

Apprenticeship and Certification Study Guide



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Introduction

This Study Guide has been developed by the Newfoundland and Labrador Department of Education and Early Childhood Development, Apprenticeship and Trades Certification Division, to assist apprentices and trade qualifiers as they prepare to write the Red Seal Exam. Red Seal Exams are available for all Red Seal trades. For a list of Red Seal trades please refer to the Department of Education and Early Childhood Development website: <https://www.gov.nl.ca/atcd/designated-trades/list-of-designated-trades/>

Some of the specific goals of this guide are:

- ⇒ to help you understand the skills and knowledge that might be covered on the exam
- ⇒ to help you identify your strengths and weaknesses
- ⇒ to provide organization and structure for a course of study
- ⇒ to provide a list of resources to help you with your study plan
- ⇒ to support and supplement the teaching and learning process

This study guide outlines the theoretical portion of the program. The intent is not to replace technical training provided under the guidance of instructors. Rather, it is a tool to be used in conjunction with formal training.



Exam Process

Before the Exam

You must contact the nearest Apprenticeship and Trades Certification Divisional office to make request to write the Red Seal exam (*See Appendix A for a list of regional offices*). Upon approval, the Apprenticeship Program officer (APO) will notify you of your eligibility to write the exam, and provide you with scheduling information. If you require special accommodations due to a disability or language barrier, please contact your regional office for information on applying for this service.

During the Exam

You must bring:

- personal identification such as a photo or signature ID or valid Newfoundland and Labrador driver's license
- your notification letter

The following will be provided:

- a calculator (*see Appendix B for calculator information*)
- all other items required such as pencils, scrap paper, etc.

Important Note:

Personal cell phones, calculators, or other electronic equipment are NOT allowed into the exam room. If you do bring them, they will be stored away and returned to you when you have completed the exam.

After the Exam

Results will be mailed to you approximately seven to ten days after completion of the exam. All necessary instructions and information will be provided in the results letter.

The percentage mark you obtained will be provided. You will also be given a section by section breakdown, showing how many questions were in each section, as well as the number of questions in each section you completed successfully.

If you are successful in obtaining a 70% or more on your exam, you will be issued a Newfoundland and Labrador Certificate of Qualification with a Red Seal endorsement.

Exam Format

All Red Seal exams are written in multiple-choice format. Each exam has between 100 and 150 questions. A multiple choice question consists of a stem (a complete question) followed by four options (A, B, C, D). The stem contains all the information necessary to answer the question. The options consist of the one correct answer and three “distracters.” Distracters are incorrect. (See Appendix C for a sample answer sheet).

Red Seal exams contain three types of questions:

Level 1 Knowledge and Recall

Questions at this level test your ability to recall and understand definitions, facts, and principles.

Level 2 Procedural and Application

Questions at this level test your ability to apply your knowledge of procedures to a new situation.

Level 3 Critical Thinking

Questions at this level test your ability to interpret data, solve problems and arrive at valid conclusions.

Level 1 Examples:

1. Which flour has the highest protein content?

- A. Cake.
- B. Pastry.
- C. Bread.
- D. All-purpose.



2. Which are natural thickeners?

- A. Barley, okra, navy beans, and potatoes.
- B. Barley, carrots, okra, and broccoli.
- C. Okra, lentils, broccoli, and cauliflower.
- D. Lentils, corn, mushrooms, and navy beans.



3. How should raw meat be stored in a refrigerator?

- A. Below any ready-to-serve products.
- B. Covered with a clean cloth.
- C. Away from the refrigerator door.
- D. In its original shipping container.



Level 2 Examples:

1. What are the steps for cleaning and sanitizing a meat slicer?

- A. Clean and sanitize blade, unit and removable parts.
- B. Unplug, clean, reassemble and sanitize unit and blade.
- C. Unplug, disassemble, clean and sanitize blade, unit and removable parts.
- D. Disassemble, unplug, clean and sanitize blade, unit and removable parts.



2. An order is received from the dining room for four guests at the same table. Which item is started first?
- A. Garlic shrimp.
 - B. 180 g rare strip-loin.
 - C. Sauté of beef stroganoff.
 - D. Fresh boiled 680 g lobster.



3. What is the correct sequence for mechanical dishwashing?
- A. Sanitizing, rinsing, washing, racking, pre-rinsing, and scraping.
 - B. Scraping, pre-rinsing, rinsing, racking, sanitizing, washing and air drying.
 - C. Scraping, pre-rinsing, racking, washing, rinsing, sanitizing, and air drying.
 - D. Rinsing, scraping, pre-rinsing, racking, sanitizing, washing, and air drying.



