

## Practical Examinations Notice

Examination candidates should be aware of following important information items.

- All services must be demonstrated on candidate-supplied mannequin(s).
- Services are evaluated as if mannequins are actual live models.
- The sequence of examination tasks has been updated to minimize the number of mannequins that are required.
- One mannequin may be used throughout the entire examination; however, a different mannequin may be used for each or multiple demonstration(s).
- If one mannequin is used, it must have at least shoulder-length hair at the start of the examination and have the appropriate hair-length for each applicable service.
- Mannequin hair-type should be suitable for the required examination services. Synthetic and animal hair mannequins are not recommended for chemical processes.
- Mannequins representing a diverse range of hair textures can be used to demonstrate any of the practical examination services.
- Mannequins are **not required** to have facial hair (First period - Barber exams)
- The permanent wave chemical application has been changed to a water perm demonstration (Hairstylist qualification and second-period exams).
- Make arrangements to reschedule your examination if you are experiencing flu-like symptoms.
- Your patience and cooperation are greatly appreciated.

For information contact:

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**For more information, please call the AIT Information Line at 1-800-248-4823**

**42/08/20/09 (CE11886-1) Practical**

**Practical Assessment**

Hairstylist

Qualification

**COUNSELLING INFORMATION**

1. FULL HEAD WET SET	45 Minutes	15 Points
2. WATER PERM DEMONSTRATION	105 Minutes	20 Points
Break		
3. HAIR COLOURING SERVICE	90 Minutes	20 Points
4. LAYERED HAIRCUT	30 Minutes	10 Points
5. HAIRSTYLING SERVICE	30 Minutes	10 Points
6. FADE HAIRCUT	30 Minutes	20 Points
7. DEPARTMENT AND APTITUDE		5 Points
8. <u>TOTAL</u>	<u>330 Minutes</u>	<u>100 Points</u>

THIS IS A TIMED EXAMINATION

THE PASS MARK IS 70%

5 ½ HOURS IS ALLOTTED FOR CANDIDATES TO COMPLETE ALL EXAMINATION SECTIONS.

6 HOURS SHOULD BE SCHEDULED FOR THE ENTIRE EXAMINATION.

**Candidates are given 15 minutes to review the examination booklet before the start of the examination.**

During all phases of the examination, candidates must maintain a safe work area while following public protection and infection control procedures.

Also refer to the attached “Hairstylist Examination Code of Conduct” and the “Directions to Candidates”.

Purses, bags, coats, hats, and any other personal items **not** directly needed to complete the examination, are prohibited.

Childcare is **not** provided during the examination.

**Unsafe work practices, damage to equipment or misuse of the facilities, or cheating will result in termination of the examination.**

## **DIRECTIONS TO CANDIDATES**

**PRACTICAL ASSESSMENT CRITERIA** - Candidates are required to supply their own high-quality Mannequin(s) for each hair service. Mannequins must be suitable for the applicable hair service. (Live models are **not** to be used for the practical examinations)

When applicable, it is recommended to use the same mannequin for multiple services following the sequence of tasks specified during the examination.

The candidate is required to bring the following **PROFESSIONAL EQUIPMENT and SUPPLIES** with them:

- ♦ Barbicide, Clippericide (liquid or tabs)
- ♦ Brushes (round, paddle and wet)
- ♦ Cape(s) (for all services)
- ♦ Clippers and shears (no specialty shears, clipper guides)
- ♦ Colour brush and bowl
- ♦ Combs and hair pick
- ♦ Cotton
- ♦ Du-all clips or jaws
- ♦ End papers
- ♦ Magnetic rollers and clips (no velcro)
- ♦ Mannequin(s) with clamp/stand (chair clamp preferred)
- ♦ Neck duster
- ♦ Neck strips
- ♦ Permanent wave rods (50)
- ♦ Perm solution bottle (empty to apply approximately 250ml (4.25 oz) water)
- ♦ Peroxide and colour (for a one-step permanent colour)
- ♦ Pincurl clips
- ♦ PPE (e.g., Colour Apron, Footwear, Rubber Gloves, Smock(s))
- ♦ Professional blow dryer with diffuser (no other hot tools are permitted)
- ♦ Protection cream and colour remover
- ♦ Scale
- ♦ Shampoo and conditioner
- ♦ Styling product
- ♦ Timer (no phones allowed)
- ♦ Towels (20)
- ♦ T pin (Optional to open solution bottle)
- ♦ Water spray bottle

**NOTE:** You are obliged to bring professional products, supplies and sanitized equipment listed above. Positively no supplies (E.g., towels or shampoo) or equipment can be borrowed or lent out during the examination.

