

## 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 two options for writing your admission exam: **off-campus exams** or **at-home exams**.

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

### 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 **application into a SAIT program is required** to request for 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](#)<sup>(link)</sup> using the CRNs provided on the following **Available Exam List** page.

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

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

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

### 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 see the [Exam Writing Options](#) 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 within the exam.

You must review and understand the below [SAIT procedures](#)<sup>(link)</sup> related to your exam:

- **AC.3.3.1** Invigilation and Security of Examinations Procedure
- **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.

## SAIT Admission Exams: Overview (Continued)

### 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/><sup>(link)</sup>

- 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><sup>(link)</sup>

The **pre-employment / apprentice study guide** can be found on the [AIT MyTradeSecret website](#)<sup>(link)</sup> 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](#)<sup>(link)</sup> prior to writing as **requirements vary per program**.

- If you do not know what your application is missing, contact the [Office of the Registrar](#)<sup>(link)</sup>

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.

Admission exams cannot be requested to be written at the SAIT Testing Centre.

*Please see the [Exam Writing Options](#) page for details on how to request to write admission exam.*

*Please see the [Preparing to Write](#) page for details on the rules associated with writing an admission exam.*

### Contact us

Testing Services (MC221, Stan Grad Centre)

[testing@sait.ca](mailto: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](#) <sup>(link)</sup>

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

**Sat-Sun and statutory holidays:** Closed

## 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.

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

Exam Name	Course Code	Course Registration Number (CRN) – Version 1 (202100)	Exam Length	Provided Materials	Permitted Materials
Biology 20	BIOL-001	60903	2.0 hours	None	Non-programmable scientific calculator
Biology 30	BIOL-002	60905	2.5 hours	Formula sheet	Non-programmable scientific calculator
Chemistry 20	CHEM-001	60907	2.0 hours	Data booklet	Programmable graphing calculator
Chemistry 30	CHEM-002	60909	2.5 hours	Data booklet	Programmable graphing calculator
English 30*	ENGL-004	60911	<b>Part A</b> (Written Response): 3.0 hours  <b>Part B**</b> (Reading Comprehension): 2.0 hours	None	<b>Part A:</b> English-only dictionary/thesaurus (No translation dictionaries or spell check permitted)  <b>Part B:</b> Closed book
Math 10C	MATH-001	60913	2.0 hours	Formula sheet	Programmable graphing calculator
Math 20-1	MATH-002	60915	2.0 hours	Formula sheet	Programmable graphing calculator
Math 20-2	MATH-003	60917	2.0 hours	Formula sheet	Programmable graphing calculator
Math 20-3	MATH-004	60919	2.0 hours	Formula sheet	Programmable graphing calculator
Math 30-1	MATH-005	60921	2.5 hours	Formula sheet	Programmable graphing calculator
Math 30-2	MATH-006	60923	2.5 hours	Formula sheet	Programmable graphing calculator
Physics 20	PHYS-001	60925	2.0 hours	Formula sheet	Programmable graphing calculator
Physics 30	PHYS-002	60927	2.5 hours	Formula sheet	Programmable graphing calculator
Pre-Employment / Apprentice Level 2 (Cabinet / Carpenter / Welder)	EXAM-001	60929	3.0 hours	Formula sheet	Non-programmable scientific calculator
Pre-Employment / Apprentice Level 4 (Machinist / Millwright / Plumbing)	EXAM-002	60931	3.0 hours	Formula sheet	Non-programmable scientific calculator
Pre-Employment / Apprentice Level 5 (Electrician / Refrigeration)	EXAM-003	60933	3.0 hours	Formula sheet	Non-programmable scientific calculator
Professional Cooking and Baking Math	COOK-001	60935	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 – **UNAVAILABLE**

SAIT admission exams are **not** run on-campus for prospective students.

### Off-campus exam

**You can write your exam 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. Testing Services cannot assist with finding and requesting a proctor.

**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](mailto: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 documentation and information for next steps. You are expected to write your exam **at the specified date and time on your Request Form** once you have returned all appropriate documentation to us and your exam session request has been confirmed.

