SAIT Admission Exams: Overview

Admission exams are taken in order to fulfill a missing admission requirement for entry into a SAIT program.

**Multiple exam writing options**

We offer the following options for writing your admission exam:
- At-home exam
- On-campus exams

**Two attempts only**

You can only write any given admission exam twice in a lifetime. A second attempt will be available after a wait period of 30 days following the first attempt. You must contact Testing Services staff for approval prior to requesting for a second exam attempt after the 30-day period has passed.

---

**Step 1: Request for your exam**

You must request to write your admission exam before you are given access to your exam. The request process differs depending on your chosen writing option.

An active application into the SAIT program of your choosing is required for a prospective student to be eligible to write an admission exam.

*Please see the Guide to Exam Registration page for more details.*

**Step 2: Register and pay for your exam**

A SAIT Student ID number is required to register for an admission exam.

You can register for an exam course online via the SAIT registration page using the CRNs provided on the Available Exam List (page 3.)

Admission exams cost $50 CAD per exam.

You must pay for your exam online via mySAIT or through online banking after you have registered for your exam.

*Please see the Guide to Exam Registration page for more detailed descriptions on how to register and pay.*

---

**Step 3: Book your exam session**

You must register, pay for your exam and return all documentation to Testing Services before you can be confirmed for an exam.

Timelines for exam requests and writing differ depending on your chosen writing option.

*Please contact testing@sait.ca to book your exam.*

**Step 4: Prepare to write your exam**

You are responsible for following all rules related to your exam and ensuring you have all the permitted materials. All formula sheets, data booklets, and reference documents will be provided to you within the exam.

You must review and understand the below SAIT procedures related to your exam:
- AC.3.3.1 Invigilation and Security of Examinations Procedures
- AC.3.3.2 Distance Education Invigilation and Security of Examinations Procedure
- AC.3.4.3 Student Academic Conduct

Failure to comply with the above may affect your status as a SAIT student.

*Please see the Preparing to Write page for more details. Please see the Visual Examples of Permitted Materials page for reference images of permitted materials.*
### Study materials

Study materials are **not** provided by SAIT, however some of the following materials may be available to borrow from the SAIT student library.

**Recommended study materials for Alberta Diploma equivalent exams:**

- Online textbooks are available through Solaro (payment in CAD only)

**Additional study material for 30-level admission exams:**
[https://www.alberta.ca/writing-diploma-exams.aspx](https://www.alberta.ca/writing-diploma-exams.aspx)

The pre-employment/apprentice study guide can be found on the [AIT MyTradeSecret website](http://ait.mytraidesecret.ca) located under Eligibility and Educational Requirements.

### Exam results and passing grades

Your exam results **must meet or exceed the minimum admission grade requirements for your program.** Please review your program’s [admission requirements](http://ait.mytraidesecret.ca) prior to writing as requirements vary per program.

- If you do not know what your application is missing, contact the [Office of the Registrar](http://ait.mytraidesecret.ca)

The Apprentice Technician and Pre-Employment admission exams require a **passing grade of 70% or higher** to match AIT standards.

Exam results will be recorded in the SAIT Banner system within 5 business days. These results are only **applicable for admission into SAIT.** You will not be able to use the results for another institution.

### Additional information

All admission exams are written **online** and require access to a computer for the exam session.

All admission exams are **multiple choice** with the exception of English 30 Part A (Written Response).

Admission exams are available year-round.

