

National Professional Practice Examination (NPPE) Candidate Guide

NPPE participating associations:



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Overview

This NPPE Candidate Guide is the official guide to policies and procedures for the NPPE. All candidates are strongly encouraged to read this document before starting the exam registration process. It is your responsibility to make sure that you have the current version of this document.

The National Professional Practice Exam (NPPE) confirms knowledge of seven content areas:

- A. Professionalism (10%)
- B. Ethics (20%)
- C. Professional Practice (27%)
- D. Communication (1%)
- E. Law for Professional Practice (23%)
- F. Professional Law (8%)
- G. Regulation & Discipline Processes (11%).

Twelve engineering and geoscience self-regulatory organizations across Canada use the NPPE as one of their requirements for licensure.

To be eligible to take the NPPE, you must either be an active M.I.T. with 2 years of work experience or have submitted an application for Professional Membership. If you have not applied to your provincial association for Membership, you will not be allowed to register for the exam.

The exam is computer-based and is administered through Yardstick, a Canadian computer-based testing vendor. There are five exam administration sessions offered per year.

The exam format is 110 multiple choice questions, each with four options and only one correct answer per question. All questions are scored 0 (incorrect) or 1 (correct) with no penalty for guessing. The time to take the exam is 2.5 hours. In some jurisdictions (e.g., APEGBC and APGO) the examination contains more multiple choice questions and an essay, therefore the exam is 3.5 hours in duration.

Exam contact information

Questions regarding the NPPE are best directed to your provincial association. For Alberta applicants to APEGA contact: nppe@apega.ca

Study materials

The exam syllabus outlining the content areas that are covered on the exam can be found on the APEGA website: www.apega.ca/apply/exams/nppe/syllabus.

Textbooks

Two textbooks are recommended to prepare for the NPPE:

- Canadian Professional Engineering and Geoscience: Practice & Ethics, Fifth Edition, 2014 by Gordon C. Andrews
- Practical Law of Architecture, Engineering, and Geoscience, Third Canadian Edition, 2015 by Brian M. Samuels and Doug R. Sanders

These textbooks can be purchased directly from the publishers, through online book retailers, or as a test preparation bundle from the NPPE practice test site.

Free study materials

Below are free study materials that can be used to help prepare for the examination.

- [A Guide to Copyright](#)
- [A Guide to Industrial Designs](#)
- [A Guide to Patents](#)
- [A Guide to Trademarks](#)
- [Concepts of Professionalism](#)
- [Engineering and Geoscience Professions Act](#)
- [Guideline for Ethical Practice](#)
- [Occupational Health and Safety Act](#)
- [Royal Bank of Canada article – “The Soul of Professionalism”](#)

NPPE practice test site

Practice tests created from previously administered NPPE questions, are available for optional purchase from the official NPPE practice test site: www.nppepractice.com

The NPPE practice tests offered through the website provide sample test questions to help you become familiar with the types of questions that will be asked on the actual NPPE.

After taking NPPE practice tests, you will receive a detailed diagnostic report showing your areas of strength and weakness. You will also receive a question-by-question level breakdown of which questions were answered correctly or incorrectly, and explanations for the correct answer of each question.

The practice tests are administered using the same computer-based testing platform as the actual NPPE. This helps familiarize candidates with the look and feel of the NPPE to help reduce test anxiety. The practice test site provides several practice test resources to support your preparation for the NPPE.

Registration process

Registering for the NPPE is done through each provincial association. For more information regarding registration in your jurisdiction contact your provincial association. APEGA applicants' register through the Member Self-Service Centre at members.apega.ca

Special accommodations

Special needs can be accommodated for those candidates who are taking the NPPE. Special accommodations can include:

- Extended testing time
- Extra breaks
- Reduced-distraction testing rooms
- Larger font (available to all candidate in the stock exam interface)

To submit a request for special accommodations, contact your provincial regulator when registering for the exam. If you are applying as an APEGA applicant, email nppe@apega.ca. Supporting documentation from a health care or education specialist (written within the last three years) is required, outlining:

- Details of the disability
- Why special accommodations are needed for a computer-based exam, based on the disability
- What accommodations are required due to the disability (e.g., one hour of extra time is required due to a visual impairment)

You must submit the special accommodation request and supporting information before the registration deadline. If your request is received after the registration deadline, your exam will be rescheduled to the next session.

