



THE ASSOCIATION OF SCIENCE
AND ENGINEERING TECHNOLOGY
PROFESSIONALS OF ALBERTA

Technical Examination Handbook

Civil Engineering Technology

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Introduction

The **Technical Examination Handbook – Civil Engineering Technology** has been prepared for civil engineering technologists who are required to pass a technical knowledge exam to achieve registration within their respected technology associations. The handbook is designed to provide candidates with essential information regarding the examination.

Examination Information

Purpose of Examination

The purpose of the *Technical Examination – Civil Engineering Technology* is to identify competent civil engineering technologists who possess technical competencies in their discipline, as outlined in a discipline-specific competency profile. The goal is to protect the public by granting designations only to those professionals who have the skill and knowledge necessary to perform their job in a safe and competent manner.

Examination Format

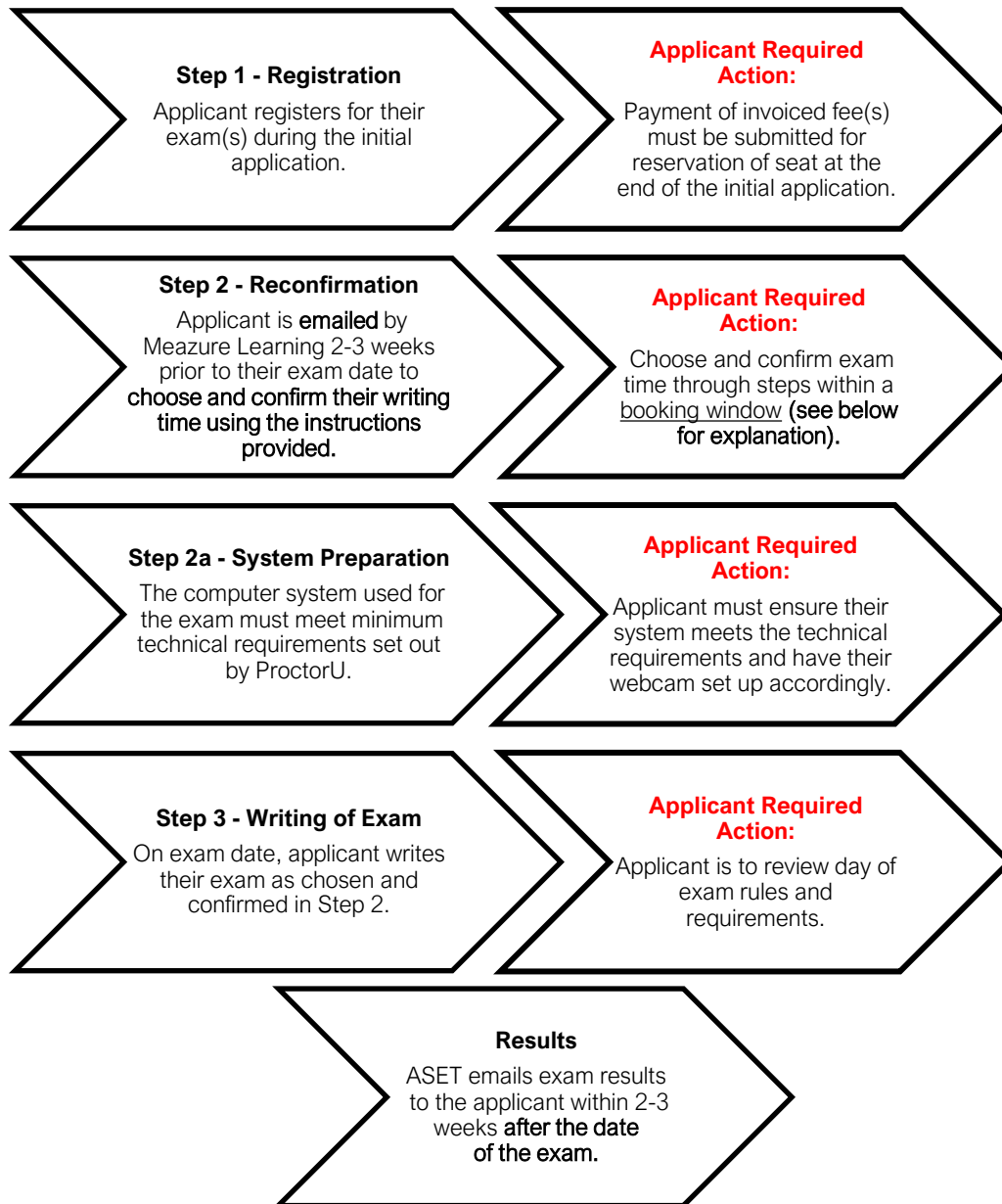
The examination consists of 110 multiple-choice questions, including questions with graphs, diagrams, and schematics and questions that require calculations. There are 10 experimental questions of the 110 that are not counted towards the candidate's exam score. These items are used for future exam development following the Embedded Field-Testing Method. Each multiple-choice question has four answer options, only one of which is correct. Exam questions vary in the level of cognitive difficulty. The exam is closed book, with a formula sheet provided as necessary and is three hours in duration.

