

## EXAMINATION GUIDE Esthetics

**Please Read Carefully.**

### Exam Time:

- ***Exams will begin at the time issued on the participant's Exam notification. Being late will result in disqualification.***
- **A photo ID is required for registration (for both participant and model).** Once registered, the Exam participant is not permitted to leave the Exam area for any reason without approval from an Examiner.
- Failure to follow all directions for each phase could result in disqualification from the Exam.
- Arrangements for an oral Exam must be noted on the participant's Exam application and must be approved by the Executive Director a minimum of 45 days in advance of Exam Day.
- Any special arrangements (such as an interpreter) must be arranged with the Executive Director well in advance of the Exam; all out of pocket expenses arising therefrom are the responsibility of the Exam participant.

**Failure to come prepared for Exams will result in disqualification from Provincial Examinations.**

### Not permitted in the Exam area during the Exam:

- Cameras, cell phones or other electronic devices (including smart watches)
- Food or drinks
- Reference or paper notes
- Textbooks

Family, friends, or children are not permitted in the testing area(s) for any reason.

**Note:** It is recommended participants bring snacks/lunch and a drink for break times.

### Model or Mannequin: **IMPORTANT**

- Model must be at least 18 years of age and cannot be:
  - ❖ a licensed esthetician;
  - ❖ licensed in make-up artistry;
  - ❖ licensed in nail technology;
  - ❖ licensed in eyelashes;
  - ❖ a student pursuing a career in any area found under the scope of esthetics; or
  - ❖ a person employed in a Cosmetology school.

- Models are required to sign a model release form prior to services.
- Participant must use same model for the entire practical portion of the Exam.
- Models must arrive with:
  - ❖ Clean, moisturized skin with no facial hair (face ready for make-up application).
  - ❖ The model's 2<sup>nd</sup> hand **must be complete** with a pink/clear and white" nail enhancement look to match the hand being completed during the exam.
  - ❖ Pre-polished toenails with a dark color (red or burgundy/maroon) long enough to be cut and shaped.
  - ❖ Underarm and eyebrow hair long enough to be waxed.

### **COVID-19 PROTOCOLS**

Participants are not required to wear a non-medical grade face mask while on the premises, including models, but may choose to do so.

#### **Professional Appearance and Behavior:**

- All participants must present a professional attitude and appearance. Behavior should be professional at all times and participants must always show respect for Examiners (including models).
- Subdued conversation is expected between the model and the practitioner and all participants should avoid loud interaction. **Participants who cause disruption at the Provincial Exam will be asked to leave the premises and will be marked DNA.**
- Professional attire must be worn (e.g.: clean and ironed college uniform or black pants, clean and ironed white or black top (with no visible midriff), and appropriate working, comfortable shoes). ***Failure to wear the proper attire may result in disqualification from the Provincial Exam(s).***

#### **Tools:**

- A suggested checklist is provided for each practical phase. **NOTE:** some phases require the same tools. All tools must be clean and disinfected prior to each use during the Exam (if the same tool is used for numerous phases during the practical Exam, the tool must be cleaned and disinfected prior to the next phase). It is recommended to have multiple clean and disinfected tools for working.

**NOTE:** Not all tools may be listed. It is recommended that you go through each phase noted herein to ensure you have everything you require for your practical (include extra tools, supplies, products, etc.).

- Tools and products **must be of professional grade.**
- Tools must be pre-disinfected and stored in an appropriate container prior to the practical Exam.

- Exam participants are responsible for service and practical set up and are given 15 minutes upon arrival for set up all of all services prior to the start time.

**Borrowing is not permitted** during the Exam; failure to bring the required tools or supplies will result in failure of the phase the participant is not prepared for.

**SAFETY:** tool bags should be kept away from the practical Exam area and should be kept neat and tidy during the Exam to avoid hazards (e.g.: tripping over bags).

**NOTE:** examiners will provide an overview for the day, including: COVID-19 protocols, washroom, and smoking area locations, emergency exits (fire escape route) and the emergency muster area outside prior to the start of the Exam(s).

***Although Exam duration times are listed below, the Exam Day scheduled times may vary throughout Exam Day.***

***Exam Schedule:***

- Register with model for practical Exam
- Set up and overview
- Make-up application
- Clean up and prepare for nail enhancements
- Nail enhancement application
- Clean up and prepare for pedicure
- Pedicure
- Break
- Prepare for waxing
- Wax procedures
- Prepare for facial
- Facial
- Clean up

**Participants will be stopped after each allotted time limit to have their work evaluated.**

**Please review the following information carefully.**  
**Practical Exam Phases**

**1. Make-Up – 30 Minutes**

Practical marking is based on the following:

***Patron Protection (25%)***

- Correctly labeled cosmetics (cosmetics may be non-professional)
- Draping of model
- Proper use of equipment
- Proper table set up.
- Use of disinfected implements
- Sanitation of hands
- Proper removal of products for use
- Cleanup and disposal of waste

