/06, under this link: <https://www.ontario.ca/laws/regulation/060415>
7. **Application:** This statement applies to vocational program students only

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