Level 3 Examples:

1. To maintain a 29% food cost, what must the menu price be of an item costing \$1.00 to produce?
- A. \$2.90.
 - B. \$3.45.
 - C. \$4.35.
 - D. \$5.45.



2. How many kilograms of freshly ground beef must be purchased to prepare 550 – 125 g hamburger patties for a barbecue picnic? (to the nearest kilogram)

- A. 64 kg.
- B. 69 kg.
- C. 74 kg.
- D. 79 kg.



3. How is demi-glace produced?

- A. Combine equal quantities of espagnole and brown stock and reduce by half.
- B. Combine equal quantities of espagnole and beef stock and simmer for 5 minutes.
- C. Reduce brown stock by half.
- D. Reduce espagnole by half.



Source of Questions:

<http://www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=54>

Exam Content

Understanding the *Red Seal Occupational Standard (RSOS)*

The Red Seal model has historically been based on the development of the Red Seal Occupational Standard (RSOS) which supports the development of multiple-choice format examinations.

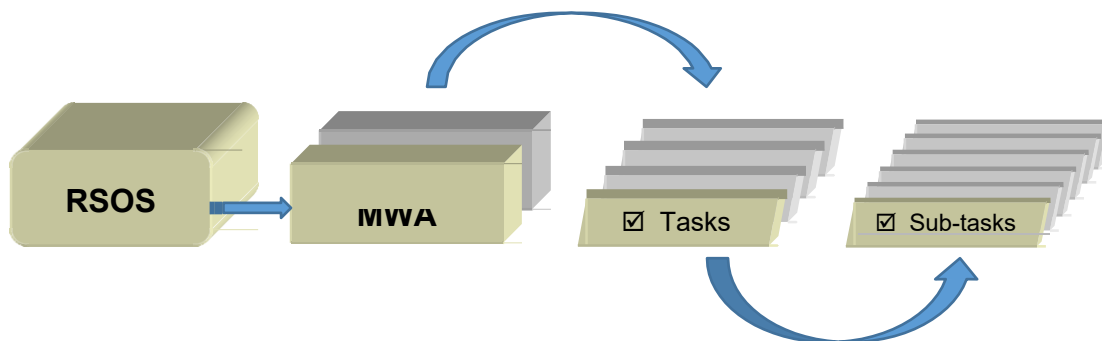
The RSOS was introduced in 2015 and is now taking the place of the RSOS. Each RSOS or RSOS sets the standard for a Red Seal trade. The Red Seal Examination is based on the Red Seal Standard.

The new standards provide greater consistency in learning resources and allow for increased industry involvement in the development of these standards. This new model places increases emphasis on apprenticeship training and assessing skills with industry learning objectives, outcomes and performance criteria.

The RSOS for each trade describes the tasks and sub-tasks; skills and knowledge requirements; summary of essential skills; safety information; trends affecting the trade; technical terms; names of tools and equipment; acronyms; learning objectives and outcomes; industry expected performance and essential skills related to each sub-task.

The RSOS is an excellent tool to use as you study for the Red Seal exam. RSOSs can be found at <http://www.red-seal.ca/resources/n.4.1-eng.html>

RSOS material is organized into the following categories: **MWA (Major Working Activity)**. The MWAs are further broken down into **TASKS** (*describes activities within an MWA*) and **SUB-TASKS** (*describe activities within a task – This is what the exam is based on*).

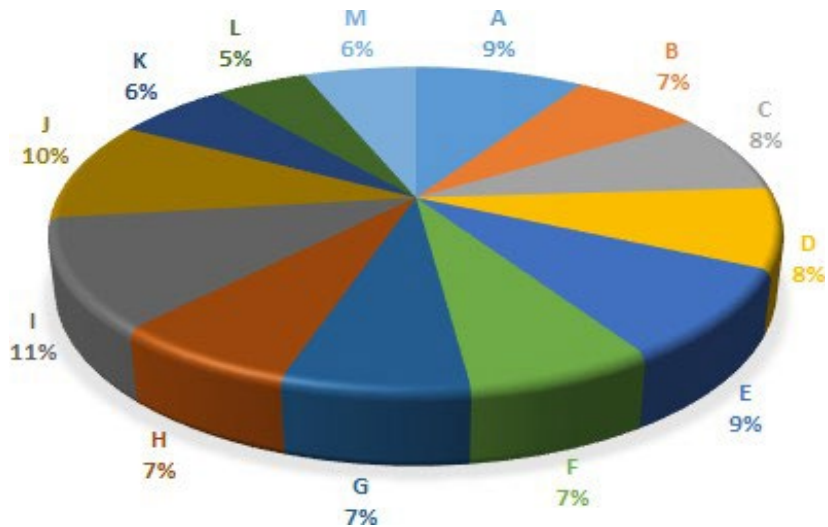


The RSOS will continue to be used as the occupational standard for trades that do not yet have an RSOS developed.

