



Cayman Islands Examination Program

Examination Information Bulletin

The International Code Council’s Examination Program is an independent testing program designed to provide licensing agencies with information regarding qualified contractors and trades professionals. Participating in the National Examination Program does not guarantee that a licensing agency will award you a license. However, the ICC Examination Program serves as an independent appraisal of your competency in the construction field and your test results may be used by licensing agencies to satisfy the requirements for testing.

General Testing Information

The purpose of this bulletin is to provide you with information regarding how to schedule and take your certification examination. Prior to scheduling a test with this program, you should first consult with your governmental licensing agency at the following address:

Building Control Unit
PO Box 1036
George Town, GCI
(345) 244-3482

The Agency will be able to provide you with information regarding which of the offered exams meets their licensing requirements.

Once you have determined the appropriate examination to take, use this bulletin to schedule your licensing examination with ICC. The following is the outline of the sections in this bulletin.

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Application & Scheduling Process

The application and scheduling process in the Cayman Islands involves obtaining an application

from the licensing agency, then submitting it back to the agency with payment for the examination. The following sections describe the details of the testing process in the Cayman Islands.

How to Apply

Before making application, you should first determine **how, where, when** you would like to take your examination and **what** testing will cost.

How to take your test

The Cayman Islands Exam Program is administered through a traditional paper/pencil testing process.

Where to take your test

The licensing examinations are administered in George Town, Grand Cayman.

When to take your test

Examinations are administered four times per year. It will be necessary for you to submit your application to the licensing agency before the scheduling deadline listed on the application form.

What it costs to test

The cost of your examination will be **\$60 USD**.

Where to Apply

All **paper/pencil** examinations are scheduled directly with the **Building Control Unit**. When submitting your application for testing, you will also be required to submit payment for your examination at the time of application submission. Send your application and payment to the following address:

Building Control Unit
PO Box 1036
George Town, GCI

The licensing agency will forward your application to ICC for subsequent preparation of your exam materials. You should receive a letter by mail approximately fourteen (14) days prior to testing that will inform you of the testing location and check-in time.

Rescheduling a Testing Appointment

If it becomes necessary to reschedule your examination, you may do so by contacting the Building Control Unit. If you **do not appear** for your testing appointment, and have failed to notify the Building Control Unit, **you will lose your exam fees**.

Reschedule Rules

Candidates that need to reschedule their paper/pencil testing appointments may do so at any time **without penalty** up to **fourteen (14) days** prior to the testing appointment. If rescheduling a testing appointment that is **fewer** than fourteen (14) days away, you will be required to contact the Building Control Unit and make a formal reschedule request. Your request must be accompanied by a **\$15 (usd) rescheduling fee**.

The last possible day to reschedule a paper/pencil test is no later than **one (1) business day** prior to your scheduled testing appointment. If you do not appear for your examination, you will **forfeit** the exam fee and will be required to make a new application in order to test.

Special Testing Accommodations

ICC complies with the provisions of the U.S. Americans with Disabilities Act (ADA). If you require special testing accommodations contact the Building Control Unit to obtain an accommodation request form. Once you have completed the form and provided the necessary documentation, ICC will work with the Building Control Unit to provide you with a mutually

agreeable accommodation that will meet your needs.

Check-in at the Testing Center

You should plan to arrive early for your testing appointment to ensure that you are able to be checked in and seated by the time the testing begins.

If you are late in arriving, **AND** the testing session has already begun, **YOU WILL BE TURNED AWAY** and will forfeit your exam fees.

What to Bring

Things that you should bring to the testing center include the following:

- Identification
- Approved references
- Eye glasses
- Calculator

Identification

When you arrive at the testing center you will be required to show photo-bearing identification. The photo-bearing ID must be government issued and must be current and valid. Forms of valid photo-bearing ID include the following:

- Driver's License
- Passport
- Military ID

If you do not have a valid form of ID, or if the name on the ID does not match the name of the person testing, you will be turned away from the testing center and you will FORFEIT your testing fee. Please make sure you bring your ID with you when arriving at the testing center.

Approved References

All of the National Exams are delivered in Open Book format. Open Book means that you are

permitted to bring in certain references to use during your testing event. Each book that you bring in will be checked prior to the start of your examination.

The only books you are permitted to bring with you are those listed as **approved** references (as described in the test descriptions found in the appendix to this bulletin). References must be **bound** in some manner (i.e., original bound book or three-ring binder); notes written in **ink** or **highlighted** in the code sections (not in blank pages), and permanent tabs are allowed. **No pencil notes** are allowed within the references, unless they are highlighted prior to arrival at the test center.