Eligibility

To be eligible to write the exam, candidates must have obtained the minimum required technologist level experience to apply for their desired designation within their technology association. For this reason, students and T.T. registrants may not register to sit the exam.

Examination Registration

Applicants who are required to complete the Technical Examination will register for the examination at the time of application. Please see the ASET, CTTAM, or ASTTBC websites for current information on examination dates, registration processes and deadlines.



Booking Window

Two to three weeks prior to the exam, you will receive a booking email from Meazure Learning. This email will include the instructions on how to book a seat for your exam. We recommend watching this [quick video demonstration](#) on how to reserve your seat.

Exam Delivery

Effective January 01, 2026, the Technical Examinations will only be administered through a virtual proctoring service to ensure fair, accessible testing for all candidates.

This method of exam delivery uses a webcam with a virtual proctor to allow the candidate to write the exam from home. **Work computers and networks are no longer** permitted as there has been a significant increase in exam candidate technical issues (due to firewalls and restrictions on installing the necessary software to take the exam). To write the exam, it is mandatory to use a **personal device and network** that meets the requirements listed below:

Exam room requirements

- Quiet and private room; **if anyone enters the room during the exam other than the above the candidate, the exam results may be invalidated**
- Good quality lighting in the room; no bright lights or windows behind candidate
- Desk must be clear of any notes, books, or electronics with access to power outlets and internet connection (Ethernet plugged or high-quality password protected Wi-Fi)

Internet requirements

- A hardwired connection is preferred (wireless permitted but not encouraged)
- Internet speed must be a minimum of 10Mbps.
- Browser's pop-up blocker must be disabled (ensure this is done by following this help [link](#))
- Test internet speed using any of the following tests:
 - <http://speedtest.googlefiber.net/>
 - <http://beta.speedtest.net/>
 - <https://fast.com>

Computer requirements

- Laptops or desktop computers are permitted so long as they have the following minimum requirements:
 - <https://support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements>
 - PC users must have Windows 10 to align with the operating system Microsoft is supporting
 - No virtual machine desktops (must be on the host desktop), or tablets or smartphones
 - Candidates must source their own computers with the minimum specifications for the exam
 - Google Chrome **required** (can use Firefox, Safari, but Chrome is highly recommended)
 - Laptops must be plugged in during the exam to prevent the exam terminating early due to battery failure
- Functioning free standing or integrated webcam with microphone or independent microphone
- Only one computer monitor allowed

Guardian Secure Proctoring Browser requirements

- Candidates must download the Guardian Secure Proctoring Browser ahead of exam.
 - [Windows Download](#)
 - [Mac \(Intel\) Download](#)
 - [Mac \(M1\) Download](#)
 - To determine which Apple download to use, refer to this [support article](#).
- Google Chrome is highly recommended to download the browser

NOTE: It is the candidate's responsibility to ensure that the internet and computer requirements are met prior to the exam administration date. The **compatibility check** information will be located in your BOOKING CONFIRMATION email which is sent by Meazure Learning.

- Applicants must conduct a compatibility check using the computer they will use, in the room they will write in to test their connectivity prior to the virtually proctored exam. If they do not complete the compatibility check, there is no guarantee that the exam will happen. *The ProctorU exam program cannot be downloaded until the day of your exam so there is no way to check if it will work prior to exam day.*
- Meazure Learning has an [FAQ page](#) with a short tutorial video on the ProctorU program.

Exam Time and Confirmation

Applicants can expect an email from Meazure Learning **one (1) to two (2) weeks** prior to their registered exam date with instructions to confirm their seat within a specified timeframe. The expected date of this email is the start of the "booking window" found [here](#). If the email cannot be located (check junk mail), please email testingsupport@meazurelearning.com to request that an exam grant email be resent, as ASET does not have access to this information.

