



To: Registered candidates that will write the December 2, 2017 Professional Practice Examination (PPE)
From: Exam Centre
Date: December 2, 2017
Subject: **PLEASE READ: FINAL IMPORTANT INFORMATION REGARDING THE WRITING OF THE PPE**

The Professional Practice Examination (PPE) will be held simultaneously at all examination centres. It is scheduled to begin at 2:00 p.m. for a three-hour duration, ending at 5:00 p.m. Candidates are advised to arrive at the assembly area outside the exam room at least 15 minutes before the starting time to consult the seating list, etc. **Candidates who arrive late for the exam will be admitted up to one-half hour after the start, but no time extension will be allowed. No candidate may leave the exam room within the first half-hour of the exam period. Candidates are responsible for finding the location centre and arriving on time to write the PPE exam, including during bad weather. Candidates should check PEO's website closer to the exam date to confirm the location information is still correct in case there was a change to the site where you need to go and write the PPE.**

Please note candidates must present one piece of recent photo identification at the examination (e.g. driver's licence, current passport, health card with picture). This photo identification should be placed on the candidate's desk in full view of the invigilators during the examination. No handbags, briefcases, cellular telephones, pagers, palm organizers, books or similar items are permitted for the duration of the examination. Make sure if you have any of these items with you that they are powered off. Phones not powered off ie. ringing/buzzing will be removed by the proctor and can be picked-up at the end of the exam session. Proctors will not be responsible for damaged or lost phones. You will be prevented from writing the PPE if these items are activated. Please note if required during the exam period only one washroom break (or one break for personal reasons) is allowed alert the proctor in charge and the break cannot be more than 2-5 minutes the proctor will indicate on the attendance sheet that you left the exam room briefly.

Candidates who have written the PPE at another Association/Order should contact PEO's Examinations Centre before writing this exam. PEO does not accept OACETT's PPE.

2. Advice to Candidates

Important that you know your PEO file number before you go to the site to write your exam since you need to record your PEO file number on your written booklet and envelope.

- The PPE comes in two parts: Part A (Ethics) and Part B (Law). Both parts are handed out at the beginning of the exam period. Candidates may attempt either part first. Please endeavour to divide your time accordingly. Good time management is crucial to complete the two parts of the exam in the allotted time period. You should allow yourself no less than 90 minutes for each (Part A or Part B) part of the exam.
- **All four questions constitute a complete paper for Part A and B of the PPE, there is no choice question. All four questions in Part A and Part B must be answered for a complete paper. Each question is worth 25 marks totaling 100 marks and 50 marks are required for each part to pass. The marking of questions will be based not only on academic content, but also on legibility and the ability to express yourself clearly and correctly in the English language. When the result decision is received it will be a pass or fail letter no marks are awarded.**
- Applicants are encouraged to write in ink (ballpoint) rather than pencil since the former is easier to read. If the candidate chooses to use a pencil, he or she must ensure that it is legible and clear. The overall presentation, including ability in written expression, legibility and neatness, will exemplify a measure of professionalism.
- If a candidate believes that there is an error on the exam, typographical or otherwise, the candidate must state an assumption regarding the error and continue with the exam.
 - **Put your comments directly to the attention of the examiner in your answer booklet. No comments will be accepted after the exam period.**
- Complete carefully the outside cover of your exam booklet. If you use more than one booklet, number each one as follows: 1 of 3, 2 of 3, and so on. **Remember to insert the Part A answer booklet(s) in the Part A envelope and the Part B answer booklet(s) in the Part B envelope.**
- Read the paper through, including its title page; make any notes that occur to you on the left-hand (unruled) page of the exam booklet. Identify your rough work on the page by the appropriate question number.

- Start with the question you know best. Re-read it carefully to ensure that you understand it. Identify it by its number. The sequence in which you attempt questions is up to you.
- Budget your time. Answer the full number of questions that are to be attempted (four questions for each Part A and Part B exam). Spare time should be devoted to a review. **Do not answer only three of the four questions on each part of the PPE since more marks can be given by the examiner by answering four questions rather than perfecting three questions. Each question is worth a total of 25 marks each.**

3. List of Aids Permitted

The Professional Practice Examination (PPE) is a “**CLOSED BOOK**” examination. No aids are permitted except excerpts from Regulation 941 --- i.e. the Definition of Professional Misconduct/Code of Ethics (Sections 72 and 77) – which will be supplied at the examination. **Dictionaries are not permitted.** It is to the candidates’ advantage to make reference in their responses to the proper codes it shows the examiner you understand the concepts.

4. Location of Exam Centres and Rooms

See below for exam location. You should check the website closer to the exam date to confirm the location is still correct since sites do change.