***Application of Make-up (55%)***

- Application of foundation
  - blending with a make-up brush or sponge smooth finish
  - no visible lines
- Application of concealer with concealer brush
- Application of translucent powder
- Application of blush
- Application of eyeshadow
- Use of lipstick, mascara, pencils

***Overall Look (15%)***

- Over-all daytime look
  - Includes color choice, shadows, and blending/line effects

***Timing - 30 Mins (5%)***

Time	Objective	Checklist	✓
<b>30 Mins</b>	Demonstrate a completed daytime makeup application.	Headband	
		Neck strip	
		Cape	
		Makeup brushes and implements	
		Moisturizer, foundation, concealer, powder, blush, brow definer, eye shadow, eyeliner, mascara, lip liner, lipstick, lip gloss	
		Hand sanitizer	
		Alcohol	
		Disposables	
		Pencil sharpener	
		Tweezers	

**2. Artificial Nail Enhancements with Gel or Monomer and Polymer Overlay with Tips (3- clear tips only) and 2 Artificial Nail Enhancement Forms with Gel or Monomer and Polymer Overlay with Forms, on One (1) Hand – 60 Mins**

**NOTE: Model's 2<sup>nd</sup> hand must be complete with a clear and white" nail enhancement finished look. Failure to follow instructions will result in disqualification from the applicable portion of examination.**

**Please note: Model must arrive with one hand completed with a finished clear and white nail enhancement look.**

Practical marking is based on the following:

***Patron Protection (20%)***

- Correctly labeled supplies
- Proper use of equipment
- Proper table setup
- Disinfection of implements
- Sanitization of hands (nail tech and model)
- Cleanup and disposal of waste

***Procedure (10%)***

- Application of nail antiseptic
- Cuticle prep (push back and trim if necessary)
- Removal of shine (light buff, dust, prep, dehydrate, prime)

## ***Nail Application I and II (Total 50 %)***

### **I. Forms Apply Gel Tips – 3 fingers**

- Application of proper size tips and blend
- Application of primer, base coat, or bonder *as required*
- Application of French gel polish must be white builder gel or white gel polish (a curing gel - clear and white) French manicured look
- Proper curing *as required*
- Removal of residue, buff, and dust
- Application of cured or non-cured gel top coat *as required*

### **II. Forms – 2 fingers**

- Application of forms
- Application of primer (includes base gel or bonder)
- Application of French gel polish must be white builder gel or white gel polish (a curing gel - clear and white) French manicured look
- Application of builder gel - coverage of the nail with gel
- Cured throughout
- Removal of residue, buff, and dust
- Application of sealant

### ***Overall Appearance (15%)***

- Overall appearance of gel or monomer and polymer overlay enhancements (shape and evenness)
- C-Curve smile line
- Length of free edge
- Smoothness of nail and free edge
- **Compare 2 hands – length, shape**

### ***Timing – 60 Mins (5%)***

Time	Objective	Checklist	✓
60 Mins	Create on the same hand.	Towels and paper towel	
	1. A finished French manicure look on 2 fingers using gel or acrylic and a white artificial nail product, using forms.  2. A finished French manicure look on 3 fingers using a monomer and polymer overlay with clear tips and white artificial nail product.		
		Nail lamp (appropriate light for product)	
		2 dust masks	
		Hand sanitizer	
		Antiseptic / nail prep	
		Files and buffers	
		Cuticle remover or soak	
		Pushers	
		Nippers	
		Cotton pads	
		Bag for waste	
		Gel: base coat and building gel, top coat, light cured or non-cured <i>or</i> monomer and polymer	
		Clear forms	

### **3. Pedicure – 60 Minutes**

***Pedicure is to be completed on both feet.***

Practical marking is based on the following:

#### ***Patron Protection (25%)***

- Appropriately labeled professional products
- Proper table setup
- Proper use of equipment and product
- Use of appropriately disinfected implements
- Sanitize hands (model and Nail Tech)
- Gloves
- Cleanup and disposal of waste

**Procedure (40%)**

- Model arrived with dark toenail polish on toenails
- Examination of model's nail length
- Soaking of feet
- Drying of feet
- Polish removal
- Clipping and filing of nails
- Foot filing
- Cuticle care (soften cuticle, push back, and loosen)
- Clean under free edge and sides

**Foot & Leg Massage (10%)**

- Application of massage oil/lotion
- Correct pressure, movements/rhythm of massage foot and leg up to the knee

**Completion (20%)**

- Re-examination of feet and cleansing of nails
- Application of base, colour and top coat (a dark colour must be used – e.g. dark red or burgundy/maroon) and finished look
- Finished look – even, no polish on skin