If you have questions regarding which references are approved, refer to the approved exam description found in the appendix that relates to your specific examination. At the bottom of each test description will be a list of the approved references for that test (if any).

Eye Glasses

You may bring eye glasses or a magnifying glass if necessary for the test. Dark glasses or sunglasses are discouraged.

Calculator

You are permitted to bring a simple **four function** (add, subtract, multiply and divide) calculator to your testing session. Simple typically means that the calculator is non-programmable, does not have special features that do the calculations for you, does not produce any tape, and is self-powered.

In lieu of a calculator, candidates, may, if they prefer, bring a slide rule to the testing session.

Note: Cell phones or MP3 players may **NOT** be used as calculators.

Foreign Language aids

Candidates who have English as a second language may bring in a foreign language word book which provides the translation between the candidate's native language and English.

What to Leave Home

No cameras, recorders, MP3 players, cell phones or pagers (or anything similar) are allowed in the testing room.

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait inside the testing center while you test.

Candidates will not be permitted to use unauthorized reference or study materials. This includes practice exams, key word indexes, load charts or any other non-approved reference.

Pens, markers, highlighters or scratch paper are not permitted in the testing center.

If you are **caught** using any **unauthorized** materials during testing, these materials will be **confiscated**, your testing appointment will be **terminated**, your fees will be **forfeited**, and the appropriate licensing agencies will be **notified**.

Making Exam-Related Comments

If during your exam, you encounter a question you think is incorrect or missing information, you are encouraged to submit an exam comment to Pearson or ICC detailing why you feel the question contains an error.

You are encouraged to answer each question regardless of whether you feel there is a problem with the question. There is no penalty for guessing even if there is an error in the question.

Our experience shows that the best comments are those that come as soon after the testing process as possible. While testing you may request a comment form to use during the test. If you make comments about any test question, you are encouraged to provide a sufficient amount of detail to aid ICC to determine the possible flaw with the question.

ICC will review each comment for merit and will determine if any change to the test question, or to the scoring of that question will occur.

Results Reporting

Each test will be uniformly graded following the completion of the testing process. Grades will be distributed to you based on the information found in the subsequent sections.

IF ICC reports a **PASSING** grade, this means that you have been deemed to be competent in a particular trade or craft by means of successful test completion. It does not, however, mean that you are licensed to practice. Licensure is typically awarded by a governmental board or agency that will require these testing results as one component of the licensure process. Upon successful test completion you should contact your local licensing agency regarding any additional steps necessary to complete the licensure process.

Paper/Pencil Results

If you are taking your test using a **paper/pencil** method, you will receive your examination results by mail no later than **two (2)** weeks following your testing date. In many cases your results will arrive much sooner.

When you receive your paper/pencil results, they will include an ICC ID number which participating jurisdictions can use to verify your passing status on the ICC website.

Scoring Detail

Candidates that are **successful** in passing their examinations will be provided with a score letter that indicates a **PASS** status. No numerical grade or subject area breakdown is provided to passing candidates.

The reason behind the non-disclosure of numeric grades to passing candidates is that ICC's tests are designed to merely assess whether an individual is above or below a designated competency level (cut-point). Thus passing a test by a huge margin or passing by a small margin has no impact on ICC's decision of whether you have satisfied the minimum requirements for certification. Hence, providing numeric scores might mistakenly lead some to conclude that the scores provide a means of ranking the passing candidates, which it does not. Given this rationale, any requests for providing details regarding a numeric grade for passing candidates will be denied.

Candidates that are **unsuccessful** in passing their tests will receive a **numeric** grade as well as a **subject area breakdown** of the test that describes the areas where the candidate performed well or poorly.

Candidates that would like duplicate copies of their passing score result may log onto ICC's registration site and print a duplicate copy at no cost.

General Testing Policies

In addition to the other rules described in this bulletin including the authorized and unauthorized materials discussed above, the following are general testing policies for this program:

- You **may not retake** a test you have already **passed**.
- You are **not** permitted to **communicate** with anyone during the testing event.
- You may **not share** reference books with another candidate.

- You may **not** bring **highlighters, pens** or **note paper** into the testing room.
- You may **not write** in your reference materials during the test.
- You may **not copy** any test questions during the test, nor may you recall and give ICC's questions to any individual outside the testing room.
- You are **not** permitted to **leave** the building during the testing session.
- You are **not** permitted to **call** or talk to anyone if you are taking a break during the testing session.
- You will **not** be given any **additional time** for time spent outside of the testing room while on a break.
- Only **one (1)** individual at a time may take a **break** during the testing session.

Finally, any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by ICC for theft of copyrighted testing materials.

