



Ordre
des ingénieurs
du Québec

EXAMINATION
GUIDE

ADMISSION

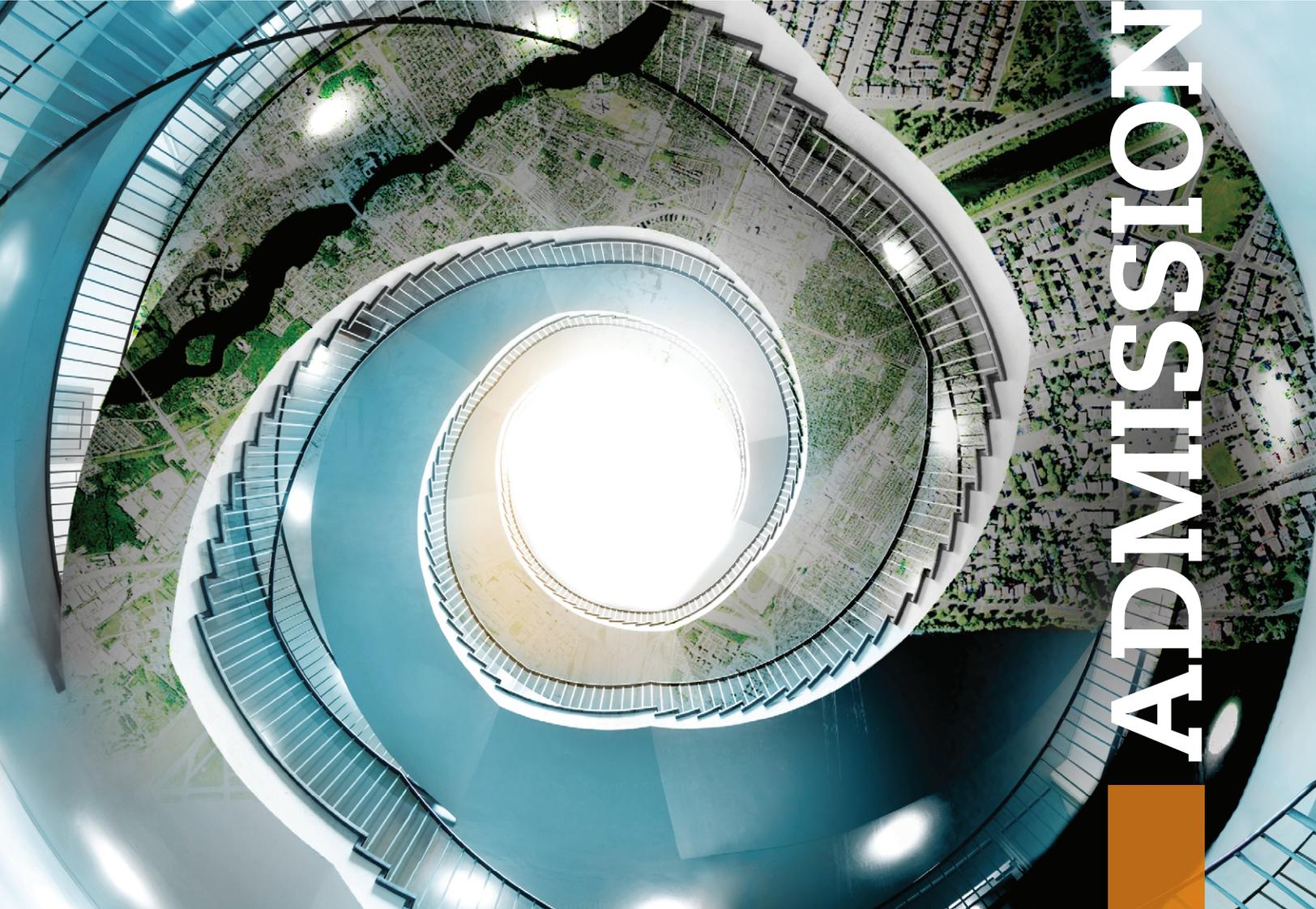


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1 INTRODUCTION

In accordance with the *Regulation respecting standards for equivalence of diplomas and training for the issue of a permit by the Ordre des ingénieurs du Québec*, candidates may be required to pass examinations in order to obtain equivalence of training.

We invite the candidates who have to take admission examinations to read this guide so that they clearly understand the requirements that they must meet as concerns their prescribed examination(s).