5. Examination Results

- The PPE results will be mailed on **February 7, 2018** (45 working days after the exam). **Results will not be communicated by telephone, fax, e-mail, or in person.** If after 10 business days you have yet to receive your PPE results contact the Exam Centre and a scanned copy will be issued.
- Candidates as licence applicants are expected to demonstrate conversance with the subject matter of both Part A and Part B of the PPE. Consequently, a candidate who performs well on one part and fails the other will be assigned a “Fail” letter. However, a candidate will be permitted to re-write only the failed part on his or her next attempt. One and one-half (1 1/2) hours will be allotted for the writing of Part A or Part B. The starting time for candidates writing only one Part of the PPE is from 2:00 p.m. until 3:30 p.m. Candidates that fail both parts of the exam must re-write both parts at their next attempt. A “PASS” is 50% on both parts. Note, if you fail the PPE three times, permission by the Committee will be granted to write a 4th and final chance with this current file but not before one year later from the time your 3rd failure occurred and you need to submit two sample responses from past exams by email at least 3 weeks before writing for a fourth time to be reviewed by PEO to determine if you are ready to write the PPE again. Should you fail for a fourth time your file will be closed for poor performance and you can re-apply again to PEO in future when you have time to pursue licensure.
- **A candidate has the right to request a re-read of a failed PPE exam. The non-refundable fee associated is \$275.00. A re-read request must be submitted within 30 days after receipt of results and the fee paid.** The re-read decision is the final result letter issued that will indicate pass or fail no grade will be provided and no further review will be granted for this failed exam after the re-read process is completed. Also, if you request a re-read of your failed PPE exam you cannot register to write the PPE for the next sitting. If you do request a re-read please contact the Exam Centre two weeks after submission of payment if you have not received a confirmation regarding your re-read request to ensure it was received and processed.
- Marked exams are not returned to candidates, nor are the answers available for any questions. If you do receive a failed letter you can contact the Exam Centre for additional information regarding your result at exams@peo.on.ca.

6. Leaving the PPE without Writing

Candidates who appear at the examination and then decide they do not wish to write must sign the examination booklets for Part A and Part B separately, and place them in the appropriate envelopes provided. The outside of each envelope must also be signed and handed to the invigilator together with the question papers. **Such applicants are given a mark of zero for the examination.**

7. No Show

Candidates who apply and who do not attend the PPE sitting for whatever reason will be marked “**No Show**”. They will forfeit the examination fee, i.e., **No Refund/Credit or transferred to the next sitting.** **Please refer to the contractual agreement on the application form. If you were sent a reminder letter with your PPE registration form it is important to contact the Exam Centre to discuss your file status since the file may close for time expiration and you will be required to re-apply and pay the application fee to join PEO again.**

If you have any questions, please contact:

Exam Centre:

Tel: 1-800-339-3716 ext. 1096, 1057, 1097, or 1095 or Samantha Sookdeo, 416-840-1096, Angela Bennett, 416-840-1057, Susan McNeil, 416-840-1097 or Anna Carinci Lio 416-840-1095

Fax: 416-224-8168, 1-800-268-0496 or

E-mail: exams@peo.on.ca

PROFESSIONAL PRACTICE EXAM SYLLABUS

Saturday, December 2, 2017, 2:00 - 5:00 p.m.

PART A: PROFESSIONAL PRACTICE AND ETHICS

Description	<p>Definition of professional engineering, principal object of PEO, enforcement and its penalties, requirements of and responsibilities for each of the 4 licences, Consulting Engineer, Certificate of Authorization (C of A), liability insurance, complaints against licence holders and consequent discipline, use of the engineer's seal, fees mediation, conflict of interest, work for other than employer, advertising, code of misconduct section 72., code of ethics section 77. both from Regulation 941/90, a breach of ethics is not misconduct, 72.(2)(g). Codes 72. and 77. will be supplied at the exam but should be studied <u>before</u> the exam. The Professional Engineers Act and Regulation 941 should be studied for topics in this description.</p>
Textbook Information	<p><u>New 5th Edition now available</u> Author: Gordon C. Andrews: Title: "Canadian Professional Engineering and Geoscience: Practice and Ethics," Fifth Edition, 2014 Published by: Nelson Education Ltd. ISBN: 0-17-650990-9 Tel: (416) 752-9448 or 1-800-268-2222 (outside of Toronto) Fax: (416) 752-8101 or 1-800-430-4445 (outside of Toronto)</p> <p><u>4th Edition</u> Author: Gordon C. Andrews Title: "Canadian Professional Engineering and Geoscience: Practice and Ethics," Fourth Edition, 2009 Published by: Nelson Education Ltd. ISBN: 0-17-644134-4 Tel: (416) 752-9448 or 1-800-268-2222 (outside of Toronto) Fax: (416) 752-8101 or 1-800-430-4445 (outside of Toronto)</p> <p><i>Note: if using the old textbook it is recommended to compare the 4th edition with the 5th edition at a reference library</i></p>

