

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:**

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- ✓ Testing centre personnel
  - ✓ Educators and jurisdictional administrators
  - ✓ Interested candidates
  - ✓ General public
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# CAEC Test Administration Guide

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# 1. Introduction

## 1.1 Overview

The Canadian Adult Education Credential (CAEC) provides opportunities for adults who are seeking

- access to employment and training opportunities
- participation in other education and training opportunities, including apprenticeship

The CAEC Test Administration Guide outlines the policies and procedures of the CAEC testing service for jurisdictions, which offer the CAEC. Information in this guide also supports test candidates, CAEC testing centres, CAEC preparation providers, and members of the public gain an understanding of the CAEC.

The Canadian Adult Education Credential 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
Mathematics	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

## 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 administrated digitally with paper-based delivery available as an option
- be supportive of candidates requiring access to learning accommodations
- recognize prior learning

## 2. Roles and Responsibilities

### 2.1 Authorized provinces and territories

Provinces and territories that 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 this section, is strictly prohibited.

### 2.2 CAEC testing service

The CAEC testing service provides, delivers, and maintains the administration of the CAEC across Canada. The CAEC testing service operates out of Alberta Education and Childcare's Provincial Assessment Sector and is responsible for developing and scoring the tests (paper and digital), providing ongoing analytics, operating the digital assessment platform, including the data management portal for participating provinces and territories on test results, demographics, and other topics to inform ongoing service quality standard improvements. The services that the CAEC testing service provides to home provinces and territories include

- supporting test administration in both paper and digital formats
- marking written response questions
- releasing machine scored exam results
- maintaining the digital exam platform

### 2.3 Home province or territory and CAEC jurisdictional administrators

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 reports from the CAEC testing service.

Each home province or territory will identify at least one CAEC jurisdictional administrator, preferably with an education background (e.g., B.Ed.), who will be responsible for overseeing the administration of CAEC tests, credentialing, and approving requests for accommodations.

CAEC jurisdictional administrators are the liaisons between the CAEC testing centres 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, 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 or territory or contracted to other public/private organizations.

CAEC testing centre staff members are prohibited from discussing, sharing, or publicizing the topic or content of any question or response item to the candidate or anyone else. **All test items must be treated as secure, highly confidential material.**

CAEC testing centres should 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 that

- their technology meets and will not compromise the test security parameters required by the CAEC testing service
- their capacity to provide reasonable supports such as testing accommodations approved by CAEC jurisdictional administrators in their home province or territory as well as any applicable accessibility legislation in each home province or territory

Delivering special arrangements, universal supports, and accommodations are the responsibility of the CAEC testing centres, in alignment with the policies outlined in [Section 5](#).

### 2.5 CAEC testing centre administrators and invigilators

Each CAEC testing centre is overseen by a CAEC testing centre administrator who is the main contact for the CAEC jurisdictional administrators. If applicable, a CAEC jurisdictional administrator may also act as a CAEC testing centre administrator.

It is recommended that CAEC testing centre administrator 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 invigilators to supervise and administer tests (also known as invigilation).

All CAEC testing centre administrators and invigilators should be prepared to administer tests in either English or French upon request.

CAEC testing centre administrators and invigilators 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
- signaling any fraudulent or unethical behaviour during a test as described in [Section 3.4](#)

### 3. Candidate Terms of Agreement

Prior to attempting any CAEC tests, the candidate must consent to the Terms of Agreement as outlined below, as well as any additional terms set out by the Candidates home province or territory. By proceeding to register for the CAEC tests, the candidate acknowledges having read, understood, and agreed to abide by the Terms and Conditions below.

#### 3.1 Eligibility

To be eligible to write the CAEC tests, a candidate must be at least 18 years of age and must write the CAEC tests in the province or territory where they reside. Candidates must also meet any additional eligibility requirements set by their home province or territory.

#### 3.2 Writing frequency

Candidates may attempt all five CAEC tests once per calendar month, with a maximum of three attempts per calendar year (January to December) for each specific test. If unsuccessful after the third attempt in any one subject in a calendar year, the candidate must wait until the next calendar year to attempt that specific CAEC test.

