

CAEC
CCÉA

Canadian Adult Education Credential

Test Administration Guide



CAEC / CCÉA
Canadian Adult Education Credential
Certificat canadien d'éducation des adultes

This document is intended primarily for the following audiences:

- ✓ Testing centre personnel
 - ✓ Educators and instructors
 - ✓ Interested candidates
 - ✓ General public
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Test Administration Guide

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1. Introduction

1.1 Overview

The new Canadian Adult Education Credential (CAEC) will provide opportunities for adults who are seeking:

- access to employment and training opportunities; and/or
- participation in other education and training opportunities, including apprenticeship.

The CAEC Test Administration Guide outlines the policies and procedures of the CAEC Testing Service that offers the CAEC across all participating provinces and territories.

- Information in this guide also supports test candidates, CAEC Testing Centres, preparation program providers, and members of the general public gain an understanding of the CAEC.

1.2 Test Information

The CAEC tests were developed to:

- be tailored to the needs of adults in Canada;
- be reflective of diverse cultures and perspectives, including those of Indigenous, francophone, and multicultural communities;

- be computer-based with a paper option;
- be supportive of writers requiring access to learning accommodations;
- recognize prior learning; and
- have flexible test requirements based on candidates' academic or employment history.

The CAEC consists of five tests, available in either English or French, which include the following subject areas:

- Reading
- Writing
- Mathematics
- Science
- Social Studies

The questions and time allotment for each test subject follows:

Subject & Parts	Weight	Number of Questions	Time
Reading	100%	50 questions	75 minutes
Writing	100%	1 persuasive writing task	75 minutes
Math	100%	42 questions	120 minutes
Part I: No Calculator	25%	12 questions	30 minutes
Part II: Calculator	75%	30 questions	90 minutes
Science	100%	35 questions	90 minutes
Social Studies	100%	40 questions	90 minutes

2. Roles and Responsibilities

2.1 Authorized Provinces and Territories

- Provinces and territories who have a formal agreement with Alberta are authorized to use the CAEC in their jurisdiction, province, or territory. Use of any CAEC test, in English or French, in whole or in part, other than as described in the Overview, is strictly prohibited.

2.2 CAEC Testing Service

- The CAEC Testing Service provides, delivers, and maintains the administration of the CAEC tests across Canada. The CAEC Testing Service operates out of Alberta Education's Provincial Assessment Sector and is responsible for developing and scoring the tests, providing ongoing analytics, operating the digital testing platform (including the data management portal for participating provinces and territories), and reporting on test results.
- The services that the CAEC Testing Service provides to home provinces and territories include:
 - supporting test administration in both paper and online formats;
 - scoring written-response questions;
 - reporting machine-scores; and
 - maintaining the IT system.

2.3 Home Province or Territory and CAEC Jurisdictional Administrator

- A candidate's home province or territory (i.e., the province or territory where a candidate lives and has a mailing address) is responsible for connecting candidates to a testing centre, accrediting testing centres, and issuing credentials to successful candidates upon receiving scores and reporting from the CAEC Testing Service.
- Each home province or territory will employ/identify a minimum of one CAEC jurisdictional administrator, preferably with an education background (B.Ed.), who will be responsible for overseeing the administration of CAEC tests, credentialing, and approving requests for accommodations.
- The CAEC jurisdictional administrator is the liaison between the Testing Centre(s) (administration, testing and academic advising) and their home provincial or territorial government ministries.

- If authorized, CAEC jurisdictional administrators may act on behalf of their provincial or territorial government to approve and monitor CAEC Testing Centres, approve accommodations, determine prior learning assessment and recognition (PLAR), or other approved functions.

2.4 CAEC Testing Centres

- CAEC Testing Centres may be operated by the home province/territory or contracted to private organizations.
- CAEC Testing Centre staff members are prohibited from discussing, sharing, or publicizing the topic or content of any question or response items to the adult candidate or anyone else. **All test items must be treated as secure, highly confidential material.** CAEC Testing Centres must be able to provide English and French services as needed. This includes, but is not limited to, the capacity to field questions, provide information, advertise, support potential candidates, and work with relevant stakeholder organizations in their province or territory.
- CAEC Testing Centres must be able to demonstrate their capacity to provide reasonable supports to Candidates, such as testing accommodations approved by the CAEC Jurisdictional Administrator in their home province or territory as well as any applicable accessibility legislation in each home province or territory.
- CAEC Testing Centres must be able to demonstrate that their technology meets, and will not compromise, the test security parameters required, and that all candidates will be provided the option of writing digitally.
- Delivering special arrangements, universal supports and accommodations are the responsibility of CAEC Testing Services in alignment with the policies outlined in section 5 of this document.