RSOS Pie Chart

The RSOS Pie Chart presents the MWA percentages in the form of a pie chart which tells you the approximate number of questions from each MWA. For example, 9% of the questions on the **Cook** Exam will be based on **MWA A**.

COOK



MWA Titles			
MWA A	Hygiene, sanitation and safety	MWA G	Pastas, Noodles, Stuffed Pastas and Dumplings
MWA B	Common Occupational Skills	MWA H	Grains, Pulses, Seeds, Nuts, and Alternative Proteins
MWA C	Produce	MWA I	Meat, Game, Poultry, Game Birds and Variety Meats
MWA D	Stocks, Broths and Soups	MWA J	Fish and Seafood
MWA E	Sauces	MWA K	Salads and Sandwiches
MWA F	Cheese, Dairy, Dairy Plant-Based Alternatives, Eggs and Egg Products	MWA L	Specialty Preparation
		MWA M	Sweet and Savoury Baked Goods and Desserts

Exam Breakdown

The **Cook** exam currently has 150 questions. The following table shows a breakdown of the number of questions that come from each RSOS MWA. It is important to note that the exact number of questions can change at any time. When you are ready to write your exam, you may contact your regional office to verify the number of questions (See Appendix A).

		# of Questions
MWA A	Hygiene, Sanitation and Safety	13
Task 1	Performs safety and hygiene-related functions	5
Task 2	Practices food safety procedures	8
MWA B	Common Occupational Skills	11
Task 3	Uses tools and equipment	2
Task 4	Organizes work	1
Task 5	Manages information	1
Task 6	Manages products	2
Task 7	Performs trade activities	2
Task 8	Adapts cooking practices to meet dietary requirements	2
Task 9	Uses communication and mentoring techniques	1
MWA C	Produce	12
Task 10	Prepares herbs and spices	3
Task 11	Prepares vegetables	5
Task 12	Prepares fruit	4
MWA D	Stocks, Broths and Soups	12
Task 13	Prepares stocks and broths	6
Task 14	Prepares soups	6
MWA E	Sauces	13
Task 15	Prepares thickening and binding agents	4
Task 16	Prepares sauces	9
MWA F	Cheese, Dairy, Plant-based Dairy Alternatives, Eggs and Egg Products	10
Task 17	Uses cheese, dairy products and plant based dairy alternative products	5
Task 18	Prepares eggs and egg-based dishes	5
MWA G	Pastas, Noodles, Stuffed Pastas and Dumplings	10
Task 19	Prepares pastas and noodles	6
Task 20	Prepares Stuffed pastas and dumplings	4
MWA H	Grains, Pulses, Seeds, Nuts and Alternative Proteins	11
Task 21	Prepares grains and pulses	4
Task 22	Prepares seeds and nuts	3
Task 23	Prepares alternative proteins	4

		# of Questions (Cont'd)
MWA I	Meat, Game, Poultry, Game Birds and Variety Meats	16
Task 24	Prepares meat and game meat	8
Task 25	Prepares poultry and game birds	6
Task 26	Prepares variety meats	2
MWA J	Fish and Seafood	15
Task 27	Prepares fin fish	7
Task 28	Prepares seafood	8
MWA K	Salads and Sandwiches	9
Task 29	Prepares sandwiches	3
Task 30	Prepares salads	3
Task 31	Prepares condiments, preserves and dressings	3
MWA L	Specialty Preparation	8
Task 32	Prepares hors d'oeuvres and other finger foods	3
Task 33	Prepares charcuterie and cured products	2
Task 34	Prepares gels and glazes	1
Task 35	Prepares marinades, rubs and brines	2
MWA M	Sweet and Savoury Baked Goods and Desserts	10
Task 36	Prepares dough-based products	2
Task 37	Prepares batter-based products	2
Task 38	Prepares creams, mousses, frozen desserts, fillings, icings, toppings and sugar works	2
Task 39	Assemble cakes	1
Task 40	Prepares savoury and sweet pastries and pies	2
Task 41	Prepares chocolate	1
	Total	150

RSOS Sub-tasks

The following *RSOS Task Profile Checklist* outlines the blocks, tasks and sub-tasks for your trade. The Red Seal exam is written to test your knowledge and abilities regarding the sub-tasks in the RSOS. This chart can be used to review your current knowledge. You can review by placing a checkmark (✓) next to those you understand fully.