#### 3.3 Proof of identification

The candidate agrees to provide two forms of valid identification (ID) at the time of testing (i.e., not expired). The primary form of ID must be government-issued and must include the candidate’s name, birthdate, photo, and signature.

Any documentation provided in a language other than English or French must be translated by a certified translator. Any costs associated with translation are the responsibility of the candidate and the candidates should contact their home province or territory to ensure that their documents will be accepted.

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

Accepted forms of ID are described in the table below.

Primary Forms of ID	Secondary Forms of ID
<ul style="list-style-type: none"> <li>• Passport</li> <li>• Driver’s licence or learner’s permit</li> <li>• Canadian military ID</li> <li>• Federal/provincial/territorial-issued ID</li> <li>• Federal/provincial/territorial correctional services ID</li> <li>• Secure Certificate of Indian Status (i.e., secure status card) or Certificate of Indian Status (i.e., status card)</li> <li>• Métis status card</li> <li>• Canadian citizenship card</li> <li>• Canadian permanent resident card</li> </ul>	<ul style="list-style-type: none"> <li>• Health-care card</li> <li>• Birth certificate</li> <li>• Government of Canada Immigration Status</li> <li>• Foreign government-issued ID</li> <li>• Temporary work or resident permit (IMM 1442 or IMM 5557)</li> <li>• Refugee Protection Identity Document</li> <li>• Confirmation of permanent residence (IMM 5292 or IMM 5688)</li> <li>• Verification of status documents (IMM 5009)</li> </ul> <p><b>NOTE:</b> All valid forms of ID must include the candidate’s name and have a valid date (i.e., not expired). Candidates should contact their home province or territory if they have questions related to ID requirements.</p>

### 3.4 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.

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 toward another candidate, CAEC testing centre staff, members of the public, or other individual
- violation of the CAEC testing service Candidate Terms of Agreement ([Section 3](#))

If, upon review of the candidate's test, misconduct is alleged during the scoring processes, the CAEC testing service will investigate. Where appropriate, the CAEC testing service will work with the CAEC jurisdictional administrators 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
- withholding 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
- referring the matter to law enforcement and pursuing any appropriate legal action

### 3.5 Use of personal data

The candidate acknowledges that the CAEC testing service, which is operationalized through Alberta's digital assessment platform, will require the candidate to grant permission for the collection of 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.

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).

### 3.6 Reporting of scores

Candidates will be able to access test scores for the CAEC tests in Mathematics, Science, Social Studies, and Reading 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. Candidates will be able to access a test score for the CAEC Writing test within approximately 20 business days. 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 ([Section 3.4](#)) 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 candidate to be identified.

### 3.7 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 a CAEC Writing test 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. A rescored test result will become the final score, even if it is lower than the original score.

### 3.8 Paper administration

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 from a paper administration.

The candidate acknowledges that their answers on the CAEC tests for Mathematics, Science, Social Studies, and Reading will be machine-scored based on the answers manually entered into the digital assessment platform by a CAEC testing centre administrator or invigilator. All scores are final for those tests.

### 3.9 Fees

Fees for CAEC tests vary across participating provinces and territories as well as individual 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) ([Section 4.3](#)). Candidates who violate the code of conduct ([Section 3.4](#)) may be required to forfeit all fees.

### 3.10 Calculator policy

Candidates can only use a calculator for Part II of the CAEC Mathematics exam. Part I must be completed without a calculator unless an accommodation has been approved by the CAEC jurisdictional administrators ([Section 5.3](#)).

If an accommodation is approved by the CAEC jurisdictional Administrator for Part I then the type of calculator that is permitted is a calculator that does not have fraction, brackets, nor exponents capability.