(Product directions and specifications must be followed)

Current personal identification is required (driver's license, passport or other government issued ID.

**Failure to bring the items listed may result in the exam being terminated.**

### **Hairstylist Examination Code of Conduct**

- ♦ Contact the appropriate Alberta Apprenticeship Office immediately if unable to attend the scheduled examination sitting.
- ♦ Arrive at least 30 minutes before the examination, be prepared to proceed.
- ♦ Professional attire is mandatory. (E.g., neat in appearance, no running or open toe shoes unless special footwear is required due to a medical condition. Denim clothing is **not** permitted during the examination).
- ♦ Examination conditions adhere to a professional salon environment (E.g., smoking and chewing gum are **not** permitted).
- ♦ Markers and candidates shall **not** display badges or pins identifying them with any particular school or salon.
- ♦ Candidates shall **not** leave the examination area unless otherwise instructed.
- ♦ To maintain examination security during the examination, candidates, and markers shall **not** have access to electronic devices including cell phones, and their accessories, laptops, or tablets.
- ♦ Markers are qualified industry professionals that have been vetted by AIT and are considered to be knowledgeable in the standards and ethics established in the hairstylist industry. Each marker will evaluate independently (unless training a new marker). Markers are instructed to refrain from discussing other businesses, salons or candidates. Communications between markers are kept CONFIDENTIAL.
- ♦ Markers are required to provide clear concise comments for feedback to the examination officer.
- ♦ Markers are expected to notify examination officer of any conflict of interest (or personal connection) with a candidate and abstain from marking that candidate.
- ♦ Government of Alberta adheres to FOIP (Freedom of Information and Protection of Privacy Act), any information obtained during marking shall **not** be used for personal gain. Markers must **not** discuss the candidates outside of the practical examination personally or professionally.
- ♦ An examination may be terminated if industry standards and infection control procedures are **not** followed.
- ♦ Abuse of GoA employees or markers will **not** be tolerated!

**It is expected all examination participants adhere to these guidelines.**

## **Practical Examination Preamble and Opening Remarks**

Housekeeping, bathroom, parking, muster point, **cell phone** usage, etc.

Do **not** write in the examination booklet.

If a candidate experiences an emergency situation, please notify the examination officer immediately.

Candidates are held to the standards outlined in the Counselling Information sheet and as found in the Hairstylist Examination Code of Conduct document.

Examination markers are vetted by AIT to ensure expertise in the trade. This expertise is applied in assessing the competencies required for each examination section. A predetermined score sheet has been developed by hairstylist and barber subject matter experts to maintain consistent marking practices.

The marker will assess the candidate's practical ability (within the allotted time) by deducting marks as prescribed by the examination score sheet. All markers final scores are then averaged. **Whole marks are deducted.** Points either meet or do **not** meet marking criteria.

The examination officer will time each section. The maximum time allotted for each section may **not** be required. Candidates will be advised when to start, stop and when to switch operations. Please ask for clarification if any of the instruction provided is **not** clear.

Direct any and all questions to the examination officer.

Candidates requesting information from the markers during the examination will be told one of the following statements:

- Do the best you can with what you have available
- Remember your training; or
- Refer to the examination booklet

All examination results are final.

Examination results are typically issued no later than 14 days after the examination.

Results are posted **on the MyTradesecrets** link found on the [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca) website as soon as the examination results have been finalized.

**Examination results are not provided at the examination session.**

**HAIRSTYLIST QUALIFICATION PRACTICAL EXAMINATION**

COMPLETE THE CANDIDATE HANDOUT SHEET BEFORE STARTING THIS EXAMINATION, BE SURE TO PLACE YOUR ASSIGNED "STATION NUMBER" IN THE APPROPRIATE BOX.

PASS MARK 70%

5 ½ HOURS IS ALLOTTED FOR CANDIDATES TO COMPLETE ALL EXAMINATION SECTIONS.

