

## 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**

**42/01/20/09 (CE12059-1) Practical**

**Practical Assessment**

Hairstylist & Barber  
Barber

**Period 1 Apprenticeship & PLA  
Qualification**

**COUNSELLING INFORMATION**

1: SHAMPOO	15 Minutes	5 Points
2: LAYERED HAIRCUT	35 Minutes	30 Points
3: HAIRSTYLING SERVICE	40 Minutes	10 Points
4: TAPER HAIRCUT	30 Minutes	25 Points
5: FADE HAIRCUT	30 Minutes	15 Points
6: SHAVE DEMONSTRATION	30 Minutes	10 Points
7: DEPARTMENT AND APTITUDE		5 Points
<u>TOTAL</u>	<u>180 Minutes</u>	<u>100 Points</u>

THIS IS A TIMED EXAMINATION

THE PASS MARK IS 70%

3 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.**

*This information is for candidate counselling purposes only.*

## **DIRECTIONS TO CANDIDATES**

**PRACTICAL ASSESSMENT CRITERIA** - Candidates are required to supply their own 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:

- ♦ Barber's (changeable straight) razor
- ♦ Barbicide (liquid or tab)
- ♦ Brushes (round)
- ♦ Clippers and shears (no specialty shears or clipper guides)
- ♦ Cutting cape
- ♦ Cutting combs
- ♦ Du-all clips or jaws
- ♦ Mannequin(s)
- ♦ Mannequin clamp or stand (chair clamp preferred)
- ♦ Neck strips
- ♦ Neck duster
- ♦ Professional blow-dryer (no other hot tools are permitted)
- ♦ Rubber gloves
- ♦ Shampoo and conditioner
- ♦ Shaving kit (cleanser, exfoliates, shave cream, aftershave, moisturizer etc.)
- ♦ Styling product
- ♦ Towels (20)
- ♦ Water spray bottle
- ♦ Writing Pen

**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 and Barber 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 - BARBER FIRST PERIOD & BARBER 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%

3 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 MEMBERS 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 - BARBER PRACTICAL EXAMINATION**

**MARKING CRITERIA**

SECTION ONE	OPERATION	MARKS
<b>SHAMPOO</b> • 5 Points • 15 Minutes	<b>Preparation and demonstration of a shampoo service. Shampooing of complete head required.</b>	
○ Preparation of model	Proper draping; complete covering of model's clothes and chair Towel below hairline. Cape <b>not</b> to touch skin or interfere with hairline	
○ Technique	Consultation Shampoo entire head including nape Massaging technique	
<b>Points deducted</b>		
<b>Total</b>		

SECTION TWO	OPERATION	MARKS
<b>LAYERED HAIRCUT</b> • 30 Points • 35 Minutes	<b>Complete layered haircut with shears. Layered haircut to industry standards 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	Sanitation (proper application of neck strip or towel). Cape <b>not</b> to 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 THREE	OPERATION	MARKS
<b>HAIRSTYLING - FULL SERVICE</b> • 10 Points • 40 Minutes	<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.</b>	
○ Finish of Hairstyle	Brush technique Blow-drying technique Total finished look (reflecting the technique used)	
<b>Points deducted</b>		
<b>Total</b>		

SECTION FOUR	OPERATION	MARKS
<b>TAPER HAIRCUT</b> • 25 Points • 30 Minutes	<p><b>Mannequin must have suitable hair for a tapered haircut (a minimum of 12 mm (½ inch) of hair to be removed).</b></p> <p><b>Techniques must be scissors over comb or clipper over comb or free hand (no thinning or specialty shears). You are required to do a natural hairline tapered haircut.</b></p> <p><b>Taper on the sides must expose the entire ear. Taper on the back must be a clean natural hairline taper – cleaned up but not blocked. Top length and overall shaping must blend without creating a weight line.</b></p> <p><i>Specialty clipper blades or guides are <b>not</b> allowed (No texturizing, point cutting, or specialty shears are allowed) (Do <b>not</b> apply product)</i></p>	
○ Preparation of model and sanitation	Sanitation (proper application of neck strip or towel). Cape <b>not</b> to touch skin Cape <b>not</b> to interfere with neckline	
○ Taper on sides	Right Side Left Side Equal graduated length from a natural hairline	
○ Taper on back	Equal graduating length in the nape area. Taper must proceed evenly from the natural hairline, tapering from shorter to longer blending and balancing with sides	
○ Taper on back hairline	Taper must proceed evenly from the natural hairline, blending and balancing with nape <i>(Must <b>not</b> 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 Suitability to model Adequate amount of hair removal (Minimum <b>12 mm (½ inch)</b> removed)	
<b>Points deducted</b>		
<b>Total</b>		



SECTION FIVE	OPERATION	MARKS
<b>FADE HAIRCUT</b> <ul style="list-style-type: none"> <li>• 15 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 <i>(Must be of equal graduated length from a natural hairline)</i>	
○ 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 <b>not</b> 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 SIX	OPERATION	MARKS
<b>SHAVE DEMONSTRATION</b> <ul style="list-style-type: none"> <li>• 10 Points</li> <li>• 30 minutes</li> </ul>	<b>Demonstrate a full facial service and (mock) shave.</b>  <b>Marking is based on preparation, technique, sanitation and hygiene.</b>  <b>Candidates are responsible for demonstrating technique.</b>  <i>(Only Barber Qualification candidates are required to use a changeable straight razor to perform the shave service)</i>	
○ Preparation of model and consultation	Sanitation: Cape <b>not</b> to touch skin Cape does <b>not</b> interfere with neckline <i>(Proper application of neck strip or towel)</i>	
○ Face preparation and sanitation	Face prep and cleanse Hot towel Application of shave cream to beard	
○ Shave	Hand co-ordination (dexterity) Blade technique in removing shaving cream Cold towel <i>(Post service product is optional)</i>	
<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>	
○ Personal Management	Professional work habits Personal appearance Professional aptitude	
	<b>Points deducted</b>	
	<b>Total</b>	

<b>TIME LIMIT 3 HOURS</b>		
<b>180 MINUTES Total</b>	<b>Although the times allocated total 3 hours, the entire exam is expected to take approximately 6 hours.</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>	

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

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

<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	

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<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	Shampoo	5					
2	Layered Haircut	30					
3	Hairstyling Full Service	10					
4	Taper Haircut	25					
5	Fade Haircut	15					
6	Shave Demonstration	10					
7	Department and Aptitude	5					
<b>TOTAL</b>		<b>100</b>					
<b>TOTAL SCORE</b>						<b>%</b>	
<b>COMMENTS:</b>							
<b>EXAMINER:</b>		<b>Examination Booklet No: 42/01/20/09 CE12059- 1</b>			<b>DATE:</b>		