The use of graphing calculators is not permitted, and the following calculator materials, properties and/or configurations are also not permitted

- programmed memory content
- built-in notes, libraries, or formulae (e.g., definitions or explanations in alpha notation)
- upgraded or downloaded programs
- remote communication capability
- symbolic manipulation capabilities
- manipulate algebraic expressions
- external (peripheral) devices and other support materials such as manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards

Examples of approved calculators include

- TI-30XIIS
- TI-30Xa
- TI-30XS
- CASIO fx-260
- Casio fx-300MS Plus 2nd Edition

## 4. Scoring and Credentialing

### 4.1 Writing frequency policy

Candidates may write the test for any one subject only once per calendar month and up to a maximum of three 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

Each CAEC Writing test is scored 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 3 or more 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

Prior learning assessment and recognition (PLAR) is a process that acknowledges learning gained outside of the CAEC tests and can be used to exempt a candidate from writing a CAEC subject test. PLAR acknowledges that the candidate has demonstrated learning in a different, but equivalent, way. PLAR can be awarded toward a maximum of four CAEC subject tests.

#### Sources of PLAR

There are two potential sources of PLAR for the CAEC:

- GED® tests
- high school or adult education course equivalencies, where applicable and at the discretion of the province or territory issuing the PLAR

#### 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.

The GED® 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 toward the CAEC subject tests.

Candidates should refer to their province or territory's website for a list of recognized equivalencies, 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 CAEC tests or using a combination of CAEC tests and PLAR.

## 5. Universal Supports, Special Arrangements, and Accommodations

### 5.1 Universal supports

Universal supports are features and tools that are embedded in the digital assessment platform and that are available on all digital CAEC tests. Universal supports do not need to be requested in advance by candidates wishing to access them.

Examples of universal supports include

- screen colour overlay
- screen text highlighter
- line reader
- Zoom feature

Universal supports are not available for paper administrations.

### 5.2 Special arrangements

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
- audio (text-to-speech)
- dictation (speech-to-text)
- private writing space
- privacy screens
- ambient noise; - noise blockers
- large-print copies of paper tests
- coloured overlays or paper for paper tests

Special arrangements must be requested by candidates prior to starting a CAEC test. Candidates who require a special arrangement should reach out to their home province or territory prior to booking an exam and discuss the specifics of the special accommodation.

### 5.3 Accommodations

Accommodations are targeted supports for candidates related to a medically diagnosed condition or extenuating circumstances determined by the CAEC jurisdictional administrator.

Accommodations may include

- input assistance/scribe
- braille format
- use of a calculator for Part 1 of the Mathematics CAEC Test
- reader
- special arrangements requested with supporting medical documentation and diagnosis

For accommodations that are not on the list, please inquire with 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.

The candidate is responsible for working with their CAEC testing centre or province or territory to complete a request for accommodations to the CAEC jurisdictional administrator. During the booking process, the candidate can indicate an accommodations request in the digital platform.

Providing approved accommodations is the responsibility of the CAEC testing centres.

### Reconsideration of accommodation requests

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

To maintain the integrity of the CAEC tests, the use of a dictionary, thesaurus, or translator for the Mathematics, Science, Social Studies, and Reading tests are not considered universal supports, special arrangements, or accommodations, and are not permitted under any circumstance.

## Appendix A: Reporting Scale

A minimum passing score for all CAEC tests is 55%.


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: CAEC Writing Test Scoring Rubric

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

## Appendix C: Mathematics Formula Sheet

# Canadian Adult Education Credential Mathematics Formula Sheet

**Disclaimer:** The formula sheet will appear automatically on any question that does not have information on the left screen. The appearance of the formula sheet does not necessarily mean that you will need it to answer that question. To hide the formula sheet, click on the  [Hide/Show Formula Sheet](#) link at the top right-hand corner of the screen.

### 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 =  $\text{side}^2$

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 = area of the base $\times$ height
Pyramid	Volume = $\frac{1}{3} \times$ area of the base $\times$ height

\*Use a calculator for the value of  $\pi$ .

**Other Formulas**

Distance	Distance = rate $\times$ time
Simple interest	Interest = principal $\times$ rate $\times$ 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	$a^2 + b^2 = c^2$ , where $a$ and $b$ are legs and $c$ is the hypotenuse of a right triangle