Applicants who do not reconfirm their seat by the last day of the specific booking window (see [here](#)) will be unable to write the exam. As late confirmations are not possible, applicants are required to pay the full exam fee again to register for a new date. For this, please contact ASET at exams@aset.ab.ca.

Policy for Reschedules, Rewrites, and Attempts

Alberta Candidates

Candidates who wish to reschedule their exam must email the ASET Registration Department (exams@aset.ab.ca) with the new exam date. Candidates who reschedule **after the registered exam's Registration Deadline Date** are required to pay **the full exam fee** to reschedule. If the request is received **before** this deadline date, then there are no fees to reschedule.

Candidates who are required to re-write the examination must email the ASET Registration Department (exams@aset.ab.ca) with the requested exam date. ASET Staff will follow up to obtain payment of the full exam fee in order to register for the requested date.

Candidates may attempt the exam **a maximum of three times** within one year from the date of application and must pass the exam within this time period.

British Columbia and Manitoba Candidates

Please contact ASTTBC or CTTAM directly to confirm the policy for reschedules, rewrites, and exam attempts.

Exam Accommodations for Candidates with Disabilities

According to Canadian human rights legislation and test industry standards, exam developers are responsible for providing candidates with disabilities with exam accommodations where appropriate and feasible. Exam accommodations are designed to remove barriers related to individual characteristics of candidates that may prevent them from demonstrating their technical competencies on the exam. "An appropriate accommodation is one that responds to specific individual characteristics but does so in a way that does not change the construct the test is measuring or the meaning of scores."¹

Candidates with disabilities should request accommodations to write the examination at the time of application and at least **seven (7) weeks before the exam date of their choice by submitting a request in writing to the ASET, ASTTBC, or CTTAM**. To protect the integrity of the examination, documented evidence of the candidate's disability must be submitted to ASET, CTTAM, or ASTTBC along with the application form. Such evidence includes a formal detailed diagnosis of the specific disability from an appropriate professional (e.g., physician, psychologist, rehabilitation counsellor) and supporting documentation citing the need for exam accommodations and what accommodations the candidate received in the past.

ASET, CTTAM, or ASTTBC will review the candidate's written request for accommodation and determine if it can be supported. Depending on the candidate's individual needs, ASET, CTTAM, or ASTTBC may modify exam administration conditions, including exam setting, exam presentation, or the addition of individuals to the exam (e.g., readers, scribes). Each request will be reviewed on a case-by-case basis.

Below is a list of reasonable exam accommodations for candidates with a disability.*

1. *Separate Room*

A separate room is provided to candidates who due to the nature of their disability require an exam environment that minimizes distractions resulting from noise or movement or process information by talking aloud.

2. *Additional Time*

Extending additional time to candidates is a frequently used exam accommodation that is used with a variety of disability-related conditions. Often candidates are offered time- and-one-half to complete the exam (e.g., a 3-hour exam is extended to 4.5 hours).

3. *Interpreter*

Candidates with hearing impairment may request an interpreter who has proficiency in sign language.

4. *Reader*

A reader is an individual who reads exam instructions and/or exam questions to a candidate. Candidates with visual impairment or those with a learning disability may benefit from services of a reader during the examination.

5. *Recorder*

A recorder is an individual who fills in the answers for a candidate who has difficulty writing independently.

***All costs related to exam accommodations will be the responsibility of the candidate.**

¹ American Educational Research Association (2014). *Standards for Educational and Psychological Testing*. Washington, DC (p. 67)

Examination Content

The Technical Examination – Civil Engineering Technology tests candidates' competencies in four areas ([see Appendix A for detailed information on examination content](#)).

1. **Technical Analysis:** In this competency area, candidates are expected to be able to apply civil engineering knowledge, equipment, and tools to gather information, analyze it, and contribute to solutions that meet technical specifications, regulatory requirements, industry standards, local codes, and requirements of internal and external clients.
2. **Technical Design:** This competency area deals with candidates' ability to design civil projects in accordance with technical specifications, regulatory requirements, industry standards, local codes, and requirements of internal and external clients.
3. **Technical Evaluation:** In this competency area candidates are expected to be able to evaluate civil projects to determine their compliance with technical specifications.
4. **Project Coordination:** This competency area deals with candidates' ability to assist project managers in the implementation of projects.

