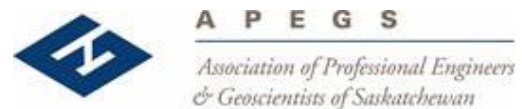




# National Professional Practice Examination (NPPE) Candidate Guide

*NPPE participating regulators*





## Table of Contents

Overview .....	3
Exam contact information .....	3
Suggested study materials .....	4
Textbooks .....	4
Additional free suggested study materials .....	4
NPPE practice test site .....	5
Registration process .....	6
Testing accommodations .....	6
Virtual/remote proctoring and test centres .....	7
Confirmation email process for remote proctoring .....	7
Rescheduling, cancellations, refunds .....	7
Exam day process –Remote Proctoring .....	8
Exam security and exam irregularities .....	10
2024/2025 exam administration dates .....	11
Exam fees .....	12
Exam scoring and results .....	13

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## Overview

This NPPE Candidate Guide is the official guide to policies and procedures for the NPPE. All candidates are strongly encouraged to read this document before starting the exam registration process. It is your responsibility to make sure that you have reviewed the current version of this document.

The National Professional Practice Examination (NPPE) confirms knowledge of several content areas as outlined by the exam blueprint. Thirteen engineering and geoscience regulatory organizations across Canada use the NPPE as one of their requirements for licensure.

An application for professional membership to your provincial/territorial regulator might be required before you are allowed to take the NPPE. Contact your provincial/territorial regulator, or visit the regulator website, to find out more information on registration requirement.

The exam is computer-based and is administered through Meazure Learning, a merger of Yardstick, a Canadian computer-based testing vendor, and ProctorU, an online proctoring service. There are five exam administration sessions offered per year.

The exam format is 110 multiple-choice questions, each with four options and only one correct answer per question. All questions are scored 0 (incorrect) or 1 (correct) with no penalty for guessing. The time to take the exam is 2.5 hours. In some jurisdictions (e.g., EGBC) the examination also contains an essay; therefore, the exam is 3.5 hours in duration.

## Exam contact information

Questions regarding the NPPE are best directed to your provincial/territorial regulator.



## Suggested study materials

The exam blueprint outlining the content areas that are covered on the exam can be found on the NPPE website: [Blueprint](#)

The blueprint is a guide to help applicants determine what information they need to know and to bring to the exam in order to demonstrate their knowledge of the material. Although there are suggested study materials listed below, applicants can gain mastery of the topics covered on the exam any way that works best for them.

### Textbooks

Below are suggested textbook resources to help you prepare for the NPPE. It is up to you to determine what resources are best to prepare for the exam. Most applicants find using one ethics textbook and at least one of the law textbooks helpful:

*Canadian Professional Engineering and Geoscience: Practice & Ethics*, Fifth or Sixth Edition, 2014/2018 by Gordon C. Andrews, Patricia Shaw, John McPhee

*Practical Law of Architecture, Engineering, and Geoscience*, Second or Third Canadian Edition, 2011/2015 by Brian M. Samuels and Doug R. Sanders

*Law for Professional Engineers: Canadian and Global Insights*, Fifth Edition, 2019 by Donald L. Marston

*Practical Guide to Ethics and Professional Practice for Engineers and Geoscientists*, First Edition, 2022 by Brian M. Samuels and Doug R. Sanders

These textbooks can be purchased directly from the publishers or through physical/online book retailers.

### Additional free suggested study materials

Below are free suggested study materials that can be used to help prepare for the examination.

[A Guide to Copyright](#)

[A Guide to Industrial Designs](#)

[A Guide to Patents](#)

[A Guide to Trademarks](#)

[Concepts of Professionalism](#)



[Engineering and Geoscience Professions Act in your jurisdiction](#)

[Guideline for Ethical Practice](#)

[Occupational Health and Safety Act](#)

Practice Standards and Guidelines published by your regulator

[Royal Bank of Canada article – “The Soul of Professionalism”](#)

### **NPPE practice test site**

Practice tests created from previously administered NPPE questions are available for optional purchase from the official NPPE practice test site: [www.nppepractice.com](http://www.nppepractice.com)

The NPPE practice tests offered through the website provide candidates preparing for the NPPE test questions to become familiar with the types of questions that will be asked on the actual NPPE.