2.5 CAEC Testing Centre Supervisor and Examiners

- Each CAEC Testing Centre is overseen by a CAEC Testing Centre Supervisor who is the main contact for the CAEC jurisdictional administrator (if applicable, a CAEC jurisdictional administrator may also act as the CAEC Testing Centre Supervisor).
 - It is recommended that CAEC Testing Centre supervisors have an education background (e.g. B.Ed.) and preferably experience in high school and/or adult education.
- If applicable, CAEC Testing Centres may also employ additional examiners (invigilators) to supervise and administer tests (also known as invigilation).
 - All CAEC Testing Centre supervisors and examiners must provide the ability to administer tests in either English or French upon request.
- CAEC Testing Centre supervisors and examiners are responsible for:
 - organizing test sittings/bookings;
 - administering tests on an as-needed basis;
 - verifying valid identification;
 - assuring that the fees for the tests are paid, if applicable; and
 - signaling any fraudulent or unethical behaviour during a test as described in section 3.2.

3. Candidate Terms of Agreement

Prior to attempting any CAEC tests, the candidate must consent to the Terms of Agreement as outlined below. By proceeding to register for CAEC tests, the candidate acknowledges having read, understood, and agreed to abide by the Terms and Conditions below.

3.1 Proof of Identification

The candidate agrees to provide two forms of valid identification (ID) at the time of testing. The primary form of ID must be government-issued and not expired. It must also include the candidate's name, date of birth, photo, and signature, as described in the following table:

Primary Forms of ID	Secondary Forms of ID
<ul style="list-style-type: none"> • Passport • Driver's licence or learner's permit • Canadian military identification card • Federal/provincial/territorial-issued ID • Federal/provincial/territorial correctional services ID • Indian status card • Métis status card • Canadian citizenship card • Canadian permanent resident card 	<ul style="list-style-type: none"> • Healthcare card • Birth certificate • Government of Canada Immigration Status • Foreign government-issued ID • Temporary resident document (IMM 1442) Work permit • Temporary resident document (IMM 1442) Temporary resident permit • Refugee Protection Claimant Documents • Confirmation of permanent residence (IMM 5292 or IMM 5688) • Verification of status documents (IMM 5009)
	<p>NOTE: Secondary valid forms of ID must include the candidate's name and be not expired.</p>

Any documentation provided in a language other than English or French must be translated by a certified translator and be provided to the CAEC Testing Centre. Any costs associated with translation are the responsibility of the candidate.

In rare instances, a candidate may not be able to obtain two forms of valid identification. The CAEC jurisdictional administrator and the CAEC Testing Centre Supervisor will work together as required to determine two appropriate and acceptable forms of identification for each special circumstance that may arise. The candidate recognizes that the validation of alternative forms of identification may result in lengthy processing times and that the CAEC Testing Service will not be held responsible for any delays.

3.2 Code of Conduct

The candidate agrees to conduct themselves in alignment with the Terms of Agreement and acknowledges the rights of the CAEC Jurisdictional Administrator, the CAEC Testing Centre and the CAEC

Testing Service to address misconduct during the test registration or administration processes as they deem fit and appropriate.

Examples of misconduct may include, but are not limited to:

- fraudulent behaviour;
- cheating;
- access to prohibited external electronic devices or unauthorized assistive technology;
- complete or partial completion of a test by someone other than the candidate or with the assistance of someone other than the candidate;
- harassment or threats of violence towards another candidate, CAEC Testing Centre staff, members of the public, or other individuals; and
- violation of the CAEC Testing Service Candidate Terms of Agreement.

If, upon review of the candidate's test, misconduct is alleged during the scoring processes, CAEC Testing Service will investigate. Where appropriate, CAEC Testing Service will work with the CAEC jurisdictional administrator of the candidate's home province or territory to take appropriate action.