Place your focus on those you do not understand and study them until you are comfortable with the material. Think of possible questions in that particular content area.

The RSOS also contains a list of “supporting knowledge and abilities” for each sub-task. They are the skills and knowledge you must have to perform a sub-task. The supporting knowledge and abilities identified under each sub-task will be very helpful as you review. The list can be found in the RSOS for your trade.

Task Profile Checklist Based on 2020 RSOS COOK

MWA A: Hygiene, Sanitation and Safety

Task 1: Performs safety and hygiene-related functions

Sub-Tasks

- Maintains safe work environment.
- Uses personal protective equipment (PPE) and safety equipment.
- Maintains personal hygiene.

Task 2: Practices food safety procedures

Sub-Tasks

- Maintains safe condition and temperature of raw and finished product.
- Cools food rapidly.
- Re-thermalizes foods.
- Prevents cross-contamination.
- Cleans tools and equipment.
- Sanitizes tools and equipment.

MWA B: Common Occupational Skills

Task 3: Uses tools and equipment

Sub-Tasks

- Uses knives.
- Uses pots, pans and utensils.
- Uses equipment and appliances.

Task 4: Organizes work

Sub-Tasks

- Organizes kitchen workplace.
- Schedules production.

MWA B: Meat, Poultry and Game (Cont'd)

Task 5: Manages information

Sub-Tasks

- Plans menu and mise en place.
- Uses documentation.

Task 6: Manages products

Sub-Tasks

- Orders products.
- Receives products.
- Stores products.
- Maintains inventory.

Task 7: Performs trade activities

Sub-Tasks

- Uses recipes.
- Performs portion control.
- Presents finished product.
- Uses convenience foods.

Task 8: Adapts cooking practices to meet dietary requirements

Sub-Tasks

- Adapts Kitchen practices to meet dietary requirements.
- Selects ingredients to meet dietary requirements
- Prepares food to meet dietary requirements.

Task 9: Uses communication and mentoring techniques

Sub-Tasks

- Uses communication techniques.
- Uses mentoring techniques.

MWA C: Produce

Task 10: Prepares herbs and spices

- Sub-Tasks**
- Selects herbs and spices.
 - Cleans herbs.
 - Processes herbs and spices.

Task 11: Prepares vegetables

- Sub-Tasks**
- Selects vegetables.
 - Cleans vegetables.
 - Processes vegetables.
 - Cooks vegetables.
 - Finishes vegetables.

Task 12: Prepares fruit

- Sub-Tasks**
- Selects fruit.
 - Cleans fruit.
 - Processes fruit.
 - Cooks fruit.
 - Finishes fruit.

MWA D: Stocks, broths and Soups

Task 13: Prepares stocks and broths

- Sub-Tasks**
- Processes stock and broth ingredients.
 - Cooks stocks and broths.

Task 14: Prepares soups

- Sub-Tasks**
- Selects soup ingredients.
 - Processes soup ingredients.
 - Cooks soups.
 - Finishes soups.

MWA E: Sauces

Task 15: Prepares thickening and binding agents

Sub-Tasks

- Selects thickening and binding ingredients.
- Processes thickening and binding ingredients.

Task 16: Prepares sauces

Sub-Tasks

- Selects sauce ingredients.
- Processes sauce ingredients.
- Cooks sauces.
- Finishes sauces.

MWA F: Cheese, Dairy, Plant-Based Dairy Alternatives, Eggs and Egg Products

Task 17: Uses cheese, dairy products and plant-based dairy alternative products

Sub-Tasks

- Selects cheese, dairy and plant-based dairy alternative ingredients.
- Processes cheese, dairy and plant-based dairy alternative ingredients.
- Finishes cheese, dairy and plant-based dairy alternative products.

Task 18: Prepares eggs and egg-based dishes

Sub-Tasks

- Selects ingredients for eggs and egg-based dishes.
- Processes ingredients for eggs and egg-based dishes.
- Cooks eggs and egg-based dishes.
- Finishes eggs and egg-based dishes.

MWA G: Pastas, Noodles, Stuffed Pastas and Dumplings

Task 18: Prepares pastas and noodles

Sub-Tasks

- Selects pasta and noodle ingredients.
- Processes pastas and noodles.
- Cooks pastas and noodles.
- Finishes pastas and noodles.