*Please see the [Exam Writing Options](http://ait.mytraidesecret.ca) page for details on how to request to write admission exam.*

*Please see the [Preparing to Write](http://ait.mytraidesecret.ca) page for details on the rules associated with writing an admission exam.*

### Contact us

<table>
<thead>
<tr>
<th>Testing Services (MC221, Stan Grad Centre)</th>
<th>Office of the Registrar (AA211, Heritage Hall)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><a href="mailto:testing@sait.ca">testing@sait.ca</a></strong></td>
<td>Via the Office of the Registrar page on <a href="http://sait.ca">SAIT.ca</a> (link)</td>
</tr>
<tr>
<td><strong>Mon, Tues, Fri:</strong> 8:00 am to 4:00 pm</td>
<td><strong>Mon-Fri:</strong> 8:30 am to 4:15 pm</td>
</tr>
<tr>
<td><strong>Wed &amp; Thurs:</strong> 8:00 am to 7:30 pm</td>
<td><strong>Sat-Sun and statutory holidays:</strong> Closed</td>
</tr>
<tr>
<td><strong>Sat-Sun and statutory holidays:</strong> Closed</td>
<td></td>
</tr>
</tbody>
</table>

Subject to change. Please see [http://sait.ca/testing](http://sait.ca/testing) or contact testing@sait.ca for latest version.
**SAIT Admission Exams: Available Exam List**

You **must** both **register** and **pay** for the exam course **prior** to booking an exam session and writing the exam.

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>Course Code</th>
<th>Course Registration Number (CRN) – Version 1</th>
<th>Exam Length</th>
<th>Provided Materials</th>
<th>Permitted Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 20</td>
<td>BIOL-001</td>
<td>61560</td>
<td>2.0 hours</td>
<td>None</td>
<td>Non-programmable scientific calculator</td>
</tr>
<tr>
<td>Biology 30</td>
<td>BIOL-002</td>
<td>61604</td>
<td>2.5 hours</td>
<td>Formula sheet</td>
<td>Non-programmable scientific calculator</td>
</tr>
<tr>
<td>Chemistry 20</td>
<td>CHEM-001</td>
<td>61562</td>
<td>2.0 hours</td>
<td>Data booklet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Chemistry 30</td>
<td>CHEM-002</td>
<td>61564</td>
<td>2.5 hours</td>
<td>Data booklet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>English 30*</td>
<td>ENGL-004</td>
<td>61600</td>
<td><strong>Part A</strong></td>
<td>None</td>
<td><strong>Part A</strong>: English-only dictionary/thesaurus (No translation dictionaries or spell check permitted)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Part B</strong></td>
<td>None</td>
<td><strong>Part B</strong>: Closed book</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Written Response): 3.0 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Reading Comprehension): 2.0 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math 10C</td>
<td>MATH-001</td>
<td>61566</td>
<td>2.0 hours</td>
<td>Formula sheet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Math 20-1</td>
<td>MATH-002</td>
<td>61568</td>
<td>2.0 hours</td>
<td>Formula sheet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Math 20-2</td>
<td>MATH-003</td>
<td>61570</td>
<td>2.0 hours</td>
<td>Formula sheet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Math 20-3</td>
<td>MATH-004</td>
<td>61572</td>
<td>2.0 hours</td>
<td>Formula sheet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Math 30-1</td>
<td>MATH-005</td>
<td>61574</td>
<td>2.5 hours</td>
<td>Formula sheet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Math 30-2</td>
<td>MATH-006</td>
<td>61576</td>
<td>2.5 hours</td>
<td>Formula sheet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Physics 20</td>
<td>PHYS-001</td>
<td>61578</td>
<td>2.0 hours</td>
<td>Formula sheet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Physics 30</td>
<td>PHYS-002</td>
<td>61602</td>
<td>2.5 hours</td>
<td>Formula sheet</td>
<td>Programmable graphing calculator</td>
</tr>
<tr>
<td>Pre-Employment / Apprentice Level 2 (Cabinet / Carpenter / Welder)</td>
<td>EXAM-001</td>
<td>61583</td>
<td>3.0 hours</td>
<td>Formula sheet</td>
<td>Non-programmable scientific calculator</td>
</tr>
<tr>
<td>Pre-Employment / Apprentice Level 4 (Machinist / Millwright / Plumbing)</td>
<td>EXAM-002</td>
<td>61585</td>
<td>3.0 hours</td>
<td>Formula sheet</td>
<td>Non-programmable scientific calculator</td>
</tr>
<tr>
<td>Pre-Employment / Apprentice Level 5 (Electrician / Refrigeration)</td>
<td>EXAM-003</td>
<td>61587</td>
<td>3.0 hours</td>
<td>Formula sheet</td>
<td>Non-programmable scientific calculator</td>
</tr>
<tr>
<td>Professional Cooking and Baking Math</td>
<td>COOK-001</td>
<td>61589</td>
<td>1.5 hours</td>
<td>None</td>
<td>Non-programmable scientific calculator</td>
</tr>
</tbody>
</table>
# SAIT Admission Exams: Exam Writing Options

