

APPRENTICESHIP & CERTIFICATION

Study Guide Truck and Transport Mechanic



Apprenticeship and Certification

Study Guide

Truck and Transport Mechanic

(Based on National Occupational Analysis - NOA 2015)

Government of Newfoundland and Labrador
Department of Immigration, Population Growth and Skills

Version 12

Revised
November 2022

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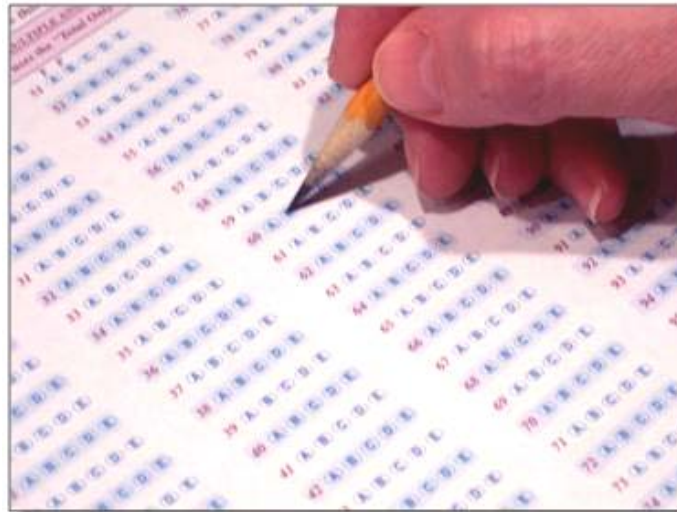
Introduction

This Study Guide has been developed by the Newfoundland and Labrador Department of Immigration, Population Growth and Skills, Apprenticeship and Trades Certification Division, to assist apprentices and trade qualifiers as they prepare to write the Inter-provincial (IP) Red Seal Exam. IP Exams are available for all Red Seal trades. For a list of Inter-provincial trades please refer to the Department of Immigration, Population Growth and Skills 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 IP 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 IP 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).

IP 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.

(Method of Study: Index Cards)

Level 2 Procedural and Application

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

(Method of Study: Practice/You Tube – Math; Post-it-note method – Procedural)

Level 3 Critical Thinking

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

(Method of Study: Practice, Practice, Practice; Bristol board for formulas – Know when to use the applicable formula, this is key)

Level 1 Examples:

1. What is the ratio to use when replacing engine coolant with standard antifreeze?
 - A. 30% water, 70% antifreeze.
 - B. 50% water, 50% antifreeze.
 - C. 70% water, 30% antifreeze.
 - D. 75% water, 25% antifreeze.



2. What is done to test the pickup coil in an electronic ignition?

- A. Test coil at 60°C (140°F).
- B. Test the voltage with a voltmeter.
- C. Test the resistance with an ohmmeter.
- D. Remove coil from vehicle before testing.



3. What has to be done after installing a new accessory belt?

- A. Check the belt tension at next service.
- B. Check the belt tension after running the engine.
- C. Ensure the top of the belt is fully recessed in the pulleys.
- D. Set the tension to 0 deflection to compensate for belt stretch.



Level 2 Examples:

1. What is checked to verify low power on a diesel engine during a road test?

- A. Boost and fuel pressures.
- B. Boost and crankcase pressures.
- C. Fuel pressure and exhaust temperature.
- D. Fuel temperature and exhaust back pressure.



2. What is done to detect a leak on the primary side of a diesel engine fuel system?

- A. Check all fuel lines with soap and water.
- B. Cap fuel return line and pressurize line at primary filter.
- C. Apply fluorescent to fuel and check lines with black light.
- D. Apply minimal pressure to fuel tank and check lines for leaks with soap and water.



3. What is the final step before returning a vehicle to service?

- A. Road test the vehicle.
- B. Clear active fault codes.
- C. Clear historic fault codes.
- D. Update vehicle service records.



Level 3 Examples:

1. When a starter is dismantled, it is noticed that the armature has made contact with the field windings. What is the cause?

- A. Armature swelling.
- B. Field winding swelling.
- C. Commutator bar wear.
- D. Armature bushings wear.



2. An engine is losing coolant, but there is no external leakage. What is done to determine the cause of the problem?
- A. Pressurize the oil system and check for oil in the cooling system.
 - B. Pressurize the fuel system and check for signs of fuel in the coolant.
 - C. Check exhaust manifold for poor cylinder performance with a heat thermometer.
 - D. Drain the oil, pressurize the cooling system, and check for coolant leaks at the drain plug.