Task 19: Prepares stuffed pastas and dumplings

Sub-Tasks

- Selects stuffed pasta and dumpling ingredients.
- Processes stuffed pastas and dumplings.
- Cooks stuffed pastas and dumplings.
- Finishes stuffed pasta and dumplings.

MWA H: Grains, Pulses, Seeds, Nuts, and Alternative Proteins

Task 21: Prepares grains and pulses

- Sub-Tasks**
- Selects grains and pulses.
 - Processes grains and pulses.
 - Cooks grains and pulses.

Task 22: Prepares seeds and nuts

- Sub-Tasks**
- Selects seeds and nuts.
 - Processes seeds and nuts.
 - Cooks seeds and nuts.

Task 23: Prepares Alternative Proteins

- Sub-Tasks**
- Selects alternative proteins.
 - Processes alternative proteins.
 - Cooks alternative proteins.

MWA I: Meat, Game, Poultry, Game Birds and Variety Meats

Task 24: Prepares meats and game meats

- Sub-Tasks**
- Selects meats and game meats.
 - Processes meats and game meats.
 - Cooks meats and game meats.
 - Finishes meats and game meats.

Task 25: Prepares poultry and game birds

- Sub-Tasks**
- Selects poultry and game birds.
 - Processes poultry and game birds.
 - Cooks poultry and game birds.
 - Finishes poultry and game birds.

Task 26: Prepares variety meats

- Sub-Tasks**
- Selects variety meats.
 - Processes variety meats.
 - Cooks variety meats.
 - Finishes variety meats.

MWA J: Fish and Seafood

Task 27: Prepares fin fish

Sub-Tasks

- Selects fin fish.
- Processes fin fish.
- Cooks fin fish.
- Finishes fin fish.

Task 28: Prepares seafood

Sub-Tasks

- Selects seafood.
- Processes seafood.
- Cooks seafood.
- Finishes seafood.

MWA K: Salads and Sandwiches

Task 29: Prepares sandwiches

Sub-Tasks

- Selects sandwich ingredients.
- Processes sandwich ingredients.
- Assembles sandwiches.
- Cooks sandwiches.

Task 30: Prepares salads

Sub-Tasks

- Selects salad ingredients.
- Processes salad ingredients.
- Finishes salad.

Task 31: Prepares condiments, preserves and dressings

Sub-Tasks

- Selects ingredients for condiments, preserves and dressings.
- Processes ingredients for condiments, preserves and dressings.

MWA L: Specialty Preparation

Task 32: Prepares hors d'oeuvres and other finger foods

Sub-Tasks

- Selects ingredients for hors d'oeuvres and other finger foods.
- Processes ingredients for hors d'oeuvres and other finger foods.
- Assembles hors d'oeuvres and other finger foods.
- Cooks hors d'oeuvres and other finger foods.
- Finishes hors d'oeuvres and other finger foods.

Task 33: Prepares charcuterie and cured products

Sub-Tasks

- Selects ingredients for charcuterie and cured products.
- Processes ingredients for charcuterie and cured products.
- Cooks charcuterie and cured products.
- Finishes charcuterie and cured products.

Task 34: Prepares gels and glazes

Sub-Tasks

- Selects ingredients for gels and glazes.
- Processes ingredients for gels and glazes.
- Finishes gels and glazes

Task 35: Prepares marinades, rubs and brines

Sub-Tasks

- Selects marinade, rub and brine ingredients.
- Processes marinade, rub and brine ingredients.

MWA M: Sweet and Savoury Baked Goods and Desserts

Task 36: Prepares dough-based products

Sub-Tasks

- Selects ingredients for dough.
- Processes ingredients for dough.
- Cooks dough-based products.
- Finishes dough-based products.

Task 37: Prepares batter-based products

Sub-Tasks

- Selects ingredients for batters.
- Processes ingredients for batters.
- Cooks batter-based products.
- Finishes batter-based products.

Task 38: Prepares creams, mousses, frozen desserts, fillings, icings, toppings and sugarworks

Sub-Tasks

- Selects ingredients for creams, mousses, frozen desserts, fillings, icings, toppings and sugar works.
- Processes ingredients for creams, mousses, frozen desserts, fillings, icings, toppings and sugar works.
- Finishes creams, mousses, frozen desserts, fillings, icings, toppings and sugar works.

Task 39: Assembles cakes

Sub-Tasks

- Selects cake components for assembly.
- Finishes cakes.

MWA M: Sweet and Savoury Bakes Goods and Desserts (Cont'd)

Task 40: Prepares savoury and sweet pastries and pies

Sub-Tasks

- Selects ingredients for savoury and sweet pastries and pies.
- Assembles savoury and sweet pastries and pies.
- Cooks savoury and sweet pastries and pies.
- Finishes savoury and sweet pastries and pies.