The consequences of misconduct may ultimately include, but are not limited to:

- cancelling a scheduled test appointment;
- holding or cancelling the candidate's scores;
- working with the home province or territory to rescind the candidate's credential;
- notifying entities that have received the candidate's test scores or credential;
- banning the candidate from future CAEC testing; and
- referring the matter to law enforcement and pursuing any appropriate legal action.

3.3 Use of Personal Data

The candidate acknowledges that the CAEC e-Assessment, which is operationalized through Alberta's digital assessment platform site, will require the candidate to grant permission to collect personal information for the purpose of administering and reporting on the CAEC tests prior to commencing a test session.

The personal information of candidates is confidential and will be treated securely as subject to relevant federal and provincial or territorial privacy laws. The candidate acknowledges that information including name, date of birth, address, gender, province or territory of residence, and testing centre location will be collected when they register for the CAEC tests at the CAEC Testing Centre.

Supplementary data may be collected to support the administration of tests, including, but not limited to special arrangements, accommodations, and prior learning assessment and recognition (PLAR).

3.4 Reporting of Scores

For the CAEC tests in mathematics, science, social studies and reading, the candidate will be able to access a test score in approximately two business days after the day on which the test answers are submitted by the Candidate and/or CAEC Testing Centre and received by the CAEC Testing Service via the digital assessment platform.

For CAEC test in writing, the candidate will be able to access a test score within approximately 20 business days after writing a test.

All test scores will be shared with the candidate's province or territory, which is then responsible for issuing the credential.

In the event of an investigation of a candidate's misconduct as described in section 3.2, the candidate may be prohibited from testing and scores may be withheld temporarily.

All participating provinces and territories will receive an annual summary with information and data about candidate performance across all jurisdictions. This information will be anonymized and will not include personal information that would allow a test candidate to be identified.

3.5 Reconsideration of Scores

The CAEC tests for mathematics, science, social studies and reading are machine-scored. All scores are final for these tests.

The candidate may request to have the CAEC test in writing rescored by the CAEC Testing Service if they believe that their score does not accurately reflect their level of achievement. The fee for rescoring a test is \$30. A request must be made within 90 days of receiving the original test results. The score resulting from rescoring will become the final score, even if it is lower than the original score.

3.6 Paper Administrations

The candidate acknowledges that the ideal form of administration is the digital assessment platform and that there is an inherent potential for discrepancies when responses are manually entered into the digital assessment platform for a paper administration.

The candidate acknowledges that their answers on the CAEC tests for reading, mathematics, science, and social studies will be machine-scored based on the answers manually entered into the digital assessment platform by a CAEC Test Supervisor or Examiner. All scores will be final.

3.7 Fees

- Fees for CAEC tests vary across CAEC Testing Centres.
- Candidates are encouraged to contact their local CAEC Testing Centre, or their home province or territory, to see if subsidies are available to them.
- There is no cost for candidates to receive prior learning assessment and recognition (PLAR) (see section 4.3).
- Candidates who are found guilty of misconduct may be required to forfeit all fees.

4. Scoring and Credentialing

4.1 Writing Frequency Policy

- Candidates may write any one subject test only once per calendar month, and up to a maximum of 3 times per calendar year.
- Candidates who do not receive a passing score on a CAEC subject test can rewrite it in alignment with the policy above.
 - Retesting requires paying the test-taking fee for each attempt (where applicable).
 - Rewriting the same subject test in which a passing standard has been achieved is prohibited.

4.2 Marking Procedures

- Candidate submissions of the CAEC test for writing are reviewed at least twice and independently by at least two personnel from the CAEC Testing Service.
 - If the scores range within 2 points, the average of the two scores will be considered the final score for the writing task.
 - If the scores range beyond 2 points, the writing task will be scored for a third time, and an average score calculated from the two highest scores.

4.3 Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment and recognition (PLAR) is a process that acknowledges learning gained outside of the CAEC tests.

- It allows candidates to be exempt from writing a CAEC subject test.
- It acknowledges that the candidate has demonstrated learning in a different, but equivalent, way.
- PLAR can be awarded towards a maximum of four CAEC subject tests.

Sources of PLAR:

- There are two sources of PLAR for the CAEC:
 - GED® tests; and/or
 - high school or adult education course equivalencies, where applicable.