Test centre locations and virtual proctoring

Computer-based test centres to take the NPPE are located across Canada in every province and territory. As part of the registration process, you will be asked to provide your preferred test centre location, and date and time to take the exam. Every effort is made to accommodate your preference on a first-registered, first-accommodated basis. In some cases, due to space limitations or other factors, your preferences may not be able to be accommodated but all candidates that register to take the exam in an administration window will be allowed to take the exam.

In cases where candidates would like to take the examination outside of Canada or in remote locations within Canada a virtual proctoring option exists. Virtual proctoring is a process where candidates take the NPPE via a computer with a webcam and a high-speed internet connection where they are proctored (supervised) by a virtual proctor via their computer as well as a physical proctor who must be a professional member of a Canadian or US jurisdiction. Virtual

proctoring is not offered in areas where a physical test centre is available. For more information on virtual proctoring contact your provincial/territorial association. APEGA applicants can email nppe@apega.ca

Confirmation email process

Approximately three to four weeks prior to each exam administration date, you will receive a booking confirmation email from Yardstick with information regarding the exam location and confirming the exam date and time of the exam. It is important to check your spam folder to ensure that the email is not accidentally filed into your spam. Should you not receive an email with this confirmation information at least two weeks prior to the examination date you should contact Yardstick immediately by emailing testingsupport@getyardstick.com, and request that a booking confirmation email be resent to you:

Rescheduling, cancellations, and refunds

Prior to the exam registration deadline, the exam may be cancelled and refunded or deferred to a different session. Once the exam deadline has passed, the exam fee is non-refundable. Deferrals can be requested until four weeks prior to the first exam date, in the event of a medical emergency or illness, death in the family, court appearance, or military duty. A deferral form can be requested through your provincial association. APEGA applicants can email nppe@apega.ca to obtain a deferral form. Appropriate supporting documentation such as a doctor's note must be provided.