Task 41: Prepares chocolate

Sub-Tasks

- Selects chocolate and ingredients.
- Processes chocolate.
- Finishes chocolate.

Create a Study Plan

As you prepare for your exam, it is important to plan a schedule. The following two tables will help you stay on track.

The first table is a **“Weekly Study Plan.”** In this table list the areas you will focus your study for each day. You should include items you need to review as well as items you need to study. Remember, more time will be needed for study in areas you find difficult, whereas you may only require review in areas you are more familiar with. As you work through the RSOS sub-task list you can start to fill in this table.

The second table is a **“Study Time Table.”** It is important to create a study schedule where you determine the best days of the week and times of day for you to study.

Print several copies of these tables and fill out for each week of study. It is important to stick to your study schedule.

Weekly Study Plan for Week of: _____

	Area of Study 1	Area of Study 2	Area of Study 3	Area of Study 4	Area of Study 5	Area of Study 6
Mon.						
Tues.						
Wed.						
Thu.						
Fri.						
Sat.						
Sun.						

Study Time Table for Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM - 9:00 AM							
9:00 AM - 10:00 AM							
10:00 AM - 11:00 AM							
11:00 AM - 12:00 Noon							
12:00 Noon - 1:00 PM							
1:00 PM - 2:00 PM							
2:00 PM - 3:00 PM							
3:00 PM - 4:00 PM							
4:00 PM - 5:00 PM							
5:00 PM - 6:00 PM							
6:00 PM - 7:00 PM							
7:00 PM - 8:00 PM							

Resources - Websites

Study information can be drawn from a variety of sources. A sample list of study materials (websites and books) is provided below. These and other helpful resources may be found in a local college bookstore, on the Internet, or at your place of employment. You may also be able to borrow them from an apprentice or journey person in your trade.

Study Strategies and Exam Preparation Guide

The *Study Strategies & Exam Preparation Guide* is meant to be used in conjunction with this study guide. It provides direction and information on such areas as study habits, test preparation and test taking techniques.

<https://www.gov.nl.ca/atcd/files/Study-Strategies-and-Exam-Prep-Guide-October-2023.pdf>

Plan of Training (POT)

A *Provincial Plan of Training* details the full scope of learning for a particular occupation, including both technical training competencies and industry experiences necessary to write a Red Seal exam (and complete the requirements for Red Seal Certification), or to write a provincial examination. The Plan of Training is based on the RSOS.

<https://www.gov.nl.ca/atcd/designated-trades/pots-aacs/>

Red Seal Website

Red Seal is a program that sets common standards to evaluate the skills of tradespeople across Canada. It is a partnership between the Federal Government and the provinces/territories.

The Red Seal model has been based on the National Occupational Analyses (NOA) which supports the development of multiple-choice examinations. A new Red Seal Occupational Standard (RSOS) was introduced in 2015 and is taking the place of the NOA.

<http://www.red-seal.ca/>

Cook PRACTICE Exam

This is **NOT** a Red Seal exam. This is a practice exam provided by the Red Seal Standards Program. It was developed using similar question types to that of a Red Seal exam. The exam is intended to be used for self-assessment in preparation for writing a Red Seal Exam.

www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=54

Red Seal Exam Self-Assessment Guide

Use this self-assessment tool to rate your own understanding and experience with the tasks of the trade that are on the Red Seal examination:

<https://www.red-seal.ca/eng/resources/selfexamspace.shtml?tid=54>

Acronyms

The Red Seal website lists Acronyms which will be helpful in preparing for your Red Seal exam:

<https://www.red-seal.ca/eng/trades/cooks/app-a.shtml>

List of Tools and Equipment

The Red Seal website shows a Tools and Equipment list which will be helpful in preparing for the Red Seal exam:

<https://www.red-seal.ca/eng/trades/cooks/app-b.shtml>

Glossary of Terms

The Red Seal website also lists a Glossary of Terms which will be helpful in preparing for your Red Seal exam:

<https://www.red-seal.ca/eng/trades/cooks/app-c.shtml>

Resources – Book List

You can use this list to help you obtain information on specific topics. It is not necessary to use these books specifically, as you may find others that will be equally beneficial.