### 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 5 business day period to write** your exam once you have returned all appropriate documentation to us and your exam session request has been confirmed. 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. Please be advised that off-campus exams may be subject to additional expectations at the discretion of your proctor.

- [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 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.

- **If writing off-campus**, your photo identification will be scanned to be sent back to Testing Services via email in order to confirm you have written your admission exam.

Calculators **must** have their memory cleared and/or be reset 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 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, 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 off-campus**, confirm with your proctor on their food and drink policy as it may differ.
- **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.

## SAIT Admission Exams: Preparing to Write (Continued)

### For at-home exams

#### Additional expectations for at-home exams

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 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.

#### System requirements for at-home exams

**System Requirements for LockDown Browser** (<https://support.respondus.com/support/index.php?/Knowledgebase/Article/View/89>)

##### For Windows

- Operating System: Windows 10 and 8
- Memory & Hard Disk Space Required: 2 GB RAM, 200 MB of free hard disk space

##### For Mac

- Operating System: MacOS 10.12 to 11.1+
- Memory & Hard Disk Space Required: 2 GB RAM , 200 MB of free hard disk space

##### System Requirements for Respondus Monitor

- Operating System: Windows 10 or 8, or Mac OSX 10.12 or higher
- 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](#) through their [online inquiry form](#). You must apply to your chosen SAIT program in order to have a SAIT ID to write.
2. Go to the [SAIT registration page](#) 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](#) – 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 2021-2022** (for exams being written between **July 1<sup>st</sup>, 2021 - June 30<sup>th</sup>, 2022**) 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.

To pay via credit card (Visa or MasterCard)	To pay via online banking
<ol style="list-style-type: none"> <li>1. Log in to <a href="#">mySAIT</a> and go to the <b>myStudent</b> tab</li> <li>2. Select <b>Account Summary by Term</b> under the <b>My Finances</b> section</li> <li>3. Select the appropriate <b>Pay Now</b> option (Canadian Financial Institution or Financial Institution Outside of Canada) at the bottom of the page</li> <li>4. Follow the prompts to <b>enter your credit card information</b> and complete your payment</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Log in</b> to your financial institution's online banking portal</li> <li>2. Find the bill payments section and select <b>Add a New Payee</b> Search for either <b>SAIT</b> or <b>Southern Alberta Institute of Technology</b> and select the <b>Tuition/Bill Payments</b> payee</li> <li>3. For the <b>account number</b>, input your 9-digit SAIT student ID number, including the first three zeroes (<b>000#####</b>)</li> <li>4. You can now <b>make payments to SAIT</b> the same way you pay other bills through online banking</li> </ol>

## Step 3: Book your exam session

### If you are writing an **off-campus** or **at-home exam**

1. **Contact Testing Services via email ([testing@sait.ca](mailto: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 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. 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. 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, off-campus, and at-home exams

- Calculators

Non-programmable scientific calculator



(Freeimages.com/Vera Berard)

Programmable graphing calculator

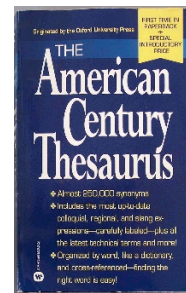


(Freeimages.com/jason aaberg)

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



(Freeimages.com/Asif Akbar)



("american century thesaurus" by cdrumbks is licensed under CC BY 2.0)

### For at-home exams

- Erasable whiteboard



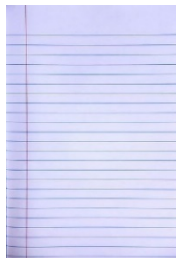
- Dry-erase markers



(Sprinno, CC0, via Wikimedia Commons)

### For off-campus exams **ONLY**

- Scrap paper (must be provided by the invigilator)



(Pink Sherbet Photography from USA, CC BY 2.0 <<https://creativecommons.org/licenses/by/2.0/>>, via Wikimedia Commons)

- Writing utensils (such as pens, pencils, etc.)



(Freeimages.com/Zack Davis)