Reviews

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed on the most recently taken exam. ICC encourages those taking reviews to comment upon questions they feel were unfairly graded or which they feel may be incorrect. All comments from reviews will be analyzed by ICC staff with summary results distributed following the expert analysis of your comments.

To be eligible for a review, you must have **failed** an examination and have scored within **10 points** of the required passing score. Reviews must be scheduled no more than **ninety (90)** days following

your most recent testing session. You will schedule your review with ICC which will conduct the review at the next exam testing date.

During the review you will be provided with a copy of the test questions you missed and the answer you provided for those questions. You will also be provided with a comment form that you can use to challenge any test question. You will not be able to change any answers on the exam.

The cost of the review is \$50 (USD) for each test reviewed. You will request or schedule a review using the same methods described earlier for Test Registration or Scheduling.

Preparing for Your Exams

The examination you will take is designed to test what qualified individuals should know as they begin operations in the construction field in your specific field. The test questions used on your examination have been prepared by practitioners like yourself and cover the wide range of topics you would normally encounter as you work in your particular field.

If you have worked in your field for some period of time in a variety of different settings, you likely have experienced much of what will be found on your examination. On the other hand, if your experience is limited (not only in years but in the variety of work performed), then it is likely you may want to spend time increasing your knowledge by studying areas in which you are less familiar. For all candidates, the reality is that you forget those things you don't use and over time your knowledge in some areas may have decreased.

In preparation for your examinations we recommend that you study the recommended references so that you are familiar with them prior to testing. While the tests are OPEN BOOK for certain references, there generally is insufficient time to learn what is in the reference book while testing. You are encouraged to place permanent

tabs in your references and highlight those areas with which you are less familiar. These simple steps will help you better prepare for their use while the testing is underway.

Contact Information

The following is the contact information for both ICC:

ICC
3600 NW 43rd Street, Suite D-1
Gainesville, Florida 32606
801-993-0745

Frequently Asked Questions

The following are frequently asked questions about ICC contractor testing and becoming licensed which are summarized here and detailed elsewhere in the bulletin.

How can I become licensed?

ICC is not a licensing agency. If you want to become licensed in a city, state or country that participates with ICC, the city, state or country will require you to take and pass an ICC examination. Upon successful completion of the examination, contact the city or state to determine any other requirements in order to become licensed.

For detailed information of contractor examinations and participating jurisdictions, visit our website at www.iccsafe.org/contractor.

How do I schedule a test?

You will need to read the examination information bulletin for important information on examination requirements, procedures, and references allowed during the examination administration.

For this testing program you should receive an application from the Building Control Unit.

Complete the form and submit it with payment to the Building Control Unit. You will be provided with a letter informing you of the upcoming testing date including the location and check-in time.

correctly in order to pass their exam. However, candidates for the Master Electrician exam must score at least **75** percent correctly in order to pass their exam.

When can I test?

Paper-and-pencil tests are given quarterly in George Town. Please check with the Building Control Unit for a list of the upcoming exam dates including the registration deadlines.

What examination do I need to take?

ICC is unable to tell you which exam you need to schedule. Refer to the examination information bulletin(s) for examinations offered by ICC.

How do I know if pre-approval is required for me to test?

Contact your local licensing agency licensed or visit the ICC website at www.iccsafe.org/contractor. Click on the corresponding state map for more information.

What references or code books are the exams based on?

For the most updated information on references, visit the ICC website at www.iccsafe.org/contractor to access and read examination information bulletins, or contact ICC at 1-866-750-2579 to request a bulletin.

Are the examinations open book?

Most ICC contractor examinations are open book. A complete list of the recommended references may be found in the current examination information bulletin(s) at: www.iccsafe.org/contractor. Please also refer to the policies governing the use of references found in the bulletin.

What does it take to pass the test?

Most ICC examinations require a candidate to answer at least **70** percent of their questions

Appendix

In the appendix that follows you will find the following useful information:

- Exam Descriptions
- Exam Application
- Comment/Challenge Form
- Hand Score Request Form
- Review Session Request Form

Examination Outlines

The percentage of questions for each content area is subject to change and may not equal 100% due to rounding.