Here is the reference information:

- Professional Cooking for Canadian Chefs*, 7th edition, 2010, Gisslen, W., ISBN 978-0470197547
- On Cooking*, 5th Canadian edition, Pearson Education Canada, 2011, Bevan, A., Hause, A.M., Labensky, S.R., Malley, F., Martel, P.A., and Sicoli, S., ISBN 978-013800918-2
- Culinary Math*, 3rd edition, The Culinary Institute of America, 2007, Blocker, L., and Hill, J., ISBN 978-0470068212
- Math Principles for Food Service Operations*, 4th edition, Delmar Learning, 2007, Strianese, A.J., and Strianese, P.P., ISBN 978-0766813177
- The Professional Chefs Art of Garde Manger*, 5th edition, 1992, Nicolas, J.F., and Sonnenschmidt, F.H., ISBN 978-0471284890
- The New Food Lover's Companion*, 3rd edition, Barron's Educational Series, 2001, ISBN 978-0764135774

Disclaimer

Various external resources (websites, textbooks) have been listed in this study guide to assist an individual in preparing to write a Red Seal Exam. This does not mean the Department of Education and Early Childhood Development, Newfoundland and Labrador endorses the material or that these are recommended as the best resources. There may be other resources of equal or greater value to an individual preparing for a Red Seal exam. The Department of Education and Early Childhood Development has no control over the content of external textbooks and websites listed, and no responsibility is assumed for the accuracy of the material.

Conclusion

We hope this guide has provided you with some useful tools as you prepare for your Red Seal exam. If you have any questions regarding your Red Seal exam please contact your regional office (*see Appendix A for a list of regional offices*).

We appreciate your comments and feedback regarding the usefulness of this study guide. If you have any comments or suggestions, we welcome your feedback. The feedback form at the end of this guide can be used for this purpose.

Appendix A: Regional Offices

If you have any questions regarding your Red Seal exam, please contact one of the following regional offices:

Department of Education and Early Childhood Development
Apprenticeship and Trades Certification Division
Toll Free: 1-877-771-3737

<https://www.gov.nl.ca/atcd/contact-us/staff-listing-and-office-locations/>

Corner Brook

1-3 Union Street
Aylward Building, 2nd Floor
Corner Brook, NL A2H 5M7

Telephone: (709) 637-2366
Facsimile: (709) 637-2519

Grand Falls-Windsor

42 Hardy Avenue
Grand Falls-Windsor, NL
A2A 2J9

Telephone: (709) 292-4215
Facsimile: (709) 292-4502

Clarenville

45 Tilley's Road
Clarenville, NL
A5A 1Z4

Telephone: (709) 466-3982
Facsimile: (709) 466-3987

St. John's

P.O. Box 8700
1170 Topsail Road
Mount Pearl, NL A1B 4J6

Telephone: (709) 729-2729
Facsimile: (709) 729-5878

Happy Valley-Goose Bay

163 Hamilton River Road
Burse Building
Happy Valley-Goose Bay, NL
AOP 1E0

Telephone: (709) 896-6348
Facsimile: (709) 896-3733

Wabush

1D Grenfell Drive
P.O. Box 160
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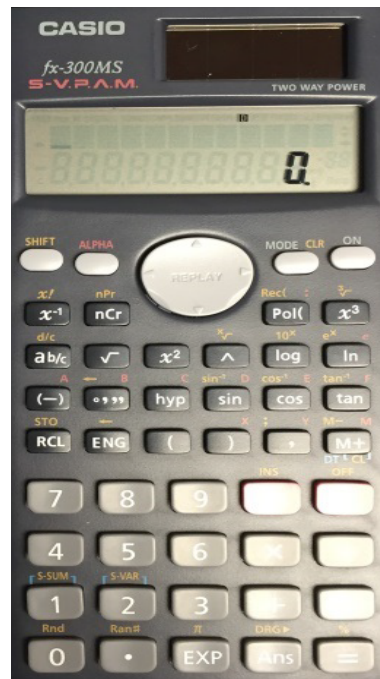
Appendix B: Calculator Use

The picture below shows a calculator with the same functions as the one you will be provided with during your exam. It is advisable to borrow or purchase one with similar functions so that you can familiarize yourself with it before you write your exam.

Casio FX-260



Casio FX-300 MS



Appendix C: Answer Sheet Example

With your exam you will be given an answer sheet similar to the one below. When answering multiple choice questions be sure to fill the circle completely and fill the circle that corresponds to the question on the exam.

Dual readhead scanner required to score this sheet

KEY ID
 A B C D

SCORING & PRINTING OPTIONS:
 RESCORE MULTIPLE ANSWER SCORING
 This sheet always uses the "Total Only" scoring option.