3. Excessive oil contamination is found in the secondary reservoir. What is the cause?
- A. Faulty air dryer.
 - B. Faulty purge valve.
 - C. Faulty turbo charger.
 - D. Faulty air compressor.



SOURCE

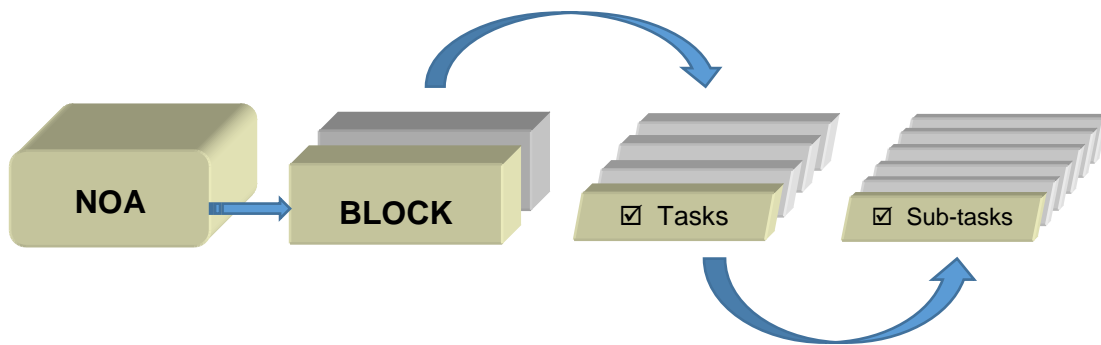
<http://www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=243>

Exam Content

Understanding the *National Occupational Analysis (NOA)*

The NOA is a document used for Red Seal trades that describes the knowledge, skills and abilities required by a fully competent trades-person working in that trade. The content for the IP Red Seal exam is based on the NOA. The NOA is an excellent tool to use as you study for the Red Seal exam. NOAs can be found at www.red-seal.ca.

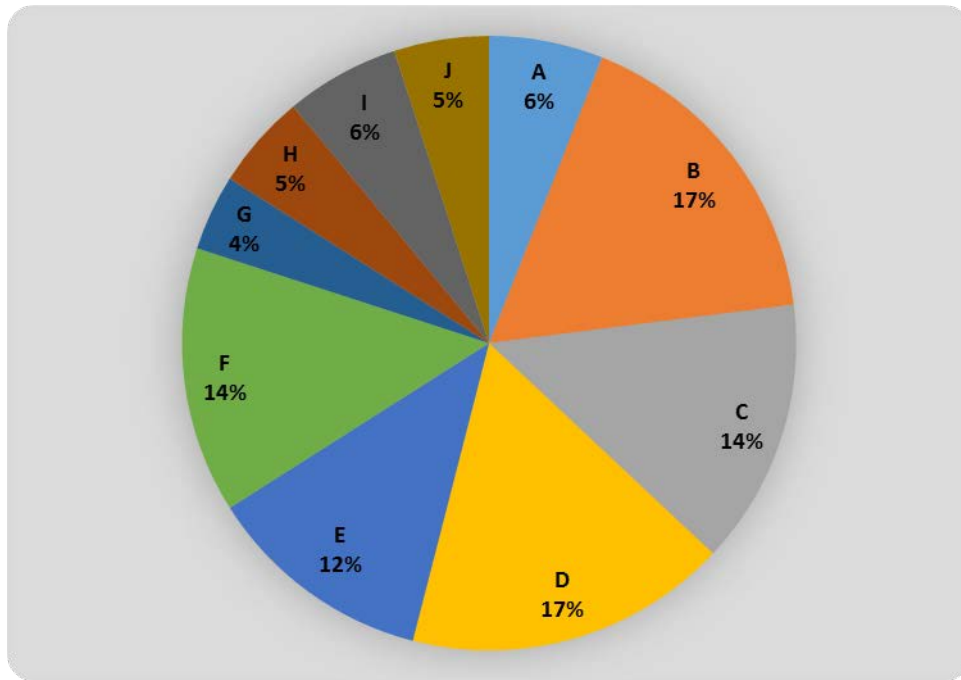
NOA material is organized into major content areas called **BLOCKS**. The blocks are further broken down into **TASKS** and **SUB-TASKS**.