MASTER ELECTRICIAN

One Part - Open Book - 100 Multiple-Choice Questions - 5-Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Service Transformers and Equipment	19	19 %
Wiring Methods and Installation	16	16 %
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4	4 %
Conductors	14	14 %
Control Devices	5	5 %
Motors and Generators	10	10 %
Utilization Equipment and Devices	7	7 %
Special Occupancies and Uses	10	10 %
Miscellaneous	5	5 %
Plan Reading and Analysis	10	10 %

Approved Reference: *National Electrical Code*, 2005 Edition

JOURNEYMAN ELECTRICIAN

One Part - Open Book - 80 Multiple-Choice Questions - 4-Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Service Transformers and Equipment	13	16 %
Wiring Methods and Installation	19	24 %
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4	5 %
Conductors	16	20 %
Control Devices	3	4 %
Motors and Generators	6	8 %
Utilization Equipment and Devices	6	8 %
Special Occupancies and Uses	9	10 %
Miscellaneous	4	5 %

Approved Reference: *National Electrical Code*, 2005 Edition



2010 Cayman Islands Contractor Exam Application and Scheduling Form

Step 1: Provide your Name and Address

Name: First		Last		ICC ID or Pearson ID (if you have previously tested)
Street Address				
City		State		ZIP
()		Telephone		
Email Address (to notify you by email of testing information)				

Step 2: Select the Location Where You Wish To Test. Place a check mark next to or circle your preferred testing location.

NOTE: Examination applications are accepted on a first-come, first-serve basis. If your application is received after an administration is full, you will automatically be scheduled for the next examination testing date.

Testing Locations

<input type="checkbox"/>	Georgetown, Grand Cayman
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Step 3: Select the Date when you wish to take your examination. Please make sure you submit your application PRIOR to the registration deadline. The registration deadline is as shown below.

Testing Dates

<input type="checkbox"/>	Exam Date February 26, 2010	<input type="checkbox"/>	Registration Deadline February 4, 2010	<input type="checkbox"/>	Exam Date August 27, 2010	<input type="checkbox"/>	Registration Deadline August 5, 2010
<input type="checkbox"/>	May 28, 2010	<input type="checkbox"/>	May 6, 2010	<input type="checkbox"/>	November 26, 2010	<input type="checkbox"/>	November 4, 2010

Step 4: Select the examination you wish to take. Be careful to select the examination that corresponds to the code version (year) you wish to take.

Contractor Examinations

<input type="checkbox"/>	740	Journeyman Electrician (2005)	<input type="checkbox"/>	741	Master Electrician (2005)
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Please Complete Other Side of Form



2010 Cayman Islands Contractor Exam Application and Scheduling Form

Step 5: Make payment for your examination. Provide either a written check in the amount of \$60 (usd) or complete the credit card payment information in the space provided below. Mail to the address below:

Make check payable to:

ICC
3600 NW 43rd Street, Suite D-1
Gainesville, FL 32606

Exams	Fee
Exam 1	\$60 (usd)
Fee Total	

Paying By Credit Card AMEX, VISA, MasterCard or Discover	Paying by Check (Cashiers, Money Order, Certified)
Name on Card:	Candidates paying by check MUST mail their application to ICC using the address listed above
Telephone #:	
Card #:	
Expiration Date: (_ _ / _ _)	
Signature:	

Note: Charges on your credit card statement will indicate that your paper/pencil exam fees were made payable to “**Construction Exam**” and processed in Utah.

Step 6: Sign and Date the Score Release Statement Below:

I authorize my score to be reported to each licensing jurisdiction in the examination program. I further certify that I understand the secure and confidential nature of the examination, and will not reveal the contents of the examination to anyone. I hereby affirm that I will abide by the rules of the examination that are found in the ICC Contractor & Trades Examination Information Bulletin.

Signature: _____ **Date:** _____

Important Notes

- Applications may be submitted by U.S. mail, courier, facsimile, or online at www.iccsafe.org/contractor.
- Applications must be **postmarked** by the deadline date which is **as shown on the first page of this application**.
- Examination fees are **non-refundable**. Exceptions are outlined in the Information Bulletin.
- Photo identification, such as a **driver’s license**, will be required for admittance to the examination.
- References needed for taking the exams can be purchased from ICC’s **Bookstore** by calling **1-888-422-7233** or at www.iccsafe.org.
- A letter will be forwarded to you confirming this registration approximately **two (2) weeks** prior to the examination administration date. If you do not receive your confirmation letter from ICC within one week before the exam date, call ICC at **1-866-750-2579**
- If you have a physical **disability** that prohibits you from taking an examination under standard conditions, you may request special arrangements. Your letter of request must accompany this application, along with a completed special accommodations form. This form may be obtained at www.iccsafe.org/contractor or by telephoning us at **1-866-750-2579**. The request must be submitted and approved by ICC by the registration deadline for the test you wish to take.