**Please note:** business days are considered *Monday to Friday* during office hours.

## On-campus exam

You **must** contact Testing Services via email ([testing@sait.ca](mailto:testing@sait.ca)) to book an on-campus exam **at least one week (5 business days) in advance** of your intended writing date. You must **specify** that you wish to write an on-campus exam in your email. Testing Services will provide the appropriate documentation and information for next steps. You are expected to complete a request form and once you have returned all appropriate documentation to us and your exam session request has been confirmed you will advise us when you would like write your exam. You are then expected to write the exam **at that specified date and time**.

You are **required to abide by any additional rules established by Testing Services**, such as; providing the permitted materials, any additional food or clothing restrictions, or any required check-in processes.

## At-home exam

You can write your exam **online at home**. You are responsible for having all required materials for the exam including a working computer, a webcam, a microphone, a reliable internet connection, and any permitted materials such as calculators or dictionaries.

You **must** contact Testing Services via email ([testing@sait.ca](mailto:testing@sait.ca)) to book an at-home exam. You must **specify** that you wish to write an at-home exam in your email. Testing Services staff will provide the appropriate documentation and information for next steps.

You will be **required to write a mandatory preparation quiz** before given access to your admission exam. This is to ensure you understand your exam policies and procedures before writing. It will be your responsibility to ensure **all materials** that will be used for your admission exam is presented during this quiz. You may be required to re-write your preparation quiz if it does not follow our exam procedures.

You will be **given a one-week period to write** your exam once you have returned all appropriate documentation to us, your exam session request has been confirmed and your preparation quiz has been reviewed. It will be your responsibility to ensure the exam is written within the given period. **You may write at any time during this given period** and do not need to write during business hours.
SAIT Admission Exams: Preparing to Write

You must abide by all Testing Services guidelines, as well as all academic and institute regulations when writing.

- [AC.3.3.1 Invigilation and Security of Examinations Procedure](link)
- [AC.3.3.2 Distance Education Invigilation and Security of Examinations Procedure](link)
- [AC.3.4.3 Student Academic Conduct](link)

For on-campus and at-home exams

A valid piece of photo identification is required. It will be requested to be presented prior to starting your exam.

Calculators must have their memory cleared and/or be reset prior to your exam start and upon exam completion.
- If writing on campus, the proctor will be responsible for clearing the calculator.
- If writing at home, you are responsible for clearing the calculator and showing it to the webcam during the initial environment check and prior to exam submission.

You are not permitted to have any notes or formulas attached to any calculators, dictionaries or other exam materials. Please remove any writing or notes attached to your exam materials prior to your exam start.

You are permitted the use of writing utensils and either scrap paper or an erasable whiteboard depending on your exam writing method.
- If writing on campus, scrap paper is permitted. All scrap paper must be provided by the proctor and returned to the proctor upon exam completion.
- If writing at home, no scrap paper is permitted, only an erasable whiteboard is permitted. The whiteboard must be clear prior to your exam start and cleared upon exam completion.

Your face/head must be completely visible for the duration of the exam. Headgear (hats, hoods, toques, etc.) are not permitted to be worn unless it serves a religious purpose. Baggy clothing such as hoodies and jackets are not permitted to be worn during the exam. Electronic devices such as earphones/earbuds/headphones are not permitted to be worn during the exam.