NOA Pie Chart

The NOA Pie Chart presents the block percentages in the form of a Pie Chart which tells you the approximate number of questions from each block. For example, 6% of the questions on the **Truck and Transport Mechanic** Exam will be based on **Block A**.

TRUCK AND TRANSPORT MECHANIC



BLOCK TITLES			
Block A	Common Occupational Skills	Block F	Steering, Chassis/Frames, Suspension, Wheels, Hubs and Tires
Block B	Engine and Supporting Systems	Block G	Cab
Block C	Air Systems and Brakes	Block H	Trailers
Block D	Electrical and Electronic Systems	Block I	Climate Control
Block E	Drive Train	Block J	Hydraulic Systems

Exam Breakdown

The **Truck and Transport Mechanic** exam currently has 150 questions. The following table shows a breakdown of the number of questions that come from each NOA block. 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
Block A	Common Occupational Skills	9
Task 1	Performs safety-related functions	3
Task 2	Uses and maintains tools and equipment	3
Task 3	Performs routine trade activities	3
Block B	Engine and Supporting Systems	26
Task 4	Services, diagnoses and repairs base engine	4
Task 5	Services, diagnoses and repairs lubrication system	2
Task 6	Services, diagnoses and repairs intake and exhaust systems	3
Task 7	Services, diagnoses and repairs engine management system	4
Task 8	Services, diagnoses and repairs fuel delivery system	4
Task 9	Services, diagnoses and repairs emission systems for diesel engines	5
Task 10	Services, diagnoses and repairs engine retarder systems	2
Task 11	Services, diagnoses and repairs cooling systems	2
Block C	Air Systems and Brakes	21
Task 12	Services, diagnoses and repairs air systems	10
Task 13	Services, diagnoses and repairs brake systems	11
Block D	Electrical and Electronic Systems	26
Task 14	Services, diagnoses and repairs batteries	3
Task 15	Services, diagnoses and repairs charging systems	4
Task 16	Services, diagnoses and repairs spark ignition systems	2
Task 17	Services, diagnoses and repairs starting systems	4
Task 18	Services, diagnoses and repairs electrical components and accessories	6
Task 19	Services, diagnoses and repairs vehicle management systems and electric components	7
Block E	Drive Train	18
Task 20	Services, diagnoses and repairs clutches	3
Task 21	Services, diagnoses and repairs manual transmission and transfer cases	3
Task 22	Services, diagnoses and repairs automatic transmissions	3
Task 23	Services, diagnoses and repairs automated transmissions	3
Task 24	Services, diagnoses and repairs driveline systems	2
Task 25	Services, diagnoses and repairs differentials	3
Task 26	Services, diagnoses and repairs drive train retarders	1

Block F	Steering, Chassis/Frames, Suspension, Wheels, Hubs and Tires	21
Task 27	Services, diagnoses and repairs steering systems	6
Task 28	Services, diagnoses and repairs chassis/frames	3
Task 29	Services, diagnoses and repairs suspension	4
Task 30	Services, diagnoses and repairs hitches and couplers	4
Task 31	Services, diagnoses and repairs tires, wheels and hubs	4
Block G	Cab	6
Task 32	Services, diagnoses and repairs interior cab components	4
Task 33	Services, diagnoses and repairs exterior cab components	2
Block H	Trailers	7
Task 34	Services, diagnoses and repairs trailer components and accessories	5
Task 35	Services, diagnoses and repairs heating refrigeration systems	2
Block I	Climate Control	9
Task 36	Services, diagnoses and repairs heating ventilation systems	4
Task 37	Services, diagnoses and repairs air conditioning systems	5
Block J	Hydraulic Systems	7
Task 38	Services, diagnoses and repairs hydraulic components	7
	Total	150

NOA Sub-tasks

The following *NOA Task Profile Checklist* outlines the blocks, tasks and sub-tasks for your trade. The IP Red Seal exam is written to test your knowledge and abilities regarding the sub-tasks in the NOA. 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 NOA 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 NOA for your trade.