2 DESCRIPTION OF THE OIQ ADMISSION EXAMINATIONS

- 2.1 OIQ admission examinations are comparable in level to examinations in a Canadian Bachelor of Engineering degree program. There are two admission examination categories, the engineering discipline examinations and the complementary studies.
 - 2.1.1 The **engineering discipline examinations** cover the following fields: Agroenvironmental Engineering; Food Engineering; Building Engineering; Biomedical Engineering; Bioresource Engineering; Chemical Engineering; Civil Engineering; Electrical Engineering; Environmental Engineering; Geological Engineering; Geomatics Engineering; Industrial Engineering; Computer Engineering; Software Engineering; Mechanical Engineering; Materials and Metallurgical Engineering; Mining and Mineral Processing Engineering; Physical Engineering.
 - 2.1.2 The **complementary engineering studies examinations** cover the following subjects: Engineering Economics; Engineering in Society – Health and Safety; Sustainability, Engineering and the Environment; Engineering Management.
- 2.2 It should be noted that the subject covered by each OIQ examination is generally broader, and at times much broader, than the subject covered by a university course.
- 2.3 The OIQ prescribes examinations known as **confirmatory examinations** to candidates whose undergraduate engineering diploma is not recognized by the OIQ. These examinations are designed to evaluate their knowledge.
- 2.4 The Examiners Committee prescribes examinations known as **qualifying examinations** to candidates whose undergraduate degree is not in engineering or to candidates whose program in engineering is not, in terms of content or level, comparable to a Quebec bachelor program in engineering. These examinations are designed to evaluate and complete the candidates training.

3 EXAMINATION DATES AND LOCATION

OIQ examinations are held twice a year in Montreal during the first fifteen days of May and November.

4 REGISTERING FOR EXAMINATIONS

Candidates who plan to take the examinations must inform the OIQ's Admissions and Permits Department by no later than March 15 for the May session and by no later than September 15 for the November session. To do so, they must return the examination registration form that was sent to them, include their payment of the required registration fee, and specify whether they want to take the examinations in French or in English.

For that reason, candidates should not wait too long to register for the examinations. They should also factor in the mailing time so that they can be sure that the OIQ does not receive their required documents too late and then reject their registration request as a result. The deadlines indicated above are the dates on which the form must be received by the OIQ secretariat.

5 NUMBER OF EXAMINATIONS ALLOWED

- 5.1 Candidates may take a maximum of three examinations per session. Nevertheless, we highly recommend that candidates not overestimate their abilities if they have not had enough time to thoroughly study and review the subjects of each examination.
- 5.2 When the Examiners Committee decides that candidates have failed too many examinations during a session, it may advise, or even require, those candidates to retake only one or two examinations at a time.

6 THE ORDER IN WHICH EXAMINATIONS MUST BE TAKEN

Candidates may take the examinations in the order that they choose, unless the Examiners Committee has specified a particular order.

7 DEADLINE FOR TAKING AND PASSING EXAMINATIONS

- 7.1 The deadline that is set for candidates to take and pass their prescribed examinations is determined as follows: The candidates are granted one examination session for each of their prescribed examinations. Those who have to take only one examination are granted two consecutive examination sessions to do so.

If there are less than 90 days between the date on which the examinations are prescribed and the date of the next examination session, the period of time will be calculated starting from the following session.

Candidates sitting for an examination at the last session that has been allowed, and who still have examinations to write, are automatically granted the next examination session.

- 7.2 The Committee will automatically close the files of candidates who do not meet the deadline set for them by the Committee. Candidates may eventually ask for their file to be reopened if they pay the required fee specified in the current fee schedule when they make their request (see section 19 of this guide). The fee schedule can be found on the OIQ Web site.
- 7.3 **In some exceptional cases**, the Committee may consider the possibility of granting an extension to candidates who have already passed certain examinations and requested an extension in writing. Extension requests must be sent to the secretary of the Examiners Committee and provide **satisfactory explanations and supporting documents** that convince the Committee that the candidates have valid reasons for requesting an extension. These requests must be sent along with the payment of the required file review fee.

8 PASSING GRADES AND RETAKES

- 8.1 The passing grade on OIQ examinations is 50%. The passing note for an equivalent course is C. C- is not accepted.
- 8.2 When candidates fail one or more examinations, they must retake the examination(s) before they may take a different examination, unless they are given special permission by the Examiners Committee. Also, in a case of a failed exam, a candidate cannot replace this exam, even if he acquired experience or obtained a higher studies diploma. The candidate must pass this failed exam.
- 8.3 When candidates fail the same examination for the third time, their file is automatically closed (see section 19).
- 8.4 When the Committee decides to close the files of candidates who have failed an examination for the third time, candidates may request that their file be reopened (see section 19) after they prove that they have advanced their engineering training in the field tested by the examination that they failed.

- 8.5 Following a third failure of an examination, the Examiners Committee will prescribe, besides the examinations requested under the current policy, the failed examination as well as a supplementary examination.

9 PREVIOUS EXAMINATIONS QUESTIONNAIRES

Candidates who are preparing for the exams can find the vast majority of previous examinations on the OIQ Web site.