All candidates that take the NPPE practice tests receive a detailed diagnostic report showing the blueprint areas of strength and weakness as well as a question-by-question level breakdown of which questions were answered correctly or incorrectly with rationales as to why the correct answer to each question is correct.

The practice tests are administered using the same computer-based testing platform as the actual NPPE, ensuring that the testing interface and features are identical to the actual NPPE. This helps familiarize candidates with the look and feel of the NPPE to help reduce test anxiety. The practice test questions were previously administered questions that appeared on previous NPPE exams and are meant to give candidates an approximation of the types of questions that test the blueprint areas assessed on the exam. The difficulty of the practice test questions are not identical to those that appear on the actual NPPE examination and passing the NPPE practice test is not a guarantee that a candidate will pass the NPPE exam.



## **Registration process**

Registering for the NPPE is done through each provincial/territorial regulator. For more information regarding registration in your jurisdiction contact your regulator.

## **Testing accommodations**

Specific testing needs can be accommodated for those candidates who are taking the NPPE. Testing accommodations can include:

- extended testing time
- extra breaks
- reduced-distraction testing rooms (for test centres only)
- larger font (available to all candidates in the stock exam interface)
- diabetic monitor or food/drink needed during exam for medical reasons

Generally, testing accommodations are not offered for English as a second language candidates as sufficient English language competence is a requirement for licensure in the 13 Canadian jurisdictions.

To submit a request for testing accommodations, contact your provincial/territorial regulator when registering for the exam. Supporting documentation from a health care or education specialist (written within the last three years) is required outlining:

- details why testing accommodations are needed for a computer-based exam
- specifically, what accommodations are required (e.g., one hour of extra time is required due to a visual impairment)

You must submit the testing accommodation request and supporting information before the registration deadline. If the request is received after the registration deadline, your exam will be rescheduled to the next session.



## **Virtual/remote proctoring and test centres**

Since April 2020, the NPPE has shifted from being administered mostly in test centres to 100% remote proctoring. Remote proctoring is a process in which candidates take the NPPE via a computer with a webcam and a high-speed internet connection where they are proctored (supervised) by a virtual proctor via their computer. Remote proctoring is sometimes referred to as “virtual”, or “online proctoring” and in the context of the NPPE these are all referring to the same process of a candidate taking the exam in their home and being monitored by a proctor through the internet via webcam, audio, etc. Meazure Learning/ProctorU is the remote proctoring company used for the exam, which will be mentioned in the booking email that explains how to book the exam date and time.

Remote proctoring will be the preferred delivery method for the exam going forward, with test centres as an option for exceptional cases.

## **Confirmation email process for remote proctoring**

In the case of exams done remotely, candidates will be sent an email from Meazure Learning with instructions on how to book their remote exam date and time for the exam (based on availability). It is important to check your junk email folder to ensure that the email is not accidentally filed there. Should you not receive an email with this confirmation information at least three weeks prior to the examination date, you should contact Meazure Learning immediately and request that an exam grant email be resent to you: [testingsupport@meazurelearning.com](mailto:testingsupport@meazurelearning.com)

It is very important that candidates choose their time zone carefully, as booking yourself in an incorrect time zone can lead to your exam time being missed (it is listed in a [24 hour clock format](#)). Also, if your location changes at the last minute, you will need to update this information with Meazure Learning prior to your exam day and change your time zone if necessary. Booking an incorrect time zone and missing your scheduled exam time will result in a second exam fee charge if you are rebooked.

## **Rescheduling, cancellations, refunds**

Prior to the exam registration deadline, the exam may be cancelled and refunded or deferred to a different session. Once the exam deadline has passed, the exam fee is non-refundable. Deferrals can be requested until the exam booking deadline (listed in the Meazure Learning booking email), in the event of a medical emergency or illness, death in the family, court appearance, or military duty. A deferral form can be requested through



your provincial/territorial regulator. Appropriate supporting documentation such as a doctor's note must be provided.