**Task Profile Checklist
Based on NOA 2015
Truck and Transport Mechanic**

Block A: Common Occupational Skills

Task 1: Performs safety-related functions

Sub-Tasks

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

Task 2: Uses and maintains tools and equipment

Sub-Tasks

- Maintains hand, power, measuring, testing, and diagnostic tools
- Maintains shop equipment
- Uses hoisting and lifting equipment
- Uses welding and cutting equipment

Task 3: Performs routine trade activities

Sub-Tasks

- Uses documentation and reference materials
- Maintains fluids, lubricants and coolants
- Services hoses, tubing and fittings
- Services filters
- Services bearings, bushing and seals
- Uses fasteners, sealing devices, adhesives and gaskets

Block B: Engine and Supporting Systems

Task 4: Services, diagnoses and repairs base engine

Sub-Tasks

- Services base engine
- Diagnoses base engine
- Repairs base engine

Task 5: Services, diagnoses and repairs lubrication systems

Sub-Tasks

- Services lubrication systems
- Diagnoses lubrication systems
- Repairs lubrication systems

Task 6: Services, diagnoses and repairs intake and exhaust systems

Sub-Tasks

- Services intake and exhaust systems
- Diagnoses intake and exhaust systems
- Repairs intake and exhaust systems

Task 7: Services, diagnoses and repairs engine management systems

Sub-Tasks

- Services engine management systems
- Diagnoses engine management systems
- Repairs engine management systems

Task 8: Services, diagnoses and repairs fuel delivery systems

Sub-Tasks

- Services fuel delivery systems
- Diagnoses fuel delivery systems
- Repairs fuel delivery systems

Task 9: Services, diagnoses and repairs emission systems for diesel engines

Sub-Tasks

- Services emission systems for diesel engines
- Diagnoses emission systems for diesel engines
- Repairs emission systems for diesel engines

Task 10: Services, diagnoses and repairs engine retarder systems

Sub-Tasks

- Services and repairs engine retarder systems
- Diagnoses engine retarder systems

Task 11: Services, diagnoses and repairs cooling systems

Sub-Tasks

- Services cooling systems
- Diagnoses cooling systems
- Repairs cooling systems

Block C: Air Systems and Brakes

Task 12: Services, diagnoses and repairs air systems

- Sub-Tasks**
- Services air systems
 - Diagnoses air systems
 - Repairs air systems

Task 13: Services, diagnoses and repairs brake systems

- Sub-Tasks**
- Services brake systems
 - Diagnoses brake systems
 - Repairs brake systems

Block D: Electrical and Electronic Systems

Task 14: Services, diagnoses and repairs batteries

- Sub-Tasks**
- Performs servicing and repair of batteries
 - Diagnoses batteries

Task 15: Services, diagnoses and repairs charging systems

- Sub-Tasks**
- Services charging systems
 - Diagnoses charging systems
 - Repairs charging systems

Task 16: Services, diagnoses and repairs spark ignition systems

- Sub-Tasks**
- Performs servicing and repair of spark ignition systems
 - Diagnose spark ignition systems

Task 17: Services, diagnoses and repairs starting systems

- Sub-Tasks**
- Performs servicing and repairs of starting systems
 - Diagnoses starting systems

Task 18: Services, diagnoses and repairs electrical components and accessories

- Sub-Tasks**
- Performs servicing and repair of electrical components and accessories
 - Diagnoses electrical components and accessories

Task 19: Services, diagnoses and repairs vehicle management systems and electronic components

- Sub-Tasks**
- Services vehicle management systems and electronic components
 - Diagnoses vehicle management systems and electronic components
 - Repairs vehicle management systems and electronic components

Block E: Drive Train

Task 20: Services, diagnoses and repairs clutches

Sub-Tasks

- Services clutches
- Diagnoses clutches
- Repairs clutches

Task 21: Services, diagnoses and repairs manual transmission and transfer cases

Sub-Tasks

- Services manual transmission and transfer cases
- Diagnoses manual transmission and transfer cases
- Repairs manual transmission and transfer cases

Task 22: Services, diagnoses and repairs automatic transmissions

Sub-Tasks

- Services automatic transmissions
- Diagnoses automatic transmissions
- Repairs automatic transmissions

Task 23: Services, diagnoses and repairs automated transmissions

Sub-Tasks

- Services automated transmissions
- Diagnoses automated transmissions
- Repairs automated transmissions

Task 24: Services, diagnoses and repairs driveline systems

Sub-Tasks

- Services driveline systems
- Diagnoses driveline systems
- Repairs driveline systems