GED®

- Candidates who have achieved a passing standard on a 2002 Canadian Test Series GED® test in the same subject will have the results of the applicable tests recognized for at least the first three years of the CAEC implementation.
 - Some provinces and territories may not allow candidates to rewrite a CAEC subject test for which a previously written GED® test has been awarded.
 - Candidates should check with their province or territory before scheduling a CAEC test if they have already passed a GED® test in that subject.
- This policy will be reevaluated before May 2027.

Course equivalencies

- Provinces and territories that administer the CAEC tests have the autonomy to determine if high school or adult education course equivalencies will be recognized towards the CAEC subject tests.
 - Candidates should refer to their province's or territory's website for a list of recognized equivalencies courses, if applicable.
- Candidates may qualify to be exempt from writing a specific CAEC subject test if they can demonstrate achievement in a high school or adult education course deemed equivalent by their province or territory.

4.4 Credential Issuance Policy

The successful candidate's home province or territory will issue the credential to the candidate when they have passed all five tests or met the necessary prior learning assessment and recognition.

5. Universal Supports, Special Arrangements and Accommodations

5.1 Universal Supports

Universal supports policy

- Universal supports are features and tools that are embedded in the digital assessment platform and that are available to all candidates on all CAEC tests.
- Examples of universal supports include:
 - screen colour overlay;
 - screen text highlighter/line reader; and
 - zoom feature.
- Universal supports are not available for paper administrations.

Process for accessing universal supports

- Universal supports do not require candidates to provide any prior notice.

5.2 Special Arrangements

Special arrangements policy

- Special arrangements are environmental conditions that make a candidate feel more comfortable when writing a test without affecting the legitimacy of the administration.
- Examples of special arrangements include:
 - additional breaks;
 - dictation (speech-to-text)*;
 - audio (text-to-speech);
 - private writing space;
 - privacy screens;
 - ambient noise;
 - noise blockers;
 - large print copies of paper tests; and
 - coloured overlays or paper for paper tests.
- *Some special arrangements require activation at the CAEC Testing Centre before candidates can use them.
 - Candidates are responsible for requesting activation of these special arrangements prior to starting a CAEC test.

Process for accessing special arrangements

- For special arrangements that are not on the list above, candidates should inquire with their local CAEC Testing Centre to see if they are available.
- Providing special arrangements is the responsibility of the CAEC Testing Centres.
- Availability of special arrangements varies among locations. Candidates should ensure that their CAEC Testing Centre can provide the requested special arrangements.
- Special arrangements must be requested by candidates prior to taking a test.
 - Candidates can indicate special arrangement requests during the registration process using the Special Arrangements form in the digital platform

5.3 Accommodations

Accommodations policy

- Accommodations are targeted supports for candidates related to a medically diagnosed condition or extenuating circumstances determined by the jurisdictional CAEC jurisdictional administrator.
- Accommodations may include:
 - input assistance/scribe;
 - braille format;
 - reader; and
 - special arrangements requested with supporting medical documentation and diagnosis.
- For accommodations that are not on the list, please inquire the CAEC jurisdictional administrator in your province or territory.

Process for requesting accommodations

- Provinces and territories have the autonomy to determine the process used to approve accommodations. Decisions will be provided within 60 days from the date on which all documentation is received.
- Providing approved accommodations is the responsibility of the CAEC Testing Centres.
- During the booking process, the candidate can indicate an Accommodations Request in the digital platform.
 - The candidate is responsible for working with their CAEC Testing Centre or province or territory to complete an Accommodations Request for the CAEC jurisdictional administrator to consider.

Reconsideration of accommodation requests

- Candidates who have been denied a requested accommodation may appeal directly to the CAEC jurisdictional administrator if they are not satisfied with the decision.

To maintain the integrity of the CAEC tests, the following supports are not considered universal supports, special arrangements, or accommodations and are not permitted under any circumstance:

- Use of a calculator on Part I of the mathematics test.
- Use of a dictionary, thesaurus, or translator for reading, social studies, mathematics and science tests.

