

## EXAM PREPARATION

This document is a supplement to the Provincial Examination Guide. This guide will assist with booking an Exam date and understanding the skill and knowledge that may be covered on the Exam and to provide a list of resources to aid with study.

### **Booking an Exam**

- Contact the Cosmetology Association of Nova Scotia and request an Exam date (if one has not already been assigned).
- Arrange for payment of the administration fee and Exam fee as per Schedule B of the Association's By-laws.
- For special requirements or arrangements, the school/college or the Exam participant must notify the Exam Co-ordinator when booking and submit required information and/or documents.

### **Prior to Exam Date**

In order to prepare for the Exam, it is recommended that participants:

- make time to study each day.
- practice skill areas being examined (clock time for each practical skill).
- prepare all supplies and tools required for each practical test.
- confirm time and location with model.
- get plenty of rest the night prior to the Exam.

### **Exam Day**

- Participants and their models **must** bring a valid and current photo ID, such as a NS driver's licence or picture ID card. Failure to provide a photo ID will result in disqualification from the Provincial Exam.
- Arrive at the Cosmetology Association at least 10 minutes prior to the registration time. ***Do not be late!***
- Models should meet participants 10 minutes prior to registration time.
- Bring all tools and supplies required for each practical phase; **borrowing is not permitted.**
- Participants should bring a lunch/snacks and a drink for themselves as well as their model.
- 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).***

***Failure to provide a picture ID for yourself and your model at the time of registration will result in cancellation of the Exam and the participant will be required to book another Exam date. A re-Exam (DNA) fee will apply, in accordance with the Cosmetology Act, 2012, c. 39, as amended, Schedule "B".***

### **Examinations**

- Will test the participant's ability to recall and understand definitions, facts, and principles.
- Will test the participant's skill procedures.
- Will test the participant's procedures for different situations.

### **Written Examination**

- Written Exams are completed at the Association's office.
- A laptop or iPad is required (cell phones are not permitted). Loaner computers are available for use at the Association, upon request.
- Exam participants are not permitted to leave the Exam area for any reason once registered without the permission of an Examiner.
- Exam participants must have a comprehensive understanding of subject theory, 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.
- Participants are given a maximum of two hours to complete all written tests.

### **Recommended Resources for Study**

- Milady Standard Foundations
- Milady (skill specific) textbooks
- Pivot Point (skill specific) textbooks
- *Cosmetology Act, 2012, c. 39* and By-Laws - <https://www.nscosmetology.ca/act-and-by-laws>
- Online research

***Textbooks for the Provincial Exams may be rented (a down payment/rental fee will apply) through the Cosmetology Association upon booking an Examination date.***