

# Exam Request Form - Certification

This form is to be completed by candidates wishing to write a CWB Group examination using a third-party invigilator. This form is not required if your examination will be written in a CWB Group office. See Pages 3 and 4 for the examination rules. Submit the Examination Request Form a minimum of 30 days prior to the examination date for exams being written at a CWB approved examination centre within Canada and the United States and 60 days outside of Canada and the United States.

Email: [info@cwbgroup.org](mailto:info@cwbgroup.org)

Fax: 905-542-1318

Exam Language:  English  French

**PLEASE NOTE: A separate Form 196 must be completed and submitted for each exam date**

## Part 1: Exam Candidate Information (please print legibly)

Candidate's Name: \_\_\_\_\_

Company \_\_\_\_\_

Indicate below the examinations that will be written on the above date:

Select Exam	Time (minutes)	CERTIFICATION Exams		
		Welding Inspector	Online Remote proctor	Examination Network Live proctor
		Level 1	Exam Fee	Exam Fee
	120	Closed Book	<del>\$240.00</del> \$199.00	\$250.00
		Level 2		
	120	Closed Book - Short	<del>\$240.00</del> \$199.00	\$250.00
	210	Closed Book - Long	<del>\$275.00</del> \$199.00	\$285.00
	60	Report Writing	<del>\$225.00</del> \$199.00	\$235.00
		Level 3		
	120	Closed Book - Short	<del>\$240.00</del> \$199.00	\$250.00
	210	Closed Book - Long	<del>\$275.00</del> \$199.00	\$285.00
	60	Report Writing	<del>\$225.00</del> \$199.00	\$235.00
		Code Endorsement Exams **		
	120	ABS	<del>\$240.00</del> \$199.00	\$250.00
	120	API 650	<del>\$240.00</del> \$199.00	\$250.00
	120	API 653	<del>\$240.00</del> \$199.00	\$250.00
	120	ASME B31.1	<del>\$240.00</del> \$199.00	\$250.00
	120	ASME B31.3	<del>\$240.00</del> \$199.00	\$250.00
	120	ASME VIII-1 & IX		

Fall Promotion in effect from September 1 to ' H F H P E 31, 2023

\*\*PDF/Electronic copy of code/standard is not allowed for ProctorU examinations  
Prices are subject to change without notice.

- hard copy only



requested write date. Candidates who wish to reschedule their exam write date more than 10 business days past the original write date must submit a new Examination Request Form and fee payment.

**Candidate Responsibilities:** Candidates are responsible for:

- locating an examination centre and arranging for the examination date. Examination centers are third party institutions that provide invigilation of examinations.
- complying with all examination rules set by the CWB Group (See CWB Form 194) and the examination centre.
- reimbursing the examination centre for their expenses.
- writing the examination(s) on the identified date and having the invigilator return all the applicable hard copy examination documents to the CWB Group
- payment of the applicable examination fees to the CWB Group
- providing the invigilator with photo identification before writing the examination
- immediately advising the CWB Group of any changes in examination date, examination centre and invigilator.
- use only authorized reference materials for the examination. Candidates may not copy or record any exam or exam questions. Using unauthorized reference materials or copying exam questions in any manner will result in immediate disqualification of the examination and possible other sanctions being imposed.

**Invigilator Responsibilities:** Invigilators are responsible for:

- personally, administering and supervising the examinations(s). Invigilators must remain in the examination room for the duration of the examination or be able to monitor the student on a continuous basis.
- verifying the identity of the examination candidate
- ensuring that the candidate does not use unauthorized reference materials during the examination and does not copy or record the examination or exam questions in any way. Any candidate found using unauthorized reference materials or copying exam questions in any manner shall have their examination session terminated and the incident shall be reported to the CWB Group.
- Monitoring the examination time to ensure the examination ends at the allotted time.
- For hard copy examinations, returning the examination booklet and answer sheet to the CWB Group by first class mail or courier.

**Allowable Examination Materials**