Appendix A: Reporting Scale

Percentage Score	Reported Score
80–100%	Exceeds minimum standard (ES)
55–79%	Meets minimum standard (MS)
40–54%	Approaching minimum standard (AS)
0–39%	Does not meet minimum standard (DMS)

Appendix B: Writing Scoring Rubric

Canadian Adult Education Credential (CAEC): Persuasive Writing			
CAEC WRITING OUTCOMES	CHECKLIST FOR EVALUATION (/9 points)		
Candidates will be required to: <ol style="list-style-type: none"> address the significance and complexity of the issue and context by taking a position. present persuasive arguments. support arguments through evidence. show awareness of audience and tone. use diction and stylistic choices to create voice. focus and arrange the discussion for persuasion. apply words and expressions related to the task. respect conventions and mechanics. control sentence structures and flow of communication. 	POSITION & SUPPORT /3 points	VOICE & PRESENTATION /3 points	CONVENTIONS, MECHANICS & SYNTAX /3 points
	Points and final scoring will be awarded with consideration for the overall amount of errors in relation to the complexity and length of the Candidate's writing.		
	POINTS AWARDED <ul style="list-style-type: none"> sufficient understanding of the issue is demonstrated by taking a position in agreement or disagreement arguments presented are apparent and adequate support is appropriate and connected to the writer's arguments 	POINTS AWARDED <ul style="list-style-type: none"> appropriate tone for the intended audience is generally maintained diction and stylistic choices create a clear voice but may lack emotions discussion is developed in a logical order with a distinct closure 	POINTS AWARDED <ul style="list-style-type: none"> words and expressions are generally used appropriately usage and correctness of grammar are commonly controlled sentence structure is adequate with minimal impact on clarity
	LIMITATIONS <ul style="list-style-type: none"> minimal, inaccurate, or lack of understanding of the issue or taking of the position is demonstrated arguments presented are unrelated or irrelevant support may be absent, contradictory, overgeneralized, or inappropriate 	LIMITATIONS <ul style="list-style-type: none"> appropriate tone for the intended audience is limited diction and stylistic choices create an ineffective or unclear voice discussion is disjointed or incoherent; closure is ineffectual or absent 	LIMITATIONS <ul style="list-style-type: none"> words and expressions are often ineffective or improperly used usage and correctness of grammar lack control (i.e. subject-verb agreement, spelling, punctuation) sentence structure errors or lack of variation frequently impedes clarity

Appendix C: Math Formula Sheet

Canadian Adult Education Credential Mathematics Formula Sheet

Perimeter	
Rectangle	Perimeter = $2 \times \text{length} + 2 \times \text{width}$
Square	Perimeter = $4 \times \text{side}$
Triangle	Perimeter = $\text{side}_1 + \text{side}_2 + \text{side}_3$
Circumference	
Circle*	Circumference = $\pi \times \text{diameter}$ OR $2 \times \pi \times \text{radius}$
Area	
Circle*	Area = $\pi \times \text{radius}^2$
Parallelogram	Area = $\text{base} \times \text{height}$
Rectangle	Area = $\text{length} \times \text{width}$
Square	Area = side^2
Trapezoid	Area = $\frac{1}{2} \times (\text{base}_1 + \text{base}_2) \times \text{height}$
Triangle	Area = $\frac{1}{2} \times \text{base} \times \text{height}$
Surface Area	
Cone*	Surface Area = $(\pi \times \text{radius}^2) + (\pi \times \text{radius} \times \text{slant height})$
Cylinder*	Surface Area = $(2 \times \pi \times \text{radius}^2) + (2 \times \pi \times \text{radius} \times \text{height})$
Volume	
Cone*	Volume = $\frac{1}{3} \times \pi \times \text{radius}^2 \times \text{height}$
Cylinder*	Volume = $\pi \times \text{radius}^2 \times \text{height}$
Prism	Volume = $\text{area of the base} \times \text{height}$
Pyramid	Volume = $\frac{1}{3} \times \text{area of the base} \times \text{height}$

*Use a calculator for the value of π .

Canadian Adult Education Credential Mathematics Formula Sheet

Distance

$$\text{Distance} = \text{rate} \times \text{time}$$

Simple interest

$$\text{Interest} = \text{principal} \times \text{rate} \times \text{time}$$

Probability of independent events

$$P(A \text{ and } B) = P(A) \times P(B)$$

Probability of mutually exclusive events

$$P(A \text{ or } B) = P(A) + P(B)$$

Pythagorean theorem

$$a^2 + b^2 = c^2, \text{ where } a \text{ and } b \text{ are legs and } c \text{ is the hypotenuse of a right triangle}$$