**Timing – 60 Mins (5%)**

Time	Objective	Checklist	✓
60 Mins	Demonstrate a pedicure on two feet.	Towels and paper towel	
		Foot basin or bowl (stainless steel)	
		Clean and disinfected implements	
		Nail clippers, nail files, cuticle pushers	
		Foot file, birchwood sticks, excavator (or appropriate tool to clean under feet edge)	
		Toe separators	
		Hand sanitizer and gloves	
		Cuticle remover	
		Base coat and top coat	
		Dark nail polish	
		Nail polish remover and cotton, lint free wipes	



#### **4. Waxing – 30 Minutes**

***Model must arrive with hair long enough to wax; soft wax is provided. Participant may bring hard wax and wax pot if desired.***

Practical marking is based on the following:

##### ***Patron Protection (20%)***

- Draping of bed and model
- Proper use of equipment
- Use of disinfected implements
- Use of gloves
- Clean up and disposal of waste

##### ***Examination of Areas (15%)***

- Examination of areas to be waxed
- Pre and post wax skin preparation
- Testing of wax temperature

##### ***Waxing Procedures - underarm - result and timing (40%)***

- ***Eyebrows***
  - Cleansing, sanitizing
  - Application of wax
  - Removal of hair
  - Tweezing
  - Soothing lotion
- ***Underarm***
  - Cleansing, sanitizing
  - Application of wax
  - Removal of hair
  - Tweezing
  - Soothing lotion

##### ***End Result (20%)***

- Clean underarm
- Clean and even brow shape

##### ***Timing – 30 Mins (5%)***

Time	Objective	Checklist	✓
<b>30 Mins</b>	Demonstrate and complete hair removal by waxing the eyebrows and underarm of the model.	Gloves	
		Tweezers	
		Exam paper for the bed	
		Sheet and blanket	
		Professional pre/post wax (oil if performing soft wax)	
		Wax strips	
		Wooden spatulas	
		Robe or wrap around	
		Bag for waste	
		Headband and towels	

## 5. Facial – 60 Minutes

Practical marking will be based on the following:

### ***Patron Protection (25%)***

- Supplies correctly labeled
- Draping of model's head and body
- Proper use of equipment
- Use of disinfected implements
- Sanitization of hands or use of gloves
- Cleanup and disposal of waste

### ***Facial Procedure (40%)***

- Removal of makeup
- Skin analysis with magnifying lamp
- Skin analysis
- Cleansing of face and neck
- Application of toner
- Exfoliation (clear exfoliant is not permitted)
- Extractions (demonstrate hand positions and pressure)

### ***Massage Technique (10%)***

- Use of sufficient massage cream
- Massaging of face and neck
- Rhythm maintained with effective firmness

**Mask (10%)**

- Application of mask to the face and neck
- Removal of mask (**clear masks are not permitted**)

**End Result (10%)**

- Application of day cream
- Final look (no trace of mask)

**Timing – 60 Mins (5%)**

Time	Objective	Checklist	✓
<b>60 Mins</b>	Demonstrate a facial.	Sheets, blankets, headband, towels, Gibson towels, tissues	
		Hand sanitizer and gloves	
		Massage cream and/or oil	
		Bowl (stainless steel)	
		4x4 gauze/sponges	
		Mask brush	
		Spatulas	
		Professional makeup remover, cleanser, toner, exfoliating cream, mask, day cream	

**Written Examination**

- Written Examinations are completed at the Association’s office.
- Participants are given a maximum of 3 hours to complete written tests.
- All Examinations are timed.
- Exam participants are not permitted to leave the Exam area for any reason without the permission of an examiner once registered.
- Exam participants must have a comprehensive understanding of full esthetics, infection control, safety, and the Nova Scotia Cosmetology Association’s By-Laws.
- Participants must bring a black or blue pen; there will be no borrowing or sharing of supplies permitted due to COVID-19.

*If applicable:*

If completing an Exam online, a laptop or iPad is required (cell phones are not permitted). Loaner computers are available for use at the Association office, upon request.

**Not permitted in the Exam area:**

- Reference or paper notes
- Textbooks
- Cameras, cell phones or other electronic devices (including smart watches)
- Food or drinks

***Failure to follow all directions could result in disqualification from the Exam.***

The written portion of the Exam(s) consist of true or false and multiple-choice questions.

<b>Examination/Area of Testing</b>
Theory - Esthetics
Infection Control & Safety
Cosmetology Association of Nova Scotia By-Laws

**Exam Results**

Results are forwarded to participants via regular mail within thirty (30) days following the Exam date. Test results will not be discussed by telephone.

The pass mark for all phases is **70%**. In the event of an Exam failure, the participant must contact the Cosmetology Association of Nova Scotia to schedule a new Exam date and pay the required re-Examination fee in accordance with s. 39 of *Cosmetology Act, 2012, By-law No. 6, and the Cosmetology Association’s Policies.*

***Note: A participant may only challenge the Provincial Exams a maximum of three times.***

For general questions regarding Provincial Examinations, please contact the Cosmetology Association of Nova Scotia’s Exam Co-ordinator at 902-468-6477, ext. 202.