THE ENTIRE EXAM MAY TAKE UP TO 6 HOURS.

THE EXAMINATION IS OUT OF 100 MARKS. MARKS ARE DEDUCTED USING THE MARKERS GUIDE. NO PARTIAL MARKS WILL BE AWARDED.

DIRECT ANY QUESTIONS TO THE **EXAMINATION OFFICER**. TALKING WITH THE MARKERS OR OTHER CANDIDATES IS **NOT** PERMITTED.

CANDIDATES ARE REQUIRED TO LEAVE THEIR STATION WHEN MARKING IS BEING CONDUCTED.

YOUR PERFORMANCE DURING THIS EXAMINATION WILL BE MARKED BY A MEMBER OF THE HAIRSTYLIST MARKING COMMITTEE, CALLED BY THE APPRENTICESHIP AND INDUSTRY TRAINING CLIENT SERVICES OFFICE.

MARKERS WILL USE THE SCORE SHEET PROVIDED BY THE EXAMINATION OFFICER. SPECIFIC PRACTICAL EXAM MARKING PROCEDURES ARE DEVELOPED FOR MARKERS ONLY.

MARKING CRITERIA IS BASED ON THE SKILL, KNOWLEDGE AND APTITUDE EXPECTED OF AN ENTRY-LEVEL JOURNEYPEPERSON.

**ALL MARKS ARE FINAL.**

ALL RIGHTS RESERVED

**HAIRSTYLIST QUALIFICATION PRACTICAL EXAMINATION  
MARKING CRITERIA**

SECTION ONE	OPERATION	MARKS
<b>FULL HEAD WET SET</b> <ul style="list-style-type: none"> <li>• 15 Points</li> <li>• 45 Minutes</li> </ul>	<p><b>This is a full head service. Demonstrate three types of pincurls, clockwise, counter clockwise and stand-up.</b></p> <p><b>Demonstrate three types of rollers, on base, off base, and half base. A minimum of the three types of pin curls and three types of rollers must be shown to set the <u>entire</u> head.</b></p> <p><i>(No product allowed. End papers or cotton are allowed in support of set) (No comb out required)</i></p>	
o Preparation of model and sanitation	Proper draping; complete covering of patron's clothes and chair Towel below hairline. Cape <b>not</b> to touch skin or interfere with hairline	
o Hair Setting	Size of rollers, sectioning, size of section, placement of rollers (minimum 3 of each) and placement of clips Pincurls (round) sectioning, size of section (proportionate to style and length of hair), placement of pin curls and clipping (minimum 3 of each)	
o Finished Results	Total finished result	
		<b>Points deducted</b>
		<b>Total</b>

SECTION TWO	OPERATION	MARKS
<b>WATER PERM DEMONSTRATION</b> <ul style="list-style-type: none"> <li>• 20 Points</li> <li>• 105 Minutes</li> </ul> <p><i>Marks are deducted from section total when service is not completed in allotted time.</i></p>	<p><b>Demonstrate a 9-section full wrap (of the entire head) as well as preparation and application for a water wrap permanent wave.</b></p> <p><b>After completing the wrapping, stand back from your station for initial marking.</b></p> <p><b>Final marking is done at the end service after finished wrap is complete. (Drying of hair not required)</b></p> <p><b>Markers will remove perm rods to determine achievement of service</b></p> <p><b>Picks are allowed after the wrap is finished and marks have been recorded.</b></p> <p><i>(No chemicals are to be used for this service.) (Suggested only 125 ml (4.25 Oz) of water required for this demonstration)</i></p>	
o Preparation of model and sanitation	Preparation of model and hair; proper draping Towel below hairline. Cape <b>not</b> to touch skin or interfere with hairline Cream application; applied evenly around hairline on skin Initial cotton application Consistent application of water Changing of cotton after saturation	
o Winding <i>If picks are used before the wrap is finished, marks are deducted from Rubber Placement.</i>	Corresponding with length and diameter of rods Sectioning Consistent placement of rods Rubber placement (no free or loose hair) Proper tension - over direction, under direction	

o Finished Results	Incomplete wrap Fish hooks	
		<b>Points deducted</b>
		<b>Total</b>