10 EXAMINATIONS TYPE AND DURATION

All OIQ examinations are written examinations that last three hours. Textbooks and personal notes are allowed during these examinations.

11 CHEATING AND ATTEMPTED CHEATING

Candidates who are found guilty of cheating or attempted cheating on an examination will automatically fail the examination. Such behavior may result in the OIQ imposing sanctions, which may include refusing to issue a permit.

12 EXAMINATION RESULTS

- 12.1 Examination results are sent to candidates in writing as soon as possible after the end of each examination session. All requests for information about the results will not be answered until the results have been sent to candidates.
- 12.2 Examination results are expressed only in terms of “Pass” or “Fail,” which means that candidates have either obtained a passing grade or not.

13 EXAMINATION FEE

The examination fee must be paid when candidates register for an examination. This examination fee is listed in the fee schedule on the OIQ Web site.

14 EXAMINATION RE-READ

- 14.1 An examination re-read may be granted to candidates who have failed an examination and sent a written request to the OIQ no later than **30 days** after the date on which the results were sent to them by the Admissions and Permits Department, on condition that they have paid the required examination re-read fee, which is listed in the fee schedule on the OIQ Web site.

Candidates are required to provide detailed explanations to justify their request for an examination re-read. The whole exam will be re-read first by the examiner.

- 14.2 Should the Fail grade be maintained, candidates are allowed to ask for a second re-read. The request must be justified and come with the required examination re-read fee.

That second request will be submitted to an independent person, an expert chosen by the OIQ, whose decision will be final.

15 REPEATED FAILURES ON EXAMINATIONS

When the Examiners Committee decides that candidates are failing a significant number of their prescribed examinations, it may recommend to the Administrative Committee to require candidates to take additional exams. It may also make any other decision that it deems appropriate, such as requiring candidates to take only one examination per examination session.

16 CHANGES IN THE EXAMINATION PROGRAM

- 16.1 Candidates who are prescribed examinations before a new examination program is released but have yet not begun to take their prescribed exams will have to follow the new examination program.
- 16.2 Candidates who have begun to take their prescribed examinations before a new examination program is released will have to follow the new examination program as soon as possible, i.e. starting with the examination session that follows the release of a new program. However, in the event that the transition from the old to the new examination program adversely affects candidates, they should consult the Admissions and Permits Department to find a fair solution, where possible.

17 DECISION REVIEW

- 17.1 Candidates may request a review of a decision rendered by the Examiners Committee concerning their file. To do so, they must send a written request to the Admissions and Permits Department and include with it all relevant documents and the payment of the required file review fee.

The revision will bear on the whole file, and the Committee will give, if deemed appropriate, a new prescription, including supplementary or specific examinations.

- 17.2 Candidates who disagree with the revised decision may request to be heard by a committee formed for this purpose by the Administrative Committee, provided that they submit their request in writing to the secretary of the Order within 30 days of the posting of the revised decision.

Following the hearing, the *ad hoc* committee makes a recommendation to the Examiners Committee, which forwards it to the Administrative Committee along with its own recommendation.

18 CHANGES IN THE ADDRESS OF DOMICILE

- 18.1 When candidates change domicile in Québec or elsewhere, they must immediately send written notification of this change to the Admissions and Permits Department.
- 18.2 Candidates who justify any violation of the rules set out in the *Admission Examinations Guide* by citing a change of domicile that they failed to report to the OIQ will not be excused.

19 CLOSING FILES

- 19.1 Closing a file is equivalent to rejecting a candidate's permit application when the decision to close a file is based on one of the following sections of this guide: 7.2, 8.3, and 11. As a result, when candidates request that **their file be reopened**, the OIQ will no longer be bound by the admissions conditions, standards, policy or *Admission Examinations Guide* that were in effect before their file was closed. The OIQ may reject the permit applications of candidates or prescribe new exams to them if the admission conditions, standards, policy or *Admission Examinations Guide* have changed since their file was closed, or if it decides that the rejection is appropriate for other reasons related to their file.
- 19.2 Candidates who want to request that **their file be reopened** must do so in writing, provide new documents if required by the Admissions and Permits Department, and pay the required fees listed in the current fee schedule on the OIQ Web site when they make their request.

Note: The OIQ reserves the right to change this guide without prior notice.

ADMISSION EXAMINATION SCHEDULE

January	End of January	Deadline for requesting an examination review
February		
March	March 15	Deadline for registering for the May session
April		
May	May 1 to 15	Examination session
June	End of June	Examination results are mailed
July	End of July	Deadline for requesting an examination review
August		
September	September 15	Deadline for registering for the November session
October		
November	November 1 to 15	Examination session
December	End of December	Examination results are mailed



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