## Exam day process –Remote Proctoring

Candidates will receive a booking confirmation email from Meazure Learning that explains the remote proctoring exam process and the steps they should take on exam day. It is important to run all the computer checks that are suggested, and to ensure that all the computer requirements are met, including having a webcam (anything other than a webcam, such as a cellphone, is unacceptable) and a high speed stable internet connection. The remote proctoring program that needs to be installed on your computer cannot be downloaded until the day of your exam so there is no way to check if it will work prior to exam day. There is a short video tutorial that may be helpful, that you can watch through the Meazure Learning FAQ page [here](https://www.meazurelearning.com/products/meazure-exam-platform/online-proctoring-faq) <https://www.meazurelearning.com/products/meazure-exam-platform/online-proctoring-faq>. It is best to take the exam in your home because you are more in control of the security and administrative privileges on home Internet networks and home computers. Work computers and networks are unpermitted (due to firewalls, restrictions on installing the necessary software to take the exam, etc.) and it is mandatory to use a personal device and network. If you choose to use a work computer and network, you may be subject to an additional fee for a rebooking if your device is not able to download the exam program.

It is also very important to note that candidates have a 15-minute window to log on to the exam program, or the exam will be cancelled. Connecting to the remote proctor may take up to 30 minutes after candidates log on. Only click the link once. **Do not log off and log back in if you do not connect right away or exit out of the browser**, as this will be viewed by the remote proctor as the exam session being cancelled. Think of this process as boarding a plane and then sitting and waiting for the plane to take off. Just as you would not get off the plane, do not log out of your connection to the exam program, just wait for the proctor to connect. It is completely ok if this connection time bypasses your exam start time, as long as your initial connection is still open, you will not be penalized in any way in terms of the time you have to take the exam. If technical issues occur trying to connect to your exam or during your exam, you must contact Meazure Learning as soon as possible. The contact information will be in your booking confirmation email. It is best to call for an immediate response. You are allowed one optional comfort (e.g., washroom) break during the exam, and the exam timer will not stop during this break. This comfort break will be noted by the remote proctor. If you require multiple comfort breaks due to a medical issue, please let your regulator know when you register for the exam, and it will be noted as a testing accommodation. If there are technical issues out of your control that prevent you from taking your exam, a rebooking option may be





available to you, depending on availability. This would be a last resort option if all other appropriate steps were taken.

The Measure Learning exam testing interface for the NPPE is designed to be highly intuitive and provides tools (e.g., bookmarking questions, writing notes on questions, ability to increase or decrease the font size, etc.) to assist candidates in taking the exam. Candidates who register for the NPPE will have free access several weeks prior to the exam administration date to become familiar with the NPPE test taking interface. A screenshot of the NPPE exam interface is shown below.

A screenshot of the NPPE exam interface. At the top, there is a header bar with "Question 1 of 5" on the left, a "Time Remaining: 00:29:51" on the right, and a "SUBMIT EXAM" button. Below the header, there is a "Show:" section with buttons for "All", "Bookmarked", and "Unanswered". A row of five question indicators (1, 2, 3, 4, 5) is shown, with indicator 1 highlighted in blue. Below this, there is a "Hide question list" link and a "5 questions remaining" status. On the right, there are "Language: English Français" and "Font Size: A A" options. The main content area contains a question: "During the examination, your task will be to select the correct answer to the question from a list of alternatives. Which of the following is the **correct** method of selecting your answer?" followed by four radio button options: A) Clicking on the radio button (circle) corresponding to your answer, B) Clicking on the Bookmark Icon at the top of the screen, C) Clicking the Pause Button on the exam interface, and D) Clicking the "Go To Next Question" button on the bottom right of the screen. At the bottom, there is a "Go To Next Question »" button.

Once you have completed the NPPE on exam day you will be prompted to complete a short survey where you will be able to provide feedback on your exam experience.

**It is the candidate's responsibility to read the available preparatory material regarding the NPPE in order to come prepared for their exam sitting.** All information required for candidates to understand and prepare for the NPPE is available on the NPPE website ([www.nppexam.ca](http://www.nppexam.ca)) and the NPPE candidate guide. This includes the format and time limit of the NPPE, registration deadlines, booking process, technical and equipment requirements to take the NPPE, security procedures, results reporting, etc. Candidates that do not prepare adequately to take the NPPE and experience issues on exam day may not be rebooked or deferred to an upcoming session and will have their results stand as an attempt of the exam. As such it is critical that all candidates that take the NPPE spend the required time in advance to know what to expect and come prepared for their exam session.



As the NPPE is a computer-based exam that requires specific hardware, software, internet and testing-room requirements, issues can occur during the exam session. Should any issues occur on the day a candidate takes the NPPE, all issues must be reported, and the issues resolved that same day. For example, if a candidate experiences some intermittent connection issues on exam day, and as a result the candidate feels that the interruptions were negatively impacting their performance on the exam and should receive extra time to finish the exam, the candidate must escalate this concern to the proctor monitoring the candidate's exam session. In this way, issues can be resolved while the candidate is taking the exam (e.g., adding additional time), or shortly after the candidate's exam session is complete on the same day (e.g., a technical issue requires a re-booking to another day/time during the NPPE exam session). After the examination session is complete there are limited options to resolve an issue that occurred during that session. As a result, only issues that fall into the follow categories may be reported and will be investigated by NPPE staff: 1) Reporting incidence of cheating or other exam security issues, 2) Emergency situations that occurred during the exam session that could not be reported during the exam session week (e.g., medical emergency that occurs on exam day), 3) Other exceptional circumstances that may have impacted a candidate's performance on the exam, of which the candidate was unable to report during exam day, with an explanation as to why the issues could not be reported on exam day.

## **Exam security and exam irregularities**

The following situations may prompt the consideration of invalidating or canceling exam results even though you may have had no responsibility for the event in question:

- Unanticipated cancellation or interruption of testing or deviation from required testing procedures, due to a weather event or other external cause
- Possible advance access to exam content by one or more candidates
- Other disruptions or compromises to the normal testing process

If it is concluded that corrective action is warranted in one of these situations, you may be offered the option to either retest at no additional fee or to receive a full or partial refund of your registration fee provided that you did not cause and were not involved in the conduct that resulted in corrective action. These remedies are your exclusive remedies for such disruptions in testing and potential compromises. If you choose to retest, you must retake the entire exam to produce valid exam results. If you are found to have caused or been involved in the conduct that resulted in corrective action, the matter may be treated as an exam irregularity and all available remedies may be pursued as described elsewhere in this guide.



Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking the NPPE are strictly prohibited. Irregular behavior includes but is not limited to the following: failing to work independently; not following the proctor's instructions; impersonating another individual or permitting such impersonation (surrogate testing); possessing prohibited items; communicating with other examinees or any outside parties by way of cell phone, personal computer, the Internet, or any other means during an exam; disrupting other examinees; creating safety concerns; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam before, during, or after the exam administration. Evidence of an exam irregularity may be based on your performance on the exam, a report from an administrator or a third party, or other information. The proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging you from the test center and confiscating any prohibited devices or materials. You must cooperate fully in any investigation of a suspected irregularity. The NPPE exam program reserves the right to pursue all available remedies for exam irregularities, including canceling scores and pursuing administrative, civil, and/or criminal remedies. If you are involved in an exam irregularity, the following may occur: invalidation of results, notification to your provincial/territorial regulator, forfeiture of exam fees, and restrictions on future testing. Some violations may incur additional consequences, to be pursued at the discretion of your regulator.

Collusion detection analysis is performed after each exam administration to statistically identify pairs of candidates that may have copied answers. Candidates that are flagged as potentially having colluded will have their examination results withheld pending an investigation into the matter.

Applicants and Professional Members are obligated to report any test security issues they are aware of, whether they occurred before, during or after the exam. Incidents can be reported anonymously to [examsecurity@apega.ca](mailto:examsecurity@apega.ca).