Exam questions will also vary in cognitive level. *Knowledge* questions require that candidates recall information and provide their interpretation. *Application* questions require that candidates apply their knowledge to practical situations, while *Critical thinking* questions require that candidates analyze complex situations and provide solutions. There will also be a percentage of source-based questions that may include an image, figure, tables, schematics, etc. [Refer to Appendix A for more detailed information](#).

Study Resources for Examination

The following resources may be of use to candidates interested in refreshing their knowledge prior to writing the examination. **Candidates are not expected to study each of these resources as the technical examination is designed to test entry-level competencies related to the practice of civil engineering technology. This list is to show some of the sources used to create items for the examination.** Rather, candidates may wish to review content areas in which they feel they would like to update their current knowledge. Detailed information on the content areas covered on the exam will be found in *Appendix A*.

Atkins, H. N. (2003). Highway materials, soils, and concrete (4th ed.). Upper Saddle River, NJ: Pearson Education.

Canadian Institute of Steel Construction. (2012). Handbook of Steel Construction. (10th ed.)

Canadian Wood Council. (2010). Wood Design Manual.

Cement Association of Canada. (2006). Concrete Design Handbook. (3rd ed.). Cement Association of Canada.

Cheng, Fa-Hwa. (1997). Statics and Strengths of Materials. (2nd ed.). Glencoe/McGraw-Hill.

Cheng Liu, Jack B. Evett. (2014). Soils and Foundations. (8th ed.). Pearson Education Canada, Prentice Hall.

Gupta, Ram S. (1995). Hydrology and Hydraulic Systems. Prospect Heights, Ill.: Waveland Press.

Kavanagh, B., & Mastin, T. (2014). Surveying principles and applications. (9th ed., p. 19). Upper Saddle River, NJ: Pearson/Prentice Hall.

Kosmatka, Steven H. (Ed.) et al. (2011). Design and Control of Concrete Mixtures. (8th Cdn ed.). Canadian Portland Cement Association, c1995.

McCarthy, D. F. (2007). Essentials of soil mechanics and foundations: Basic geotechnics. Upper Saddle River, NJ: Pearson/Prentice Hall.

Pratt, D. J. (2011). Fundamentals of construction estimating (3rd ed., p. 19, Chapter 2) Australia; Boston, MA: Wadsworth Cengage Learning.

Project Management Institute. (2013). A Guide to the Project Management Body of Knowledge. (5th ed.)

Mott, Robert L. and Joseph A. Untener. (2014). Applied Fluid Mechanics. (7th ed.). Upper Saddle River, NJ : Pearson Education Inc.

Practice Exam for Purchase

Practice exam questions are available for purchase through [Meazure Learning](#). As these questions are hosted by a third-party educational partner, candidates will need to create a new account to access the practice exam. This login is **not associated** with the candidate's ASET ID.

A one-time attempt practice exam of 25 questions* is available.

*While the candidate can repurchase the same practice exam at a later date, the questions will not change.

Day of Examination

Admission to the Examination

ASET, CTTAM, and ASTTBC provide Meazure Learning with a list of examination candidates for each exam sitting. When an exam appointment is made, candidates will receive a booking confirmation email from Meazure Learning.

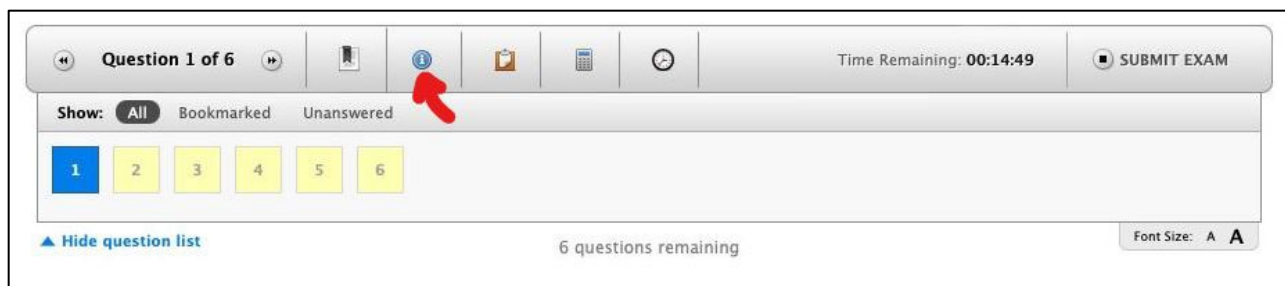
Proctors will verify your identification before allowing access to the exam platform so please have ID ready to show virtually.

