



## WoodLINKS Examination/certification process & procedures For WoodLINKS-USA

WoodLINKS' certification & examination process is similar in all jurisdictions. As outlined in licensing agreements, it is the responsibility of the delivering agent/school to notify WoodLINKS-USA of information for students registered in WoodLINKS' programs and identified to write the WoodLINKS certification examinations.

Schools are required to report student names, student identification numbers (or equivalent), and the course (Introduction or Advanced Wood Products Manufacturing) for each student to WoodLINKS-USA before October 15 of each year, ***for the entire school year***. An updated report for semester two is required before February 15 of each year for schools using a semester format. Schools must provide WoodLINKS-USA any additions or deletions immediately they are known.

It is also the responsibility of the school to provide the scheduled examination date in order that exams can be received at the school **two weeks** before the students write.

Thus, the school provides to WoodLINKS-USA the school name, address, teacher name, WL student name, I.D. number, the course they are enrolled in and the date the exams are to be written. It is critical that the correct course is noted (IWPM or AWPM) as the examinations for each of the courses is different. It is the teachers' responsibility to provide this information accurately. WoodLINKS-USA then provides the WoodLINKS Certification Program Administrator in Vancouver with this information, as soon as received (including additions and deletions as received.)

**Five weeks** before the schools scheduled exam date, the requisite number of exams is printed, packaged and along with response forms and instructions to the teacher, they are shipped, from the Certification Program Administrator, directly to the school. Each examination has a cover sheet attached with the students' name, I.D. number, school name and teacher name. There is also a space for students to fill in their home address, zip code and phone number. **This five-week lead-time is the minimum required in order for the exams to reach the school in time for the scheduled writing date.**

Once students have written the exams, teachers **must** complete the area on the exam cover sheet that pertains to the students 'in-class' mark (in percentage) according to the formula provided.

Finally, the cover sheet and response form is sent back to the Certification Program Administrator in Vancouver, BC for marking. Based on a 60/40 weighting combining the teachers' assessment (60% weighted) and the students' achievement on the exam (40% weighted), WoodLINKS certification is awarded to students who achieve an overall 70% mark. Examinations are processed and certificates are sent to the school within 3 working days.

WoodLINKS invoices WoodLINKS-USA the same day exams go out to the school, basing the invoice amount on the number of examinations sent – *providing the five-week timeframe is observed*. If this lead-time is not provided, schools will be assessed the cost of special freight charges (i.e.: Federal Express) and these will be added to the invoice for that school. Otherwise, examinations and certificates are shipped via mail (or UPS Standard).

WoodLINKS examination/certification fee covers the following:

- Maintenance and regular updating of WoodLINKS examination databank
- Production of examinations, with coversheet, for each WoodLINKS student
- Packaging and shipping of examinations and response forms to schools (providing five-week lead-time is observed)
- Processing completed examination response forms (marking)
- Production of student examination results report
- Calculation of student overall achievement
- Production of students' WoodLINKS certificates
- Shipping of examination results report and certificates to school via mail or UPS Standard (any other shipping arrangement will be freight charges collect)
- Communication, electronic or otherwise, with WoodLINKS-USA in respect of WoodLINKS' examination/certification processes and procedures

***For questions and/or comments regarding WoodLINKS certification reporting procedures, please contact: Sandy Steward, Tel: 604-948-1259 Fax: 604-948-1289 E-mail: [info@woodlinks.com](mailto:info@woodlinks.com)***

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Your program will be invoiced for the exams by WoodLINKS USA. Payments for the certification exams should be made to **WoodLINKS USA**