Task 25: Services, diagnoses and repairs differentials

Sub-Tasks

- Services differentials
- Diagnoses differentials
- Repairs differentials

Task 26: Services, diagnoses and repairs drive train retarders

Sub-Tasks

- Services drive train retarders
- Diagnoses drive train retarders
- Repairs drive train retarders

Block F: Steering Chassis/Frames, Suspension, Wheels, Hubs and Tires

Task 27: Services, diagnoses and repairs steering systems

- Sub-Tasks**
- Services steering systems
 - Diagnoses steering systems
 - Repairs steering systems

Task 28: Services, diagnoses and repairs chassis/frames

- Sub-Tasks**
- Services chassis/frames
 - Diagnoses chassis/frames
 - Repairs chassis/frames

Task 29: Services, diagnoses and repairs suspension

- Sub-Tasks**
- Services suspension
 - Diagnoses suspension
 - Repairs suspension
 -

Task 30: Services, diagnoses and repairs hitches and couplers

- Sub-Tasks**
- Services hitches and couplers
 - Diagnoses hitches and couplers
 - Repairs hitches and couplers
 -

Task 31: Services, diagnoses and repairs tires, wheels and hubs

- Sub-Tasks**
- Services tires, wheels and hubs
 - Diagnoses tires, wheels and hubs
 - Repairs tires, wheels and hubs

Block G: Cab

Task 32: Services, diagnoses and repairs interior cab components

Sub-Tasks

- Services interior cab components
- Diagnoses interior cab components
- Repairs interior cab components

Task 33: Services, diagnoses and repairs exterior cab components

Sub-Tasks

- Services exterior cab components
- Diagnoses exterior cab components
- Repairs exterior cab components

Block H: Trailers

Task 34: Services, diagnoses and repairs trailer components and accessories

Sub-Tasks

- Services trailer components and accessories
- Diagnoses trailer components and accessories
- Repairs trailer components and accessories

Task 35: Services, diagnoses and repairs heating refrigeration systems

Sub-Tasks

- Services heating and refrigeration systems
- Diagnoses heating and refrigeration systems
- Repairs heating and refrigeration systems

Block I: Climate Control

Task 36: Services, diagnoses and repairs heating ventilation systems

- Sub-Tasks*
- Services heating and ventilation systems
 - Diagnoses heating and ventilation systems
 - Repairs heating and ventilation systems

Task 37: Services , diagnoses and repairs air conditioning systems

- Sub-Tasks*
- Services air conditioning systems
 - Diagnoses air conditioning systems
 - Repairs air conditioning systems

Block J: Hydraulic Systems

Task 38: Services, diagnoses and repairs hydraulic components

- Sub-Tasks*
- Services hydraulic components
 - Diagnoses hydraulic components
 - Repairs hydraulic components

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 NOA 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/apprentices-youth/self-study/study-guides/>

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 an IP 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 NOA.

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

Red Seal Website

National Occupational Analysis - The NOA is a document used for Red Seal trades that describes the knowledge and abilities required by a fully competent tradesperson working in that trade. The content for the IP exam is based on the NOA.

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

Truck and Transport Mechanic PRACTICE Exam

This is **NOT** an IP exam. This is a practice exam provided by the Inter-provincial Standards Red Seal 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 an IP Exam.

<http://www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=243#>

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/trades/243_truck_and_transport_mechanic/.2x.1m_cs.shtml

Glossary of Terms

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

http://www.red-seal.ca/trades/trucktranspmech/2015n.4.1_.1ppb_gl.4ss.1ry-eng.html

Acronyms

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

http://www.red-seal.ca/trades/trucktranspmech/2015n.4.1_.1ppc_.1cr.4nym-eng.html

List of Tools and Equipment

The Red Seal website also shows a list of Tools and Equipment, which will be helpful in preparing for your IP exam:

http://www.red-seal.ca/trades/trucktranspmech/2015n.4.1_.1pp.1_t.4.4ls-eng.html

Resources – Book List

The books listed below are sorted according to NOA blocks as referenced throughout this study guide. 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.