Important Notes:

- If you have a non-expired temporary driver's license you must also provide another form of photo identification. The first and last names on both documents must match. It is preferred that the photo identification not be expired.
- If your only form of photo identification has expired, you must also provide another form of non-expired identification. The first and last names on both documents must match.
- If you have any other concerns about your forms of identification, please contact Meazure Learning support immediately to ensure your identification will be accepted on exam day: testingsupport@meazurelearning.com.

Permissible Items

- Disposable ear plugs (provided by candidate)
- Scrap paper and pencils (proctors will verify blank)
- Approved calculator (see policy below)
- Formula sheet will be available virtually via the ProctorU Platform accessed via the blue "i" icon (refer to screenshot) **Note:** physical copies will not be permitted or available



Prohibited Items

- Electronic devices (i.e., cell phones, pagers, digital assistants etc.)
- All types of food and beverages
- Unauthorized examination aids, assistance or collaboration materials

Calculator Policy

- Candidates can bring in a Scientific Calculator that is non-programmable, non-graphing and has no memory storage capabilities.
- Please review the [Calculator Policy](#) prior to examination day. It contains a list of approved and non-approved calculator models
- It is the candidate's responsibility to ensure their calculator is approved prior to the exam, either by being indicated on the approved list or by obtaining approval from ASET, CTTAM, or ASTTBC. If a candidate does not obtain approval prior to the exam, their calculator may be deemed inadmissible and prohibited from the exam.

Taking the Exam

At the beginning of the examination, candidates will hear verbal examination instructions from the proctor and read the Candidate's Statement of Understanding and/or Non-disclosure Agreement in the software. Failure to comply with the regulations outlined in these documents will result in the candidate's results being invalidated. Candidates will not be able to begin the examination without agreeing to the conditions outlined in the document. The assigned ID and chosen password will be used to log in when prompted by the proctor.

Next, candidates will be given written exam instructions in the software. These exam instructions will emphasize the fact that some exam questions contain images and/or require calculations. If the images appear too small on the screen, candidates will be advised to hover their mouse over them to get an expanded view. Following the exam instructions, there will be a tutorial available to candidates before they proceed to the exam.

The exam is closed book; a formula sheet is provided if necessary and is three hours in duration. Once a candidate starts an exam, they must complete the exam they have started. If the candidate notices they have started the wrong examination, they must notify the proctor within the first 5 minutes of the exam sitting to switch to the correct exam.

Upon submitting their exam responses, candidates will be offered an opportunity to provide feedback on exam material and exam administration conditions by completing a short online survey. **Results of the exam are not provided to the candidates at this time.**

After the Examination

Examination Scoring

Multiple-choice examination questions are scored dichotomously, using a score of "0" for an incorrect response and a score of "1" for a correct response. The Technical Examinations are criterion-referenced exams, which means that a candidate should obtain a score that is equal or higher than an exam pass mark to pass the examination.

Pass Mark

Each examination has its own pass mark. The pass mark for the Technical Examinations is determined by the Exam Committee, which considered the difficulty of exam questions and the expected level of performance for a minimally competent engineering technologist. A psychometrically acceptable standard-setting methodology was used to set examination pass marks.

The pass mark for the *Technical Examination – Civil Engineering Technology* is 63%.

Results

Candidates are emailed their exam results **within two to three weeks after the exam date**. Exam results are reported to the candidate as "pass" or "fail".

Unsuccessful candidates will also receive a performance report indicating a failure to pass, their score, and areas of strength and weakness in the four tested competency areas. The unsuccessful candidates will be able to retake the exam. Please refer to the Rewrite Policy section in this handbook to schedule the next exam.

Review and Appeal Process

A candidate who fails the examination may request that their exam score be verified. Due to the automated scoring and extensive quality control procedures, errors in scoring are extremely unlikely. However, candidates may request that ASET, CTTAM, or ASTTBC manually rescore their exam to verify the original score.