1 T F 1 (A B C D E) 26 T F 26 (A B C D E) 51 T F 51 (A B C D E) 76 T F 76 (A B C D E)
 2 (A B C D E) 27 (A B C D E) 52 (A B C D E) 77 (A B C D E)
 3 (A B C D E) 28 (A B C D E) 53 (A B C D E) 78 (A B C D E)
 4 (A B C D E) 29 (A B C D E) 54 (A B C D E) 79 (A B C D E)
 5 (A B C D E) 30 (A B C D E) 55 (A B C D E) 80 (A B C D E)
 6 (A B C D E) 31 (A B C D E) 56 (A B C D E) 81 (A B C D E)
 7 (A B C D E) 32 (A B C D E) 57 (A B C D E) 82 (A B C D E)
 8 (A B C D E) 33 (A B C D E) 58 (A B C D E) 83 (A B C D E)
 9 (A B C D E) 34 (A B C D E) 59 (A B C D E) 84 (A B C D E)
 10 (A B C D E) 35 (A B C D E) 60 (A B C D E) 85 (A B C D E)
 11 (A B C D E) 36 (A B C D E) 61 (A B C D E) 86 (A B C D E)
 12 (A B C D E) 37 (A B C D E) 62 (A B C D E) 87 (A B C D E)
 13 (A B C D E) 38 (A B C D E) 63 (A B C D E) 88 (A B C D E)
 14 (A B C D E) 39 (A B C D E) 64 (A B C D E) 89 (A B C D E)
 15 (A B C D E) 40 (A B C D E) 65 (A B C D E) 90 (A B C D E)
 16 (A B C D E) 41 (A B C D E) 66 (A B C D E) 91 (A B C D E)
 17 (A B C D E) 42 (A B C D E) 67 (A B C D E) 92 (A B C D E)
 18 (A B C D E) 43 (A B C D E) 68 (A B C D E) 93 (A B C D E)
 19 (A B C D E) 44 (A B C D E) 69 (A B C D E) 94 (A B C D E)
 20 (A B C D E) 45 (A B C D E) 70 (A B C D E) 95 (A B C D E)
 21 (A B C D E) 46 (A B C D E) 71 (A B C D E) 96 (A B C D E)
 22 (A B C D E) 47 (A B C D E) 72 (A B C D E) 97 (A B C D E)
 23 (A B C D E) 48 (A B C D E) 73 (A B C D E) 98 (A B C D E)
 24 (A B C D E) 49 (A B C D E) 74 (A B C D E) 99 (A B C D E)
 25 (A B C D E) 50 (A B C D E) 75 (A B C D E) 100 (A B C D E)

ANSWER KEY INFO.
 # OF KEYS
 ITEM COUNT

1	1	1	2
1	1	1	3
2	2	2	4
3	3	3	
4	4	4	
5	5	5	
6	6	6	
7	7	7	
8	8	8	
9	9	9	

PERFORMANCE ASSESSMENT

TOTAL POINTS	% OF TOTAL SCORE				POINTS EARNED			
	0	1	1	1	0	1	1	1
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

Bar Code

200 ITEM

MARKING INSTRUCTIONS
 Use a No. 2 Pencil
 Fill oval completely
 Erase cleanly

STUDENT ID NUMBER

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

NUMBER CORRECT
 PERCENT CORRECT
 ROSTER NUMBER
 SCORE
 RESCORE

COMBINED POINTS EARNED
 COMBINED PERCENT CORRECT
 LETTER GRADE
 SCORE
 RESCORE

NAME _____
 SUBJECT _____
 PERIOD _____ DATE _____

Feedback Form Study Guide - Cook

Please answer the following:

- (1) This Study Guide is a useful tool for exam preparation.
 strongly agree agree disagree strongly disagree
- (2) The topics contained in the guide are arranged in a logical order.
 strongly agree agree disagree strongly disagree
- (3) The design and format of the guide caught my attention.
 strongly agree agree disagree strongly disagree
- (4) The instructions throughout the guide are clear and to the point.
 strongly agree agree disagree strongly disagree
- (5) The resources listed in this guide are suitable and valuable.
 strongly agree agree disagree strongly disagree
- (6) The guide should contain more information.
 strongly agree agree disagree strongly disagree

Suggested information/resources to include:

Additional Comments:

Please complete this form and return via fax or mail to the following:

Department of Education and Early Childhood Development
Apprenticeship and Trades Certification Division Standards and
Curriculum Unit
45 Tilley's Road, Clarenville, NL A5A 1Z4
Fax: (709) 466-3987

Department of Education and Early Childhood Development
Apprenticeship and Trades Certification Division