Food and drinks are not permitted to be consumed at the time of your exam, with the exception of transparent drinks in transparent bottles without labels.
- If writing on-campus, only clear label less water bottles are permitted but no food.
- If writing at home, transparent drinks in transparent cups or food on plain kitchen plates (not in containers or packages) is permitted.

You are not permitted to have any additional materials within reach while you write your exam, with the exception of what has been pre-approved as a permitted exam material by Testing Services.
- This includes but is not limited to: any additional electronic devices (cell phones, tablets, gaming devices, etc.), earbuds/headphones/ear pods, wrist watches (analog or digital), notes or notebooks (including printed formula sheets), textbooks, bags/backpacks, loose clothing or hats, etc.

Please see the Visual Examples of Permitted Materials page for reference images of permitted materials.
For at-home exams

<table>
<thead>
<tr>
<th>Additional expectations for at-home exams</th>
</tr>
</thead>
</table>

A webcam and microphone are **required** as both audio and video will be recorded through your computer during the exam.

**Downloading and installing Respondus LockDown Browser is required.** It must be downloaded and installed onto your computer prior to writing your exam. The download link will be available after registration on the preparation quiz launch page before you begin writing.

**You are expected to have a reliable internet connection.** If your wireless connection is not sufficient, consider plugging in your computer/laptop to your internet router with an ethernet cable and encouraging others on your network to refrain from streaming video or playing games over the internet while you write your exam.

**A mandatory Preparation Quiz located within the exam course is required to be written before your admission exam.** You will **not be able to write your admission exam until this quiz is completed** and Testing Services staff has reviewed and approved your Preparation Quiz attempt.

The exam writing area **must be well lit and both you and the writing area must remain visible** on camera for the entire duration of the exam.

**Breaks are not permitted** as you must remain visible on camera for the duration of the exam.

You **must be alone when writing your exam.** No other people are permitted to be in the exam writing area with you. To help prevent other people from entering the exam writing area, we recommend sitting against or near a wall.

You are **not permitted to communicate with anyone else during the exam,** be it in-person, over the phone or online.

You **must turn off your cell phone** and show it to the webcam during the initial environment check prior to removing it from your writing area.

*Please see the Visual Examples of Permitted Materials page for reference images of permitted materials.*
Subject to change. Please see [http://sait.ca/testing](http://sait.ca/testing) or contact testing@sait.ca for latest version

### System requirements for at-home exams

#### System Requirements for LockDown Browser ([https://web.respondus.com/he/lockdownbrowser/resources/](https://web.respondus.com/he/lockdownbrowser/resources/))

**For Windows**
- **Operating System:** Windows 11, 10, and 8.1
- **Memory & Hard Disk Space Required:** 75 MB permanent space on the hard drive
- **Operating System:** MacOS 10.12 to 12.0+
- **Memory & Hard Disk Space Required:** 120 MB permanent space on the hard drive

#### System Requirements for Respondus Monitor
- **Operating System:** Windows 11, 10, 8.1, or MacOS 10.12 to 12.0+
- Web camera (internal or external)
- Microphone (internal or external)
- Broadband internet connection

---

**SAIT Admission Exams: Guide to Exam Registration**

Please direct any issues or questions regarding exam course registration or payment processing to Testing Services ([testing@sait.ca](mailto:testing@sait.ca)) with details and screenshots of the error. Testing Services staff does not directly handle these processes but are able to contact the appropriate staff to assist with any issues.

### Step 1: Register for your exam

1. **Find your SAIT student ID number**
   a. If you do not know your SAIT ID number, please contact the Office of the Registrar ([link](#)) through their online inquiry form ([link](#)). You must apply to your chosen SAIT program in order to have a SAIT ID to write.

2. **Go to the SAIT registration page ([link](#)) and select Register for Courses**

3. **Log in** using the below information
   a. **Username:** your 9-digit SAIT student ID number, including the first three zeroes (000####)
   b. **Password:** your date of birth in DDMMYY format (if you have never changed your password)
      i. Issues with logging in can be reported to the ITS Service Desk ([link](mailto:ITS.Support@sait.ca)) – please take screenshots and include a callback number when sending an email to ITS

4. **Under Terms Open for Registration,** select the term **Non-Credit 2022-2023** (for exams being written between July 1st, 2022 - June 30th, 2023) and select **Continue**
   a. If you are receiving a “Time Ticket Error” please ensure the term selected is correct prior to sending an error report to Testing Services

5. **Select the Enter CRNs tab,** input the **CRN** for the exam you would like to write, and select **Add to Summary**
   a. If you would like to register for multiple exams, select + **Add Another CRN** to add input boxes to enter multiple CRNs at once

6. **Once all courses are added to your summary,** select **Submit**
Step 2: Pay for your exam

Please ensure you have registered for your exam before continuing with this step.

<table>
<thead>
<tr>
<th>To pay via credit card (Visa or MasterCard)</th>
<th>To pay via online banking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log in to mySAIT (link) and go to the myStudent tab</td>
<td>1. Log in to your financial institution’s online banking portal</td>
</tr>
<tr>
<td>2. Select Account Summary by Term under the My Finances section</td>
<td>2. Find the bill payments section and select Add a New Payee Search for either SAIT or Southern Alberta Institute of Technology and select the Tuition/Bill Payments payee</td>
</tr>
<tr>
<td>3. Select the appropriate Pay Now option (Canadian Financial Institution or Financial Institution Outside of Canada) at the bottom of the page</td>
<td>3. For the account number, input your 9-digit SAIT student ID number, including the first three zeroes (000#####)</td>
</tr>
<tr>
<td>4. Follow the prompts to enter your credit card information and complete your payment</td>
<td>4. You can now make payments to SAIT the same way you pay other bills through online banking</td>
</tr>
</tbody>
</table>

Step 3: Book your exam session

If you are writing an on-campus or at-home exam

1. Contact Testing Services via email (testing@sait.ca) at least one week (5 business days) in advance of your intended writing date.
   a. You must specify whether you are writing an at-home or an on-campus admission exam in your email. Testing Services will provide the appropriate documentation and information for next steps.

2. Fill out the provided document(s) and send the completed documents back to us via email to confirm you:
   a. Have registered and paid for your exam
   b. Have an active application into the SAIT program of your choosing
   c. Are prepared to write your exam
   d. Have read and agreed to the conditions associated with taking an exam as stated on your exam booking request documents

3. Await confirmation from Testing Services that your request has been processed. We will advise if you have missed a step, or if something has not properly processed. Testing Services will provide instructions regarding how to access and write your exam upon confirmation. You are expected to write your exam within 5 business days once your exam session request has been confirmed and all preparation steps have been completed.
   a. If you are writing an at-home exam, you will be confirmed to write your preparation quiz before your admission exam
### SAIT Admission Exams: Visual Examples of Permitted Materials

#### For on-campus or at-home exams

- **Calculators**
  - Non-programmable scientific calculator
  - Programmable graphing calculator

- **English dictionary + thesaurus** *(English 30 Part A ONLY)*

#### For at-home exams

- **Erasable whiteboard**
- **Dry-erase markers** *(Sprinno, CC0, via Wikimedia Commons)*
<table>
<thead>
<tr>
<th>For on-campus <strong>ONLY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scrap paper</strong> (must be provided by the invigilator)</td>
<td><strong>Writing utensils</strong> (such as pens, pencils, etc.)</td>
</tr>
</tbody>
</table>

(Images: Pink Sherbet Photography from USA, CC BY 2.0 - [https://creativecommons.org/licenses/by/2.0/](https://creativecommons.org/licenses/by/2.0/), via Wikimedia Commons)  
(Freeimages.com/Zack Davis)