BOOK	Block									
	A	B	C	D	E	F	G	H	I	J
Heavy Duty Truck Systems, 4 th edition	✓	✓	✓	✓	✓	✓		✓	✓	✓
Diesel Mechanics, 4 th edition	✓	✓		✓						
Medium/Heavy Duty Truck Engines, Fuel & Computerized Management Systems, 3 rd edition		✓		✓	✓					
Canadian Truck and Transport Technician: Inter-provincial Certificate of Qualification Test Preparation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

If you wish to obtain any of the resources listed above, here is the reference information:

- Heavy Duty Truck Systems*, 4th edition, Delmar Gengage Learning, 2006, Bennett and Norman, ISBN 978-1-4018-7064-5
- Diesel Mechanics*, 4th edition, McGraw-Hill, 1999, Evridge and Schulz, ISBN 0-02-803462-7
- Medium/Heavy Duty Truck Engines, Fuel & Computerized Management Systems*, 3rd edition, Delmar Gengage Learning, 2009, Bennett, ISBN 1-4283-6666-0
- Canadian Truck and Transport Technician: Interprovincial Certificate of Qualification Test Preparation*, Centennial College Press, 2003, Bennett, Parsons and Restoule, ISBN 0-919852-44-0

Disclaimer

Various external resources (websites, textbooks) have been listed in this study guide to assist an individual in preparing to write an IP Red Seal Exam. This does not mean the Department of Immigration, Population Growth and Skills, 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 an IP Red Seal exam. The Department of Immigration, Population Growth and Skills 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 IP Red Seal exam. If you have any questions regarding your IP 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 IP Red Seal exam, please contact one of the following regional offices:

Department of Immigration, Population Growth and Skills
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

Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Telephone: (709) 729-5688
Facsimile: (709) 729-5878

Happy Valley – Goose Bay

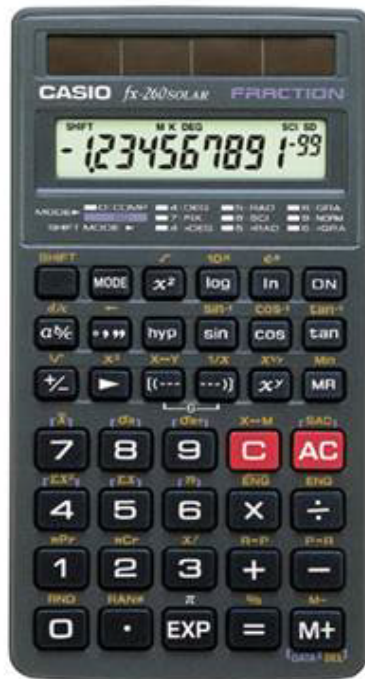
163 Hamilton River Road
Burse Building
Happy Valley – Goose Bay, NL
A0P 1E0

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

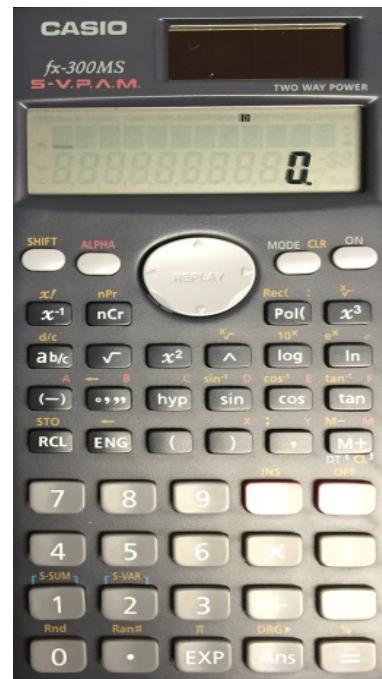
Appendix B: Calculator Use

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.

FEED IN THIS DIRECTION

1	T F	A B C D E	26	T F	A B C D E	51	T F	A B C D E	76	T F	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

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

PERFORMANCE ASSESSMENT
 % OF TOTAL SCORE
 POINTS EARNED

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

Blot Code

NUMBER CORRECT	
PERCENT CORRECT	
ROSTER NUMBER	
SCORE	
RESCORE	

COMBINED POINTS EARNED	
COMBINED PERCENT CORRECT	
LETTER GRADE	
SCORE	
RESCORE	

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

FEED IN THIS DIRECTION

NAME _____
 SUBJECT _____
 PERIOD _____ DATE _____

Feedback Form

Study Guide – Truck and Transport Mechanic

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 Immigration, Population Growth and Skills
Apprenticeship and Trades Certification Division
Standards and Curriculum Unit
45 Tilley's Road, Clarenville, NL A5A 1Z4
Fax: (709) 466-3987

