

EXAMINATION GUIDE

Make-up Artistry

Exam Time:

- ***The Exam will begin at the time issued on the participant's Exam notification. Lateness will result in disqualification.***
- Once registered, the Exam participant is not permitted to leave the Exam area for any reason without approval from an examiner. **Photo ID is required for registration (for both participant and model).**
- Failure to follow all directions for each phase could result in disqualification from the Exam.
- Arrangements for an oral Exam must be noted on the participant's Exam application and must be approved by the Executive Director in advance of Exam Day.
- Any special arrangements (such as an interpreter) must be arranged in advance of your Exam with the Executive Director; all out of pocket expenses arising therefrom are the responsibility of the Exam participant.

Not permitted in the Exam area during the Exam:

- Cameras, cell phones or other electronic devices (including smart watches)
- Food or drinks
- Reference or paper notes
- Textbooks

Family, friends, and children are not permitted in the testing area(s) for any reason. Any model under the age of 18 must provide parental permission to participate in the examination.

Note: It is recommended participants bring snacks/lunch and a drink for break times.

Model:

- Model must be at least 18 years of age and cannot be:
 - ❖ a licensed esthetician
 - ❖ licensed in make-up artistry
 - ❖ a student pursuing a career in esthetics or make-up artistry
 - ❖ a person employed in a Cosmetology school
- Models are required to sign a model release form prior to services
- Participant must use the same model for the entire practical portion of the Exam
- Models must arrive with clean, moisturized skin ready for daytime and evening make-up application.

All models must be fully vaccinated (2 doses) with one of the approved COVID-19 vaccines (due to the removal of the mask in some test areas).

COVID-19 PROTOCOLS

All participants are required to wear an acceptable face mask while on the premises, including models.

As of October 4, 2021:

- Certain skill area testing requires the removal of a mask (i.e.: esthetics, facials, make-up, etc.). Those models **must be fully vaccinated** (have both doses/injections of one of the recognized vaccines).
- A mask must cover the nose, mouth, and chin and not convey any unacceptable or unprofessional messaging or images.

Professional Appearance and Behavior

- All participants must present a professional attitude and appearance. Behavior should be professional at all times and participants must always show respect for examiners (includes models).
- Subdued conversation is expected between the model and the practitioner and all participants should avoid loud interactions. **Participants who cause disruption at the Provincial Exam will be asked to leave the premises and will be marked DNA.**
- Professional attire should be worn (e.g.: college uniform or black pants, white or black top, and appropriate working, comfortable shoes).

Tools:

- A suggested checklist is provided for each practical phase. **NOTE:** some phases require the same tools. All tools must be clean and disinfected prior to each use during the Exam (if the same tool is used for numerous phases during the practical Exam, the tool must be cleaned and disinfected prior to the next phase). It is recommended to have multiple clean and disinfected tