

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 three options for writing your admission exam: **on-campus exams**, **off-campus exams**, or **at-home exams**.

Please see the [Exam Writing Options](#) page for more details.

Step 1: Register for your exam

A SAIT Student ID number is **required** to register for an admission exam. If you do not have one, please contact the Office of the Registrar.

You can **register for an exam course online** via the [SAIT registration page](#)^(link) using the CRNs provided on the following **Available Exam List** page.

Please see the [Guide to Exam Registration](#) page for more details.

Step 3: Book your exam sitting

You **must register and pay for your exam prior to booking an exam sitting**. You must book an exam sitting in addition to registering for your exam. Timelines for exam booking and writing **differ depending on the exam writing method chosen**.

Please see the [Exam Writing Options](#) page for more details.

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: <http://castlerockresearch.com/all-books-alberta/>^(link)

The **pre-employment / apprentice study guide can be found on the [AIT MyTradeSecret website](#)**^(link) located under *Eligibility and Educational Requirements*.

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 90 days (one semester)** following the first attempt. You must contact Testing staff prior to registering for or booking a second exam attempt.

Step 2: Pay for your exam

Admission exams cost **\$50 CAD per exam**.

You can **pay for your exam online** via [mySAIT](#)^(link) or through online banking after you have registered for your exam.

Please see the [Guide to Exam Registration](#) page for more details.

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 with the exam.

Please see the [Preparing to Write](#) page for more details.

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](#)^(link) prior to writing as **requirements vary per program**.

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

SAIT Admission Exams: Available Exam List

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

As of March 16th 2020, Testing Services no longer runs the Keyboarding Assessment. We apologize for the inconvenience.

Exam Name	Course Code	Course Registration Number (CRN) (202000)	Exam Length	Provided Materials	Permitted Materials
Biology 20	BIOL-001	61665	2.0 hours	None	Non-programmable scientific calculator
Biology 30	BIOL-002	61667	2.5 hours	Formula sheet	Non-programmable scientific calculator
Chemistry 20	CHEM-001	61669	2.0 hours	Data booklet	Programmable graphing calculator
Chemistry 30	CHEM-002	61671	2.5 hours	Data booklet	Programmable graphing calculator
English 30*	ENGL-004	61651	Part A (Written Response): 3.0 hours Part B** (Reading Comprehension): 2.0 hours	None	Part A: English-only dictionary/thesaurus (No translation dictionaries or spell check permitted) Part B: Closed book
Math 10C	MATH-001	61653	2.0 hours	Formula sheet	Programmable graphing calculator
Math 20-1	MATH-002	61655	2.0 hours	Formula sheet	Programmable graphing calculator
Math 20-2	MATH-003	61657	2.0 hours	Formula sheet	Programmable graphing calculator
Math 20-3	MATH-004	61659	2.0 hours	Formula sheet	Programmable graphing calculator
Math 30-1	MATH-005	61661	2.5 hours	Formula sheet	Programmable graphing calculator
Math 30-2	MATH-006	61663	2.5 hours	Formula sheet	Programmable graphing calculator
Physics 20	PHYS-001	61673	2.0 hours	Formula sheet	Programmable graphing calculator
Physics 30	PHYS-002	61675	2.5 hours	Formula sheet	Programmable graphing calculator
Pre-Employment / Apprentice Level 2 (Cabinet / Carpenter / Welder)	EXAM-001	61677	3.0 hours	Formula sheet	Non-programmable scientific calculator
Pre-Employment / Apprentice Level 4 (Machinist / Millwright / Plumbing)	EXAM-002	61679	3.0 hours	Formula sheet	Non-programmable scientific calculator
Pre-Employment / Apprentice Level 5 (Electrician / Refrigeration)	EXAM-003	61681	3.0 hours	Formula sheet	Non-programmable scientific calculator
Professional Cooking and Baking Math	COOK-001	61683	1.5 hours	None	Non-programmable scientific calculator

* The SAIT English 30 admission exam is equivalent to Alberta Education's English 30-1

** English 30 Part B **must** be written **within 48 hours (2 business days)** of Part A

SAIT Admission Exams: Exam Writing Options

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

On-campus exam – **CURRENTLY UNAVAILABLE.** See sait.ca/covid19 for details.

You can write at the Testing Centre on the SAIT main campus. Admission testing in the Testing Centre is available at any time during the school year with the exception of the final exam periods at SAIT (April & December).

Exam materials such as a computer and scrap paper will be provided to you by Testing Services. Other permitted writing materials, such as pens, pencils and calculators, are **available to borrow** on a first-come first-serve basis. You may also bring your own.

You **must** request to write your exam at least **1 business day** prior to your intended writing date using our [online booking portal](#) (link) located under the *Prospective Students* tab on the Testing Services **SAIT.ca** webpage.

Off-campus exam

You can write with a proctor of your choice at an off-campus location. You are responsible for both finding and booking an external proctor who will oversee your exam(s) and for paying any associated fees.

You are responsible for abiding by any additional rules established by the proctor, such as whose responsibility it is to provide the permitted materials, any additional food or clothing restrictions, or any required check-in processes.