All candidates must read and digitally sign a candidate statement of understanding prior to taking the NPPE which outlines the expectations and rules for taking the exam.



## 2024 exam administration dates

Exam Dates	Registration Deadline
January 22-24, 2024	December 1, 2023
April 8-10, 2024	February 16, 2024
June 3-5, 2024	April 26, 2024
September 9-11, 2024	July 12, 2024
November 18-20, 2024	October 4, 2024

## 2025 exam administration dates

Exam Dates	Registration Deadline
January 20-22, 2025	December 6, 2024
April 7-9, 2025	February 14, 2025
June 2-4, 2025	April 25, 2025
September 8-10, 2025	July 11, 2025
November 17-19, 2025	October 3, 2025

## Exam fees

Examination fees are charged by each participating regulator. Contact your provincial/territorial regulator, or visit the regulator website, to find out more information on NPPE pricing in your jurisdiction.



## Exam scoring and results

The NPPE conforms to all standards for psychometrically defensible high stakes testing as outlined in the “Standards for Educational and Psychological Testing”<sup>1</sup>.

The NPPE is a criterion-referenced examination and so only pass/fail results will be reported. If you passed the exam, you will not receive detailed score information. Exam results are either pass or fail based on the number of correct answers (1 point per correct answer) you achieved on the operational (scored) questions on the exam. You are not penalized for incorrect answers. The cut score on the NPPE is a scaled score of 65 and determined using a best practice Standard Setting approach (i.e., the Modified-Angoff Method) where Subject Matter Experts from across Canada participate in setting the minimum standard required (i.e., minimum level of knowledge) for candidates to be able to demonstrate on the exam in order to pass. The scale score of 65 is NOT equivalent to a percent score of 65 (i.e. correctly answer 65% of the questions) due to the statistical equating method we implemented to ensure variations in exam difficulty from each session are taken into account to ensure fairness to all applicants taking an exam. Due to this reason, reverse calculation based on percentage scores from the mastery report to the NPPE scaled score is not possible. Candidates should come to the NPPE ready to demonstrate their knowledge of all of the blueprint areas. ETS, one of the largest and well-respected testing organizations in the world, has published a report that explains test equating in more detail: <https://onlinelibrary.wiley.com/doi/epdf/10.1002/j.2333-8504.2010.tb02236.x>

Each NPPE is scored with no predetermined percentage of candidates that should pass or fail. All exams are scored the same way. First-time takers and repeat takers are graded to the same standard.

All exams include a limited number of experimental items that are not scored and will not have an impact on your results. Including experimental unscored questions on exams is common practice in high stakes testing and allows for the evaluation of the experimental items for potential use in future exams. These items are placed within the exam and are not identifiable as experimental questions.

Exam results are available approximately 2-3 weeks after the exam administration. Candidates will be notified of their result before the next registration deadline. Results are not provided over the phone or by email. Candidates that failed the exam are sent a mastery report which outlines the content areas of the exam where the candidate did well

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<sup>1</sup> American Educational Research Association, American Psychological Association, & National Council on Measurement in Education. (2014). *Standards for educational and psychological testing*. Washington, DC: American Educational Research Association.





and areas where the candidate did not do well and should focus further study. An example mastery report is shown below.

## NPPE INDIVIDUAL MASTERY REPORT

Regulator: EGBC

For: Jane Doe

ID: 111111

NPPE administration date: Week of June 6, 2022

Result: Fail

To assist you in studying for your next writing of the National Professional Practice Examination (NPPE), please find below an individual mastery report. This report provides a summary of how you performed in each of the blueprint areas of the NPPE. This report is intended to assist you in identifying the weak areas in which you need to focus your study to improve in the future. It is not possible to calculate your overall score on the exam using this report, please rely on the information below to guide your study for your next attempt of the exam.