PART B: ENGINEERING LAW AND PROFESSIONAL LIABILITY

Description	<p>Legal concepts and basics relevant to professional engineers including: the basic structure of the Canadian legal system, basics of business organizations; application of tort law principles in determining liability for negligence; limitation periods; essential elements and principles of contract law including grounds upon which a contract may be impeached; tendering issues, interpretation, discharge and breach of contracts; contracts limiting liability; engineering and other specific types of contracts; the Professional Engineers Act regulatory aspects; construction lien legislation; Competition Act issues of relevance to engineers; industrial property protection; employment laws; Human Rights Code Prohibitions against Discrimination and Sexual Harassment</p>
Textbook Information	<p>Author: D.L. Marston Title: "Law for Professional Engineers, Canadian and Global Insights", Fourth Edition, 2008 Published by: McGraw-Hill Ryerson ISBN: 978-0070985216 Tel:(905)430-5000 (from outside of Toronto): 1-800-565-5758 Fax: (905) 430-5203 (from outside Toronto):1-800-463-5855</p>

NOTE

A) Textbooks cannot be purchased from PEO. Please contact the publisher or your local university.

B) You need to download from PEO's website www.peo.on.ca under the PPE tab: Professional Engineers Act, Regulation 941/90 and by-Law No. 1, the Professional Engineer's Duty to Report, one previous PPE exam. This information, including the two textbooks, is required to be reviewed to successfully pass the PPE. Practice hand-writing answers will help develop a process to ensure success. Each answer should be completed in about 20 minutes.

PROFESSIONAL PRACTICE EXAM LOCATIONS

Saturday, December 2, 2017, 2:00 - 5:00 p.m.

CITY	LOCATION	REPORT TO
CHALK RIVER (DEEP RIVER)	Canadian Nuclear Laboratories (CNL) JL Gray Building (back entrance), Bennet Room 286 Plant Road, Chalk River	Aidan Leach
HAMILTON	McMaster University L.R. Wilson – B1007 1280 Main Street West, Hamilton http://parking.mcmaster.ca/Parking%20Map.html	Carm Vespi
KINGSTON	Royal Military College Rm. SSC09; 13 General Crerar Crescent, Kingston ON K7K 7B4	Steve Van Volkingburgh
KIRKLAND LAKE	Northern College, Kirkland Lake Campus Room A134 (formally A107) 140 Government Road, Kirkland Lake	KL Reception
LAKEHEAD THUNDERBAY	Lakehead University, University Centre Building Office of Enrolment Services; room UC1004 955 Oliver Road, Thunder Bay	Lorrie Sabatini
LONDON	University of Western Ontario Spencer Engineering Building, room 3109 <i>Note: if room 3109 is full the backup room will be 2099</i> 1151 Richmond Street, London	Claire Naudi
NIAGARA DIST. ST.CATHARINES	Brock University Welch Hall, room 324 University Road West, St. Catherines	George Melvin
NORTH BAY	Canadore College, Main Campus Education Centre, room C238 100 College Drive, North Bay	Dijana Jukic
OTTAWA	University of Ottawa, Tabaret Hall (TBT) 550 Cumberland Street, Ottawa Report to the third floor main foyer to be escorted to an exam room.	James O'Malley
PETERBOROUGH	Otonabee College, Room 205 2131 East Bank Drive, Peterborough East Bank Parking Lot R - Wenjack/Otonabee College	Lori Johnston
BRUCE POWER (KINCARDINE)	Bruce Power, Nuclear Power School 705 Princes Street North, Kincardine	Greg Leask
SARNIA	Lambton College, Test Centre Main Building, room M104 1457 London Road, Sarnia	Connie Byrns
SAULT STE. MARIE	WSP Office 185 East Street, Sault Ste. Marie ON P6A 3C8	Marc Pilon
SUDBURY	Laurentian University 935 Ramsey Lake Road, Sudbury Fraser/Science II Building, room F228 (signs will be posted)	Ramesh Subramanian
TIMMINS	Northern College, Timmins/Porcupine Campus 4715 Highway 101 East, South Porcupine Room to be announced upon arrival	Luc Duval
TORONTO	St. George Campus Examination Centre 255 McCaul Street, Toronto On the day of the exam you will be directed to the assigned room College Street & University Avenue; Queen's Park (Yonge-University Line) walk west on College, turn left on McCaul Street. Limited parking available	Peter Gladysz
WATERLOO	University of Waterloo St. Paul's University College 190 Westmount Road North Waterloo, Ontario N2L 3G5; St Paul's room 105(STP 105) Directions: http://uwaterloo.ca/stpauls/about-st-pauls-university-college/location-directions	Diane Freeman
WINDSOR	St. Clair College, South Campus 2000 Talbot Road, Windsor Room 135	Todd Shaw