Appendix A: Civil Engineering Technology - Technical Exam Blueprint

Civil Engineering Technology Technical Examination Blueprint		
Competency	Multiple Choice Questions	
	Target Range (% of Qs)	Target Range (# of Qs)
1. Technical Analysis	31-37%	31-37
1.1 Collect quantitative and qualitative information to assist in the design and development of technical solutions.		
1.2 Assess site safety before collecting data.		
1.3 Calculate linear dimensions, areas, volumes, and quantity.		
1.4 Obtain test results from technical reports.		
1.5 Perform tests.		
1.6 Compile test results for future analysis.		
1.7 Perform basic topographic and construction surveys.		
1.8 Inspect project sites and facilities to report on general site conditions.		
1.9 Document data from site inspections (e.g., sketches, notes, and photos).		
1.10 Assess data to identify potential opportunities and constraints.		
1.11 Analyze data in relation to regulatory requirements, industry standards and local codes.		
1.12 Evaluate municipal requirements for civil infrastructure.		
1.13 Analyze record drawings.		
1.14 Integrate data using appropriate software management techniques.		
1.15 Identify basic structure types and components.		
1.16 Apply drafting techniques to draw plans and details.		
1.17 Assist in the development of technical solutions.		
2. Technical Design	15-21%	15-21
2.1 Identify and analyze alternative approaches to meeting technical specifications.		
2.2 Take into consideration cost, quality, safety and environmental impact.		
2.3 Use resources effectively to complete tasks.		
2.4 Collaborate with a multi-disciplinary team to solve technical problems.		
2.5 Assist in the production of technical drawings, specifications, and other design documents for municipal infrastructure projects, such as: 1) Sanitary sewer systems; 2) Storm water management systems; 3) Water systems; 4) Transportation infrastructure.		
2.6 Assist in the production of technical drawings, specifications, and other design documents for concrete, wood, and steel structures, including: 1) Elements in steel, wood, and reinforced concrete buildings (e.g., slabs, beams, columns, walls, foundations and stairs); 2) Building envelopes		
2.7 Assist in the production of technical drawings, specifications, and other design documents based on geotechnical design, including: 1) Shallow and deep foundations for support structures; 2) Flexible and rigid pavement structures; 3) Retaining walls.		
2.8 Assist in the production of technical drawings, specifications, and other design documents for transportation projects, such as: 1) Highways; 2) Airports; 3) Railways; 4) Water terminals		
2.9 Assist in design review for civil projects.		

3. Technical Evaluation	25-31%	25-31
3.1 Perform inspections of components of civil projects.		
3.2 Coordinate the tests required to ensure compliance with technical specifications.		
3.3 Conduct tests to ensure compliance with technical specifications.		
3.4 Take appropriate action to address design and construction issues as they arise.		
3.5 Maintain complete and regular records of inspections, logs, and tests.		
3.6 Monitor the equipment to ensure that it operates in accordance with technical specifications.		
3.7 Assist in resolving quality issues internally and externally.		
3.8 Monitor the quality of sub-contractors' work.		
3.9 Assist in identifying the non-conforming components of civil projects.		
3.10 Monitoring the non-conforming components of civil projects until corrective solutions are effectively implemented.		
3.11 Conduct measurement checks or visual inspections for earthworks, civil foundation, structures, buildings and buildings systems.		
3.12 Review vendor documentation to ensure compliance with technical specifications.		
3.13 Carry out quality control and quality assurance testing on soils, concrete, asphalt, and other materials.		
3.14 Conduct construction layout using basic surveying techniques.		
3.15 Assist in the development of operations and maintenance procedures (e.g., compilation of inspection data)		
3.16 Assist with the preparation of project reporting documentation.		
4. Project Coordination	17-23%	17-23
4.1 Calculate costs, materials, quantities, and resources required for projects.		
4.2 Assist in the preparation of budgets and schedules for deliverables.		
4.3 Assist in tracking actual spending, trends, and project budget forecasts.		
4.4 Monitor progress on projects.		
4.5 Update schedules.		
4.6 Recognize critical paths and bring them to the attention of the project manager.		
4.7 Quantify work that is completed to-date.		
4.8 Provide input into preparation of tender documentation.		
4.9 Assist in managing contracts, including progress payments.		
4.10 Assist in managing change orders.		
4.11 Establish and maintain effective working relationships with internal and external clients.		
4.12 Assist in managing customers' expectations.		
4.13 Provide mentorship to peers.		
4.14 Prioritize own work activities to ensure that project objectives are met on time and on budget.		
4.15 Explain the value of workplace safety legislation.		
4.16 Comply with workplace safety legislation.		
Total	100%	100

Cognitive Level	Multiple-choice Questions	
	Target Range (% of Qs)	Target Range (# of Qs)
Knowledge	37-43%	37-43
Application	37-43%	37-43
Critical Thinking	17-23%	17-23
Total	100%	100

Question Type	Multiple-choice Questions	
	Target Range (% of Qs)	Target Range (# of Qs)
Questions with Images	19-24%	19-24
Questions without Images	76-81%	76-81
Total	100%	100