Proctors must be employed with a government or educational institution, such as a post-secondary institution, a library, or a proctoring service. A proctor cannot be a relative, friend, neighbor, co-worker, or living at the same address as the student.

You must contact Testing Services via email (testing@sait.ca) to book an off-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 externally proctored off-campus exam in your email. Testing Services will provide the appropriate paperwork and information for next steps. You are expected to write your exam **within 5 business days** once you have returned all appropriate paperwork to us and your exam sitting request has been confirmed.

At-home exam

You can write 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) to book an at-home exam. You must specify that you wish to write an at-home exam in your email. Testing Services will provide the appropriate paperwork and information for next steps.

You will be given a 5 business day period to write your once you have returned all appropriate paperwork to us and your exam sitting request has been confirmed. It will be your responsibility to ensure the exam is written within the given period.

SAIT Admission Exams: Preparing to Write

You must abide by all Testing Services guidelines, as well as all academic and institute regulations when writing. Please be advised that off-campus exams may be subject to additional expectations at the discretion of your proctor.

- [AC.3.4.1 Student Code of Conduct](#) (link)
- [AC.3.3.1 Invigilation and Security of Examinations](#) (link)
- [AC.3.3.2 Distance Education invigilation and Security of Examinations](#) (link)

For on-campus, off-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.

Programmable calculators **must** have their memory cleared prior to your exam start and upon exam completion.

- **If writing on or off 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 personal 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 or off 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, 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.) is 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.

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 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, notes or notebooks, textbooks, bags/backpacks, loose clothing or hats, etc.

SAIT Admission Exams: Preparing to Write (Continued)

For at-home exams

Additional expectations for at-home exams

A webcam and microphone are **required** as you will be both audio and video 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 admission exam launch page or on the optional Lockdown Browser practice 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.

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

System requirements for at-home exams

System Requirements for LockDown Browser

For Windows

- *Operating System:* Windows 10, 8, 7
- *Memory Required:* 75 MB free permanent space on the hard drive

For Mac

- *Operating System:* MacOS 10.15 to 10.12, OS X 10.11, OSX 10.10
- *Memory Required:* 120 MB free permanent space on the hard drive

System Requirements for Respondus Monitor

- *Operating System:* Windows 10, 8, 7 or Mac OSX 10.10 or higher
- Web camera (internal or external)
- Microphone (internal or external)
- Broadband internet connection

SAIT Admission Exams: Guide to Exam Registration

Any issues or questions regarding course registration or payment processing must be directed to the **SAIT Contact Centre** at contact.centre@sait.ca (link). Testing Services cannot directly assist with registration and payment issues.

Step 1: Register for your exam

1. Find your **SAIT student ID number**
 - a. If you do not have a SAIT ID number or you do not know your SAIT ID number, please contact the [Office of the Registrar](#) (link) through their [online inquiry form](#) (link)
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 [SAIT Helpline](#) (link) (helpline@sait.ca)
4. Under **Terms Open for Registration**, select the term **Non-Credit 2020-2021** (for exams being written between *July 1st, 2020 - June 30th, 2021*) and select **Continue**
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.

To pay via credit card (Visa or MasterCard)

1. Log in to [mySAIT](#) (link) and go to the **myStudent** tab
2. Select **View Details** under the **My Finances** section
3. Select **Pay Now**, and on the next page select **Make Payment**
4. Select **Amount Due**, **input the total amount** required, and select **Continue**
5. Follow the prompts to **enter your credit card information** and complete your payment

To pay via online banking

1. **Log in** to your financial institution's online banking portal

2. Find the bill payments section and select **Add a New Payee**
3. Search for either **SAIT** or **Southern Alberta Institute of Technology** and select the **Tuition/Bill Payments** payee
4. For the **account number**, input your 9-digit SAIT student ID number, including the first three zeroes (**000#####**)
5. You can now **make payments to SAIT** the same way you pay other bills through online banking

Step 3: Book your exam sitting

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

If you are writing an on-campus exam

1. Use our [online booking portal](#) (link) located under the *Prospective Students* tab on the Testing Services **SAIT.ca** webpage to book your exam at least **1 business day** prior to your intended writing date.

If you are writing an off-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 off-campus admission exam** in your email. Testing Services will provide the appropriate paperwork 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. Are prepared to write your exam
 - c. 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 and your exam is available to write. **Testing Services will provide instructions** regarding how to access and write your exam upon confirmation. We will advise if you have missed a step, or if something has not properly processed. You are expected to **write your exam within 5 business days** once your exam sitting request has been confirmed.

Contact us

Testing Services (MC221, Stan Grad Centre)

testing@sait.ca

Mon-Fri: 8:00 am to 4:00 pm

Sat-Sun and statutory holidays: Closed

Office of the Registrar (AA211, Heritage Hall)

Via the Office of the Registrar page on [SAIT.ca](#) (link)

Mon-Fri: 8:30 am to 4:15 pm

Sat-Sun and statutory holidays: Closed