It is suggested that in preparing for the next examination you focus most on the blueprint areas listed in the mastery report that you did not master and those that you borderline mastered. For example, if the report below shows that you did not master the blueprint area 'III. Professional Practice' the topic areas covered within this blueprint area should be studied in depth before attempting the examination again because you selected the correct answer for less than 55% of the questions in this area. If the report shows that you borderline mastered the area "II. Ethics" this means that you came close to mastering the material but did not answer enough questions correctly to have fully mastered this area. You will be required to retake the entire NPPE (all blueprint areas) and pass the exam in a future attempt.

Some study techniques that can be effective in preparing for the next examination administration:

- Reading the chapters in the textbook resources and making notes regarding what you learned, writing in your own words about the material covered
- Discussing with mentors and peers what the textbook resource content means in practical terms to a professional
- Completing the chapter questions, discussion topics, and assignments at the end of each chapter of the textbook resources will ensure that you have understood the material
- Although the NPPE is not a test of English language competence a minimal level of English language competence (e.g., approximately a grade 10 reading level) is required to read and comprehend the questions composing the NPPE. Improving your English language reading and comprehension skills may help improve performance on the examination

### Mastery report:

Blueprint area	Percentage correct	Your performance*
I. Professionalism	50	Not Mastered
II. Ethics	75	Mastered
III. Professional Practice	59	Borderline Mastered
IV. Law for Professional Practice	56	Borderline Mastered
V. Professional Law	50	Not Mastered
VI. Regulation of Members & Discipline Processes	50	Not Mastered

\*Mastered = 70% or more of questions in a blueprint area were answered correctly; Borderline mastered = 55-69% of questions in a blueprint area were answered correctly; Not Mastered = Less than 55% of the questions in a blueprint area were answered correctly.



If a candidate failed the NPPE it is because not enough questions were answered correctly to demonstrate minimal knowledge, skills, and ability in the blueprint areas covered on the exam. It is not possible to reverse calculate an equated NPPE score from the master reports. Candidates should focus their time and effort on studying the blueprint areas indicated in the mastery report where they did poorly. Candidates don't have to "master" every blueprint area, but the areas shown as "Not mastered" or "Borderline mastered" are the areas to focus study to prepare for a future attempt of the NPPE.

An example of a mastery report showing a clear fail is shown below. A candidate that received a mastery report like this can use it to focus study on all areas of the blueprint to prepare for the next attempt but especially in areas I, II, and IV where very little knowledge of the concepts was demonstrated.

**Mastery report:**

<b>Blueprint area</b>	<b>Percentage correct</b>	<b>Your performance*</b>
I. Professionalism	50	Not Mastered
II. Ethics	42	Not Mastered
III. Professional Practice	66	Borderline Mastered
IV. Law for Professional Practice	42	Not Mastered
V. Professional Law	56	Borderline Mastered
VI. Regulation of Members & Discipline Processes	56	Borderline Mastered

\*Mastered = 70% or more of questions in a blueprint area were answered correctly; Borderline mastered = 55-69% of questions in a blueprint area were answered correctly; Not Mastered = Less than 55% of the questions in a blueprint area were answered correctly.

An example of a mastery report showing a failure but where a candidate is closer to passing is shown below. A candidate that received a mastery report like this shows that they did well in areas I, III, IV, and V but not well enough in area II and VI. Focusing study on areas II and VI of the blueprint where very little knowledge of the concepts was demonstrated can help prepare for the next attempt of the exam.



**Mastery report:**

<b>Blueprint area</b>	<b>Percentage correct</b>	<b>Your performance*</b>
I. Professionalism	88	Not Mastered
II. Ethics	68	Not Mastered
III. Professional Practice	72	Borderline Mastered
IV. Law for Professional Practice	73	Not Mastered
V. Professional Law	89	Borderline Mastered
VI. Regulation of Members & Discipline Processes	22	Borderline Mastered

\*Mastered = 70% or more of questions in a blueprint area were answered correctly; Borderline mastered = 55-69% of questions in a blueprint area were answered correctly; Not Mastered = Less than 55% of the questions in a blueprint area were answered correctly.

Policies on the number of attempts that candidates have to pass the NPPE may vary by regulator, in most jurisdictions a maximum of four attempts are permitted. It is recommended that you contact your regulator for information regarding the number of attempts allowed for the NPPE.