

**CANADIAN PROFESSIONAL GEMMOLOGY COURSE
EXAMINATIONS WRITTEN IN THE HOME COMMUNITY**

The following information and instructions are for candidates who will be writing their examinations in their home community.

- 1) You must have a supervisor to invigilate your examination. The supervisor must be present while you write the examination, and will ensure that all instruction are followed, and that your papers are sent to the CGA for marking.
 - a) The supervisor must **not be related** to you and must be:
 - **a justice of the peace**
 - **a clergyman**
 - **a teacher**
 - **a qualified Gemmologist**
 - If none of the above is available, the CGA will consider another person you nominate who is not related to you and is of integrity and standing in your community. The decision of the CGA regarding a supervisor is final
 - b) The supervisor must be willing to give uninterrupted supervision during the period(s) of the examination on the day(s) specified. Theory examinations **must** be done on the official examination day but the two periods of 3 hours each may be morning and afternoon or afternoon and evening. There should be a reasonable break (1 hour) between the two papers.
- 2) You must find a place where the examination may be held. It could be the home of the supervisor, a church hall, school or any place where you will not be disturbed or distracted by noise, children, comings and goings, or any unnecessary activity around you.
- 3) Any fees charged by the supervisor, or for the use of facilities and/or equipment, are the responsibility of the candidate.
- 4) When arrangements have been made, complete Form A (Preliminary) or Form B (Diploma) or Form C (Practical) and return to the CGA by the deadline date indicated on these forms.

Upon receipt of your Form(s) A, B and or C, the CGA will write to your supervisor to confirm his/her formal agreement to act in this capacity.



A couple of weeks before the examination, your supervisor will be sent an exam package which will contain the sealed examination question papers, blank answer books, return envelopes and other relevant information. The sealed exam question papers may be opened **ONLY** at the beginning of the relevant exam period, by the supervisor.

At the end of each examination period, your supervisor will seal the completed answer books(s) in an envelope. At the end of the second period, both envelopes will be sealed in a third, and sent without delay, by registered mail, to the CGA. The answer scripts must be accompanied by a form (also contained in the exam package), signed by the supervisor, guaranteeing that the examination was written under the correct conditions, and was completed within the specified time without any assistance being given to the candidate.

You may take to the examination: pens, markers, pencils, eraser, ruler, compasses or other drawing instruments such as a geometry set to assist with drawing diagrams. Other than diagrams, answers must be written in INK. No books may be consulted during the examination: any taken into the room must be closed and given to the supervisor prior to commencement of the examination. You must not receive help from any other person or from notes in any form, **including electronic information storage and retrieval systems**.

The final results are expected to be sent to candidates within 6 - 8 weeks of writing the examination. All scripts submitted become the property of the CGA and, other than notifying you of the letter grade achieved, we are **not** able to enter into correspondence about examination results.

FORM C - PRACTICAL EXAMINATION IN THE HOME COMMUNITY (Diploma year)

The practical examination can be held on Wednesday, Thursday or Friday of your examination week. The time limit of four hours must be strictly observed. **You should allow sufficient time to have all your instruments set up and prepared BEFORE the start of the examination period.**

You are responsible for having available the following: Microscope, polariscope, dichroscope, spectroscope, a light for the spectroscope (fibre-optic if possible), refractometer with light (monochromatic yellow or sodium), polarizing filter, specific gravity liquids, UV light if possible, loupe, chelsea filter, tweezers, cleaning tissues, pen, pencil, and eraser. A geometry set and opaquing fluid would also be allowed.

Answers must be written in the booklet supplied.

Thermal conductivity testers, infrared reflectometers and destructive tests of any sort are NOT allowed.

For crystal identifications (specimens A-1 to A-5 on the exam), NO instruments or tests, other than examining with a loupe, are allowed. These specimens MUST NOT be put in specific gravity liquids.

A sheet listing mean R.I. and S.G. values will be included with the examination stone set. NO other books, papers or notes in any form, including electronic information storage/retrieval system, may be used.