SECTION THREE	OPERATION	MARKS
<b>HAIR COLOURING</b> <ul style="list-style-type: none"> <li>• 20 Points</li> <li>• 90 Minutes</li> </ul> <p><i>Marks are deducted from section total when service is not completed in allotted time.</i></p>	<p><b>This is a one-step permanent hair colour application. Either virgin hair going darker, virgin hair going lighter or re-touch.</b></p> <p><b>A "one-step permanent colour" product is required for either a virgin or a re-touch application.</b></p> <p><b>Marks are awarded on preparation of the model, sectioning, point of start (no outlining), size of working area, (sectioned with clips only) application of colour and finished results.</b></p> <p><b>When colour service is completed, including drying of hair, please stand back from your station.</b></p> <p><i>(No styling product, no hot tools and finish with a power dry)</i></p>	
o Preparation of model and sanitation	Preparation of model and hair; proper draping Cape <b>not</b> to interfere with neckline <i>(Proper application of towel; cape <b>not</b> to touch skin)</i>	
o Sectioning	4 basic sections properly identified (must be clipped)	
o Clean Section	<b>3 to 6 mm (1/8 to 1/4 inch)</b> clean section (area of hair to be picked up)	
o Clean Quadrants	Clean Quadrant (within pie shape, from section line to section line)	
o Point of Start	<p>A. Retouch on grey hair (start at front quadrants and apply to regrowth)</p> <p>B. Retouch on dark hair going lighter (start at back quadrants and apply to regrowth)</p> <p>C. Retouch on dark hair going darker (no grey, start at front quadrants and apply to regrowth)</p> <p>D. Virgin hair going lighter, start at back quadrants <b>12 mm (1/2 inch)</b> away from scalp, stop on shaft depending on hair condition</p> <p>E. Virgin hair going darker, start at front quadrants at scalp, applying colour through to ends</p> <p><b>Note: Mark deduction – The full points are deducted from this section if <i>not</i> completed as directed above (no outlining)</b></p>	
o Colour Application	Depending on type of hair and process being done. Refer to point of start above Thorough coverage ( <b>not</b> sloppy, even coverage and no missed areas)	
o Finished Results	Colour and stain removal from scalp, hair, face and neck Missed sections	
		<b>Points deducted</b>
		<b>Total</b>



SECTION FOUR	OPERATION	MARKS
<b>LAYERED HAIRCUT</b> <ul style="list-style-type: none"> <li>• 10 Points</li> <li>• 30 Minutes</li> </ul>	<b>Complete layered haircut with scissors with a minimum of 12 mm (½ inch) of hair removed is mandatory.</b>  <i>Specialty clipper blades or guides of any kind are <b>not</b> permitted                      (No texturizing, point cutting, or specialty shears of any kind are allowed)</i>	
○ Preparation of model and sanitation	Sanitation (proper application of neck strip or towel). Cape <b>not</b> to touch skin or interfere with neckline	
○ Finished Results	Clean and even ear section Clean and even neckline Even front hairline (temple area) Minimum <b>12 mm (½ inch)</b> removed from layers Minimum <b>12 mm (½ inch)</b> removed from perimeter	
○ Overall Suitability	Suitability proportionate with style of haircut	
<b>Points deducted</b>		
<b>Total</b>		

SECTION FIVE	OPERATION	MARKS
<b>HAIRSTYLING - FULL SERVICE</b> <ul style="list-style-type: none"> <li>• 10 Points</li> <li>• 30 Minutes</li> </ul>	<b>Demonstrate a round brush blow dry or diffuser hair service.</b>  <b>Marking is based on blow drying technique and finished hairstyle.</b> <i>(No other hot tools permitted)</i> <b>Candidate is responsible for demonstrating suitability and creativity for model.</b>  (Recommended to use layered haircut mannequin for the hairstyling service)	
○ Finish of Hairstyle	Brush technique Blow-drying technique Total finished look (reflecting the technique used)	
<b>Points deducted</b>		
<b>Total</b>		

