



Step process for Exam Re-write & Changing an Exam Date

- Login to your CRM profile www.eocp.ca
- Review exam session dates and locations under Career Management > Exams
- If an exam session is not reflected in your area, please contact EOCP.

Once you have found a date and location, go back to your home page by clicking HOME.

- Select Action Items > Applications > right click on application > select Re-write Exam.

The screenshot shows the CRM navigation menu with 'ACTION ITEMS' circled in red. Under 'Activities', 'Applications' is also circled. Below, a table lists applications. The first row is 'Exam Application (MWWT IV)' with a status of 'Accepted'. A context menu is open over this row, with 'Re-write Exam' circled in red.

APPLICATION TYPE	APPLICATION#	NAME	DATE STARTED	STATUS	EXAM RESULTS
Exam Application (MWWT IV)		[REDACTED]	23-05-2018 02:38:21	Accepted	Fail

- Select exam date from the drop down > Submit

The 'REWRITE EXAM' form includes a dropdown menu for 'EXAM DATE' with the selected value '05-10-2018 12:30 PM | Okanagan College' circled in red. At the bottom, the 'Submit' button is circled in red.

- Pay invoice by Visa or Mastercard, receipt will be e-mailed. You are scheduled!
- Fees vary depending on the exam type:

Exam Rewrite Fees	\$150 - Level I – IV \$100 - OIT \$50 - SWS, SWWS, BWD
Exam Re-Schedule (outside 7 days)	No fee
Exam Re-Schedule (inside 7 days)	\$50 fee