COMMENT / CHALLENGE FORM

Name	
Address	
City, State, & Zip	
Candidate ID Number	
Pearson VUE ID	
Examination Date	
Examination Type	
Phone Number	
Site of Exam	

The Comment / Challenge form is used to make comments about your testing experience or to challenge specific exam items. Candidates may complete this form (or submit the information on a separate piece of paper) and submit to the address listed below. An original signature is required, and challenges **must be received by the Code Council no later than 90 days from the examination administration date.**

Comments or challenges may include examination processes, such as site, location, proctor, and/or computer problems, or technical merit of any of the exam items. Challenges must contain a separate and complete statement of each ground upon which the challenge is based. For additional information, contact the Candidate Services Coordinator at 1-888-422-7233, ext. 5227.

Examination process notes, if applicable (specific exam item complaints should be noted on the following page):

Signature of Candidate _____ **Date** _____

Please submit to:

Computer-based Exam
Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213-1206
(205) 599-9884 Facsimile

Paper-and-Pencil Exam
ICC
3600 NW 43rd Street, Suite D-1
Gainesville, FL 32606
(877) 228-3926 Facsimile

For challenges to specific items, please describe the question in your best words and cite the section or page number of code book or reference (of those listed in the candidate bulletin for the exam) which supports your comments. Make copies of this page as needed.

1. Description and *wording of question:

Reason for comment (be specific)

Reference supporting comment

2. Description and *wording of question:

Reason for comment (be specific)

Reference supporting comment

3. Description and *wording of question:

Reason for comment (be specific)

Reference supporting comment

* Wording should be to the best of your ability with as much detail as you can provide. Use key words and phrases.



INTERNATIONAL CODE COUNCIL HAND SCORE REQUEST FORM

All Hand Score requests must be filed within 90 days from date of examination administration.

Name	
Address	
City, State, & Zip	
Candidate ID Number	
Pearson VUE ID	
Examination Date	
Examination Type	
Phone Number	
Site of Exam	

A request for Hand Score is based solely upon the most recent examination taken, and is designed to verify the accuracy of the candidate's reported score. Candidate must submit this form with appropriate fee **(\$25.00)** and a copy of the score report received. Original signatures for this form are required. ICC follows careful scoring procedures to assure accuracy prior to issuance. **Hand Score Forms must be received by ICC no later than 90 days of examination administration date.** For additional information, please contact the Candidate Services Coordinator at **1-866-750-2579**.

For comments:

Total Amount Enclosed by Check or Charge \$25 x _____ copies = \$ _____

Paying By Credit Card AMEX, VISA, MasterCard or Discover	Paying by Check (Cashiers, Money Order, Certified)
Name on Card:	Candidates paying by check MUST mail their application to ICC using the address listed below
Telephone #:	
Card #:	
Expiration Date: (_ _ / _ _)	
Signature:	

Send your request to:

**Computer Testing hand scores
ICC Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213-1206**

**Paper/Pencil hand scores
ICC
3600 NW 43rd Street, Suite D-1
Gainesville, FL 32606**



INTERNATIONAL CODE COUNCIL REVIEW SESSION REQUEST FORM (Paper/Pencil Exams)

**All Review Session Forms must be filed within 90 days
from date of examination administration.**

Name	
Address	
City, State, & Zip	
Candidate ID Number	
Pearson VUE ID	
Examination Date	
Examination Type	
Phone Number	
Site of Exam	

Only **failing** candidates who receive a score within **ten (10)** points of passing will be allowed a review session. The Review Session Request form is designed for a candidate to review missed questions and/or answers. It is **not** an opportunity to change answers on an examination. Reviews are completed at either a paper-and-pencil testing location or at Pearson VUE, depending on the type of exam, and are limited to one half of the original examination time. For a two-part examination, reviews are limited to one half of the original time for the portion of the examination which was failed. Candidates may bring in any of the texts listed in the Examination Information Bulletin as approved references for the examination. The candidate will be provided the questions which were scored as incorrect, along with the answer the candidate marked. The correct answer will not be provided. Candidates will not be allowed to ask questions.

For candidates reviewing a Computer exam: Call Pearson at **1-877-234-6082** or go to www.pearsonvue.com/icc to schedule and pay for a review session.

For Candidates reviewing a Paper/Pencil exam: Complete this form and mail to ICC or call at **1-866-750-2579**.

For comments:

Total Amount Enclosed by Check or Charge = \$50

Paying By Credit Card <small>AMEX, VISA, MasterCard or Discover</small>	Paying by Check <small>(Cashiers, Money Order, Certified)</small>
Name on Card:	Candidates paying by check MUST mail their application to ICC using the address listed below
Telephone #:	
Card #:	
Expiration Date: (_ _ / _ _)	
Signature:	

Please submit to:

**ICC
3600 NW 43rd Street, Suite D-1
Gainesville, FL 32606**