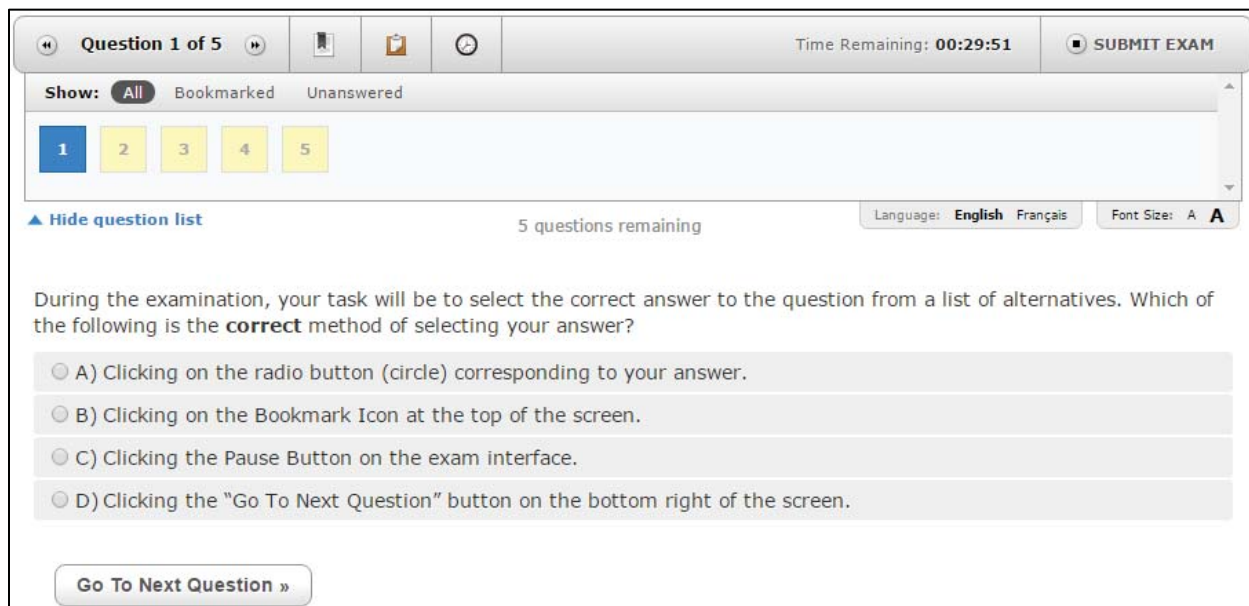
Exam day process

On exam day, it is recommended that you print out a copy of your confirmation email sent by Yardstick to take with you to the exam, as well as a piece of current valid government-issued photo ID. If your ID is expired, you will not be permitted to take the exam and you will need to re-pay and re-register for the next examination session. The first and last name on your confirmation email and your ID must match exactly. If it does not, you may not be permitted to take the NPPE. If you know in advance that the first and last name on your ID does not match the first and last name on your confirmation email you should contact Yardstick support immediately by emailing testingsupport@getyardstick.com to let them know.

Please read the booking confirmation email from Yardstick carefully as it specifies items that will be allowed or not allowed into the test centre (for example you may bring a clear water bottle, you cannot bring in a pencil or paper). Do not arrive late to the exam or you will not be admitted into the exam room. If you require any information about parking or directions ahead of time, please contact Yardstick at the contact information provided in the confirmation email you receive from them.

Once you have been admitted to the testing room and have been seated at your assigned computer, the proctor will read instructions to you regarding the exam. Once the instructions have been read you will be able to start the exam using the test-taking interface.

The Yardstick exam testing interface for the NPPE is designed to be highly intuitive. It provides tools to assist candidates in taking the exam, such as the ability to bookmark questions, write notes on questions, and increase or decrease the font size. You will have free access for several weeks prior to the exam administration date to become familiar with the NPPE test taking interface. A screenshot of the NPPE exam interface is shown below.



Once you have completed the NPPE on exam day, you will be prompted to complete a short survey where you will be able to provide feedback on your exam experience.

Exam irregularities

The following situations may prompt the consideration of invalidating or cancelling exam results even though you may have had no responsibility for the event in question:

- Unanticipated cancellation or interruption of testing or deviation from required testing procedures, due to a weather event or other external cause
- Possible advance access to exam content by one or more candidates
- Other disruptions or compromises to the normal testing process

If it is concluded that corrective action is warranted in one of these situations, you may be offered the option to either retest at no additional fee or to receive a full or partial refund of your registration fee if you did not cause nor were involved in the conduct that resulted in corrective action. These options are the only ones available for such disruptions in testing and potential compromises. If you choose to retest, you must retake the entire exam to produce valid exam results. If you are found to have caused or been involved in the conduct that resulted in

corrective action, the matter may be treated as an exam irregularity and other courses of action may be pursued as described below.

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking the NPPE are strictly prohibited. Irregular behavior includes but is not limited to the following:

- failing to work independently
- impersonating another individual or permitting such impersonation (surrogate testing)
- possessing prohibited items
- communicating with other examinees or any outside parties by way of cell phone, personal computer, the Internet, or any other means during an exam
- disrupting other examinees
- creating safety concerns
- possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam before, during, or after the exam administration

Evidence of an exam irregularity may be based on your performance on the exam, a report from an administrator or a third party, or other information. The proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging you from the test centre and confiscating any prohibited devices or materials. You must cooperate fully in any investigation of a suspected irregularity. APEGA reserves the right to pursue all available responses to exam irregularities, including cancelling scores and pursuing administrative, civil, and/or criminal penalties.