SECTION SIX	OPERATION	MARKS
<b>FADE HAIRCUT</b> <ul style="list-style-type: none"> <li>• 20 Points</li> <li>• 30 Minutes</li> </ul>	<b>Fade must be one inch or higher above the ear extending to the nape and blended to existing haircut.</b>  <i>Specialty clipper blades or guides of any kind are <b>not</b> permitted                      (No texturizing, point cutting, or specialty shears of any kind are allowed)                      (Do <b>not</b> apply product)</i>	
○ Preparation of model and sanitation	Sanitation (proper application of neck strip or towel). Cape <b>not</b> to touch skin Cape does <b>not</b> interfere with neckline	
○ Fade on sides	Right Side Left Side (Must be of equal graduated length from a natural hairline)	

○ Fade on back	Must be of equal graduating length in the nape area. Fade must proceed evenly from the natural hairline, fading from shorter to longer blending and balancing with sides <i>(Must not be blocked)</i>	
○ Top length and shaping	Blending into left side (no weight line) Blending into right side (no weight line) Blending into back (no weight line)	
○ Finished product	Overall length and proportion (balance) Removal of loose hair from face, ears and neckline areas	
<b>Points deducted</b>		
<b>Total</b>		

SECTION SEVEN	OPERATION	MARKS
<b>DEPARTMENT AND APTITUDE</b> • 5 Points	<b>Professional conduct and attire must meet industry standards.</b>  <i>(Including the use of professional products)</i> <i>(After use, clean workstation and sink)</i>	
○ Personal Management	Professional work habits Personal appearance Professional aptitude	
<b>Points deducted</b>		
<b>Total</b>		

<b>TIME LIMIT 5 ½ HOURS</b>		
<b>330 MINUTES Total</b>	<b>Although the times allocated for the combined sections total 5 ½ hours, the entire exam is expected to take approximately 6 hours.</b>  <i>Time deductions – Marks are subtracted from the section totals</i>	
<b>Time points deduction</b>		
<b>Total</b>		

<b>PASS MARK 70%</b>	<b>The examination is out of 100 marks. Marks are deducted using the markers guide. No partial marks will be awarded. Point cutting will result in 2 points being deducted from the section total.</b>	
<b>STARTING TOTAL</b>		
<b>MINUS TOTAL MARKS DEDUCTED</b>		
<b>EXAMINATION FINAL MARK</b>		

**Do not write in the examination booklet.**

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<b>AIT Name Label</b>
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<b>HAIRSTYLIST                  QUALIFICATION PRACTICAL EXAMINATION                  SKILLED TRADES AND PROFESSIONS</b>	AIT#	
	CLASS#	
	VERSION#	
	BOOK#	

<b>TO BE FILLED IN BY CANDIDATE (PLEASE PRINT)</b>	
PLACE OF EXAMINATION .....	DATE .....
CANDIDATE'S NAME .....	
(LAST NAME)	(FIRST NAME) (INITIALS)
PERMANENT MAILING ADDRESS .....	
(NUMBER AND STREET)	
CITY OR TOWN .....	PHONE NO. ....
(POSTAL CODE)	
EMPLOYER .....	.....
(COMPANY NAME)	(CITY OR TOWN)
WHERE DID YOU OBTAIN YOUR TECHNICAL TRAINING:	
SCHOOL .....	LOCATION .....
ENTER YOUR ASSIGNED STATION NO. HERE	
SIGN HERE	

**Copy this page only**

<b>AIT Name Label</b>
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TO BE FILLED IN BY EXAMINATION OFFICER		MARKS COLLECTED FROM MARKERS			A	B	C
Section	Description	Possible Score	Marker A	Marker B	Marker C	Average Score	
1	Full Head Wet Set	15					
2	Water Perm Demonstration	20					
3	Hair Colouring A. Re-Touch Grey <input type="checkbox"/> B. Re-Touch Going Lighter <input type="checkbox"/> C. Re-Touch Going Darker <input type="checkbox"/> D. Virgin: Going Lighter <input type="checkbox"/> E. Virgin: Going Darker <input type="checkbox"/>	20					
4	Layered Haircut	10					
5	Hairstyling Full Service	10					
6	Fade Haircut	20					
7	Department and Aptitude	5					
<b>TOTAL</b>		100					
<b>TOTAL SCORE</b>						<b>%</b>	
<b>COMMENTS:</b>							
<b>EXAMINER:</b>		<b>Examination Booklet No: 42/08/20/09 CE11886- 1</b>			<b>DATE:</b>		