HANSON
COLLEGE OF BUSINESS, HEALTH & TECHNOLOGY

NACC Final Exam Policy

ALL students MUST write and pass the NACC Final Exam to satisfy a graduation requirement before receiving the certificate from a successfully completed NACC program. The NACC Final Exam can only be taken after successful completion of all modules, tests, performance demonstrations and all practical placement hours.

NACC Final Theory Exam Definition

- The NACC Final Theory Exam is a timed, college-scheduled online assessment lasting 2.5 hours.
- A minimum passing grade of 65% is required.
- Students must pass the exam within 12 months of successfully completing their practical placement.
- The exam is invigilated using the automated Proctorio system.
- Grading is completed automatically by computer.

Note: If a breach of academic integrity is identified during the NACC Final Exam, Hanson will be notified by NACC via email. The student will be required to retake the exam at the college, invigilated by a staff member who is not a program instructor (e.g., not a PSW Instructor for a PSW cohort}. The invigilator must remain in the exam room with the student(s} for the entire 2.5-hour duration of the exam.

General Final NACC Exam Information

1. Students have a maximum of three (3} attempts to pass the NACC Final Exam.
2. All NACC exams are 2.5 hours long and will automatically submit upon reaching the time limit.
3. Hanson is responsible for covering the cost of exam invigilation. The invigilator must **NOT** be a PSW instructor and must remain in the exam room with the students for the full 2.5-hour duration. The invigilator is prohibited from assisting students with reading the questions or providing answers
4. Exams are NOT open book. The following items are prohibited in the exam room: dictionaries, thesauruses, cell phones, laptops, tablets, smartwatches, cameras, translation devices, notebooks, reference materials, earbuds, headphones, paper, pens, and pencils.

Grading NACC Final Exams

1. Once the exam is submitted, the grading is completed by the online exam system.

2. The passing grade is 65%.

3. There is **NO** Appeal Process for students who fail to achieve the minimum passing grade of 65%. Students must complete a rewrite, with a maximum of three attempts permitted for the NACC Final Exam.

NACC Exam Re-Write Policy

1. A student who does not pass the NACC Final Exam on the first attempt may retake it upon payment of the applicable fee.

2. If the student fails to pass the exam re-write, the college must submit a training plan to the NACC and provide verification that the student completed the training plan, prior to the second re-write (final} attempt.

3. If the student fails the second rewrite (final attempt}, no further attempts will be permitted. The student must re-register as a new student, complete the entire program again, and retake the NACC Final Exam.

NACC Exam Grades Retention

NACC maintains a database of grades including **student name**, **college**, and **graduate number**.

NACC Certificates and Pins

1. NACC will issue a digital credential to all students who pass the NACC Program Final Exam.

2. Hanson will receive a copy of all credentials sent to their graduating students.

3. Should a graduate require a replacement of their NACC credential, there will be a charge of $50 plus HST, payable to NACC. An order form is available on our website for students to order a replacement directly from NACC.

Program Transcript

Upon meeting all graduation requirements, Hanson issues a transcript in accordance with the Ontario Colleges Act, 2005, Section 35 of O. Reg. 415/06.

Student transcripts contain **ALL** the following information:

- The registered name of the career college issuing the transcript and the campus address.
- The student's name and student number (if applicable}.
- The name and identification code (if applicable} of the vocational program, as well as each

course, subject, module, and practicum (if applicable}.

- A description of any credits or advanced standing granted by the career college or accepted prior to the student's commencement of the vocational program.
- The student's academic history at the career college, including their period of attendance, grades received for the vocational program, each course, and practicums (if applicable}, along with a description of the grading system.
- Any academic awards or honours conferred by the career college.
- A description of the credential awarded to the student and the date it was awarded.
- The date the transcript was issued.

All transcripts are retained for 25 years after the student completes their studies from the career college.