If you are involved in an exam irregularity, the following may occur: invalidation of results, notification to your provincial association, forfeiture of exam fees, and restrictions on future testing. Some violations may incur additional consequences, to be pursued at the discretion of APEGA.

Collusion detection analysis is performed after each exam administration to statistically identify pairs of candidates that may have copied answers. Candidates that are flagged as potentially having colluded will have their examination results withheld pending an investigation into the matter.

All candidates must digitally sign a candidate statement of understanding prior to taking the NPPE. The content of the candidate agreement is shown on the next page.

Candidate Instructions and Statement of Understanding

READ THIS INFORMATION CAREFULLY BEFORE CONTINUING

All examinees are to complete all questions; there are no penalties for guessing (i.e., NOT right minus wrong) so you are encouraged to answer all of the questions on the examination. When questions in this examination refer to the "professional association", this reference should be interpreted as the "Association of Professional Engineers and Geoscientists" or "Association of Professional Engineers" or

"Association of Professional Geoscientists" as appropriate. Similarly when questions refer to the "professional member", this reference should be interpreted to mean "professional engineer or professional geoscientist" as appropriate.

1. The National Professional Practice Examination (NPPE) is highly confidential. The examination questions are the property of the Association of Professional Engineers and Geoscientists of Alberta (APEGA). Unauthorized disclosure of the examination questions is prohibited under copyright laws. By digitally signing this candidate/applicant statement of understanding, you agree to maintain the confidentiality of the NPPE questions.

You must therefore:

- a. Keep the exam content confidential, even after the exam. This also includes not discussing the content with anyone who wrote the exam before you, with you or who has not written the exam yet.
 - b. Not use or be in possession of any electronic device (such as cell phones, cameras, pagers, iPods, etc.) in the exam room;
 - c. Realize that any recording or memorization of exam questions is strictly forbidden whether you intend to recreate parts of the exam for financial gain or not.
2. By registering to take the NPPE, a candidate agrees to abide by all regulations, as well as oral and written instructions controlling the conduct of the examination. These regulations are intended to preserve the integrity of the examination process by providing standard test administration conditions that yield valid and reliable results.
 3. Candidates may be observed at all times while they are taking the NPPE. This observation will include direct observation by proctors. Proctors may not necessarily inform you of their observations, but they are required to report behaviour that may violate the terms and regulations of the NPPE or other forms of irregular behaviour.
 4. Any cheating and/or breach of confidentiality/security or any attempt to subvert the examination process by any candidate violates the purpose and principles of the examination. Any candidate who carries out, takes part in or who witnesses such behaviour must report it to the Proctor and/or APEGA as soon as possible.

5. APEGA and partner associations strive to report results that accurately reflect the skill and performance of each candidate and represent a valid measure of their knowledge or competence as sampled by the examination. Accordingly, our standards and procedures for administering examinations have two related goals: giving candidates comparable opportunities to demonstrate their abilities, and preventing any of them from gaining an unfair advantage over others. To promote these objectives, APEGA and partner associations reserve the right to cancel or withhold any examination results when, in the sole opinion of APEGA or partner associations, a testing irregularity occurred; cheating has occurred; there is an apparent discrepancy in, or falsification of, a candidate's identification; a candidate engages in misconduct such as accessing unauthorized websites or materials or plagiarism; when aberrations in performance are detected for which there is no reasonable and satisfactory explanation; or the results are believed to be invalid for any other reason. Conduct occurring before, during or after testing that violates these principles may result in invalidation of examination results and/or other penalties such as disciplinary action against the applicant by APEGA or partner association.

In order to continue to take the NPPE you must verify that you have read, understand, and agree to abide by this statement.

- I have read, understand and agree to abide by the above statement.

Exam administration dates

Exam dates for the NPPE will be listed on the APEGA website, and updated regularly as dates pass and new exams are scheduled. www.apega.ca/apply/exams/nppe

Exam fees

Examination fees are charged by each participating association. Contact your provincial association, or visit the association website, to find out more information on NPPE pricing in your jurisdiction. For APEGA applicants, the NPPE fees are listed in the Member Self-Service Centre at members.apega.ca.

Exam scoring and results

The NPPE conforms to all standards for psychometrically defensible high-stakes testing as outlined in the “Standards for Educational and Psychological Testing”.

An equated score of 65 or greater is required to pass the exam. If you passed the exam, you will not receive detailed score information. Exam results are either pass or fail based on the number of correct answers (1 point per correct answer) you achieved on the operational (scored) questions on the exam. You are not penalized for incorrect answers. Statistical equating ensures that variations in exam difficulty from each session are considered to ensure fairness to all applicants taking an exam. The Educational Testing Service has published a report that explains test equating in more detail: <https://www.ets.org/Media/Research/pdf/RR-10-29.pdf>

Each NPPE is scored with no predetermined percentage of candidates that should pass or fail. All exams are scored the same way. First-time takers and repeat takers are graded to the same standard.

All exams include a limited number of experimental items that are not scored and will not have an impact on your results. Including experimental unscored questions on exams is common practice in high-stakes testing and allows for the evaluation of the experimental items for potential use in future exams. These items are placed within the exam and are not identifiable as experimental questions.

Exam results are usually available approximately 2-3 weeks after the exam administration date and always prior to the next registration deadline date. Results are not provided over the phone or by email. Candidates that failed the exam are sent a mastery report which outlines the content areas of the exam where the candidate did well and areas where the candidate did not do well and should focus further study. An example mastery report is shown on the next page.

NPPE INDIVIDUAL MASTERY REPORT

NPPE administration date: September 12-14, 2016
Your equated exam score: 49
Result: Fail

To assist you in studying for your next writing of the National Professional Practice Examination (NPPE), please find below an individual mastery report. This report provides a summary of how you performed in each of the syllabus areas of the NPPE. This report is intended to assist you in identifying the weak areas in which you need to focus your study to improve in the future.

It is suggested that in preparing for the next examination you focus most on the syllabus areas listed in the mastery report that you did not master and those that you borderline mastered. For example, if the report below shows that you did not master the syllabus area 'C. Professional Practice' the topic areas covered within this syllabus area should be studied in depth before attempting the examination again because you selected the correct answer for less than 55% of the questions in this area. If the report shows that you borderline mastered the area "B. Ethics" this means that you came close to mastering the material but did not answer enough questions correctly to have fully mastered this area. You will be required to retake the entire NPPE (all syllabus areas) and pass the exam in a future attempt.

Some study techniques that can be effective in preparing for the next examination administration:

- Reading the chapters in the textbook resources and making notes regarding what you learned, writing in your own words about the material covered
- Discussing with mentors and peers what the textbook resource content means in practical terms to a professional
- Completing the chapter questions, discussion topics, and assignments at the end of each chapter of the textbook resources will ensure that you have understood the material
- Although the NPPE is not a test of English language competence a minimal level of English language competence is required to read and comprehend the questions composing the NPPE. Improving your English language reading and comprehension skills may help improve performance on the examination

Mastery report:

Syllabus area	Percentage correct	Your performance*
A. Professionalism	90	Mastered
B. Ethics	35	Not Mastered
C. Professional Practice	52	Not Mastered
D. Communication	0	Not Mastered
E. Law for Professional Practice	57	Borderline Mastered
F. Professional Law	38	Not Mastered
G. Regulation & Discipline Processes	36	Not Mastered

*Mastered = 70% or more of questions in a syllabus area were answered correctly; Borderline mastered = 55-69% of questions in a syllabus area were answered correctly; Not Mastered = Less than 55% of the questions in a syllabus area were answered correctly.

Policies on the number of attempts that candidates have to pass the NPPE may vary by association. It is recommended that you contact your association for information regarding the number of attempts allowed for the NPPE. For APEGA applicants, the attempt policies are listed on the APEGA website, at www.apega.ca/apply/exams/nppe