



Retest Policy

CAA Industry Training Program

Retest Policy	December 15, 2009
Name of Policy	Implementation Date
Industry Training Program Manager	October 8, 2019
Position(s) Responsible	Date of Last Revision
	October 8, 2019
	Education Committee Approval

Preamble

Operations Level 1

To successfully complete and pass the Level 1 course, participants must attain a minimum of 70% on **all** assessment categories. Failure in **two** assessment categories results in a failure of the entire course despite an overall mark greater than 70%.

If a student has an overall mark of 70% but has failed **one** assessment category, they are eligible to retest the failed category. This applies to all categories **except** the Hazard Assessment category.

Retests for field-based assessments are offered once per season as per the [course calendar](#). For written exam or field book retests contact the CAA office directly. Both options are subject to a [retest fee](#).

Operations Level 2

To successfully complete and pass the Level 2 course, participants must achieve an overall mark of 71% or greater **and** 71% or greater in each core category: final exam profile, data collection & record keeping, and field trip skills. Less than 71% in two core categories results in a fail despite an overall mark great than 71%.

Operations Level 3

To successfully complete and pass the Level 3 course, participants must pass both the written and oral components of the evaluation. An overall mark of 71% or greater is needed to pass each component. If either the written or oral component is not passed, then the student must do a revision and resubmit before the end of the following October. If this retest is also failed, then the student must retake the course in its entirety at the student's expense.

If both the written and oral components are not passed, then there is an option to challenge the evaluation process the following spring. Submission by April 21*. In this case, where both of the components are being re-tested, if one of these components is failed, then the student must retake the course in its entirety at the student's expense.

*retest fees apply as outlined online under [Student Policies and Retest Fees](#).

Avalanche Search and Rescue Advanced Skills

Participants must achieve an overall mark of 71% or greater on the AvSAR written exam. Technical skills are also assessed during the AvSAR Practical Skills Assessment. Participants must obtain a minimum of "Fully Satisfactory" in two out of four categories to pass. There can be no "Does Not Meet Requirements" in any category. Failure of both components will result in the student needing to re-take



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the course in its entirety. If a student fails only one of the components, they are eligible to retest the component as per the retest procedures below.

Other courses

To successfully complete and pass all other Industry Training Program courses (e.g. Introduction to Weather, Avalanche Incident Management), participants must achieve an overall mark of 71% or greater.

Procedures for Retest

1. If a participant has failed a course based on the descriptions above and wishes to retest, then they must register for the Retest Day (Level 1 only). For all other courses, contact the [Industry Training Program Coordinator](#) to coordinate a retest day and to arrange for payment as per the [retest fees](#).
2. Once payment has been received, the participant will be put in contact with the CAA examiner to determine a meeting location and time.
3. Retests must be completed by the end of the next season following their course (i.e. course was in 2018/19 = participant must retest before the end of the 2019/20 season*).
4. Retest standards will be those used on the most current Level 1, 2 or 3 courses.
5. Upon completion of the retest, the CAA examiner will submit a retest assessment report to Student Services.
6. Successful retest participants will receive a course certificate via mail from the CAA and a Retest Form will be filed with the participants original Student Assessment Report.
7. Unsuccessful retest students will be required to re-take the course in its entirety.

** If the retest is not done within this time-line, the course must be taken again in its entirety.*

Cancellation equal to or less than two weeks prior to the retest date the student has committed to will result in a loss of the retest fee.