

NACC Exam Policies

Exam Fees

1. The examination cost is set for each candidate writing the examination for the first time, as shown on the current NACC Exam Fee Schedule.
2. The fee includes the examination, marking, NACC diploma, and NACC pin.
3. Payments for the examination(s) may be made online through a secure third-party portal.
4. The college will receive an electronic invoice after the student submits their exam. Accepted payment methods include VISA, MasterCard, and cheque made payable to NACC. Cheques are to be sent to the main NACC office.
5. Should a student require the opportunity to re-write the exam, a second fee will be incurred and must be paid before the final mark is released.

Conduct of Examinations

1. A student has a maximum of three (3) attempts to pass the NACC Final Exam (refer to Exam Re-Write Policy).
2. The maximum time the student is allowed to write the examination is 2.5 hours. The exam will automatically close at the end of 2.5 hours if the student has not finished.
3. Each college is responsible for the cost of invigilating the examination. The invigilator must NOT be an ECA Instructor and must remain in the test room with the students for 2.5 hours of the exam.
4. Once the students are logged into the online examination system, the invigilator will collect the logins and passwords from the students to be destroyed.
5. Tests and exams are not open books; therefore, the following items are not permitted in the test room: dictionary, thesaurus, cell phone, laptop, tablet, any translation devices, notebooks, and paper other than the exam.

NACC Exam Marking

1. Marking is done by computer once the student submits the exam. Please note that when the student hits the submit button, the online system will ask if the student is sure they want to submit.
2. The pass mark is 65%.
3. There is NO appeal process should a student not achieve a minimum mark of 65%. The student must complete a re-write (refer to NACC Exam Re-write Policy).

NACC Exam Re-Write Policy

1. A student who fails to pass the NACC ECA examination at the first attempt may re-write at additional cost to the college.
2. If the student fails to pass the examination re-write, the college must submit a training plan to NACC, with the re-write application, and verify that the student completed the training plan before the second re-write attempt.
3. If the student fails the second re-write, the student WILL NOT be permitted any further re-write privileges. The student must re-register as a new student for the entire program, complete the program in full and attempt the NACC exam again.

Exam Marks Retention

1. NACC will maintain a database of marks by student name, college, and graduate number.

By my signature, I acknowledge that I have read, understand, and agree to the NACC Exam policies.

Student Signature: _____ Date: _____