

## FORM #2

### Level/IP Examination Attendance Record

**NOTE: form is fillable - please type all information**

<b>Exam Type:</b>	Level	IP	College and Campus	Training Start Date	Instructor Name
<b>Training Type:</b>	In-class	Online	Trade and Level	Training End Date	Exam Room #
Plan of Training:					

	Column 1 Apprentices Currently Attending Advanced Training				Column 2	
	Last Name	First Name	Apprenticeship Number	Receives Exam Support/ Accommodations	Successfully completed all courses for this level?	
1.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16.				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### Instructions to College:

- Complete FORM #1 and FORM #2, **column 1**, email to [blockexams@gov.nl.ca](mailto:blockexams@gov.nl.ca)  
**Timeline:** within five days of training start date.
- Complete FORM #2, **column 2** (final attendance record) and email to [blockexams@gov.nl.ca](mailto:blockexams@gov.nl.ca)  
**Timeline:** two days prior to the scheduled exam date.
- Receipt of this form verifies apprentices' eligibility to write the examination. Course credits will be recorded in the Apprenticeship Information Management System after they have passed each of the college examinations, and upon receipt of the official transcript.

\_\_\_\_\_  
Campus Representative Name and Title  
(i.e. Administrator, Instructor)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Level/IP Examinations Training Provider Instructions

Action	Timeline
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### All Exams:

Ensure Exam Registration ( <b>Form 1</b> ) and Apprentice Attendance Record ( <b>Form 2</b> ) are completed and submitted.	As outlined on Form 2
Remind students to bring photo ID to exam session	Prior to exam date

### Computer Based Exams:

<input type="checkbox"/> Provide staff name(s) at each campus who will be the contact person for exam arrangements. Email contact name to <a href="mailto:blockexams@gov.nl.ca">blockexams@gov.nl.ca</a>	First week of training
<input type="checkbox"/> Book computer lab for last day of training (morning preferred). Thursday will be considered if lab is not available on Friday.	
<input type="checkbox"/> <b>LockDown Browser</b> – test and ensure browser is working	Prior to exam date
<input type="checkbox"/> Ensure apprentices know: <ul style="list-style-type: none"> <li>- how to login to campus computers</li> <li>- exam location, date and time</li> </ul>	Prior to exam date
<input type="checkbox"/> Have campus staff available during login to computers for exam. <ul style="list-style-type: none"> <li>- This can be technical support, or staff member who can find appropriate help if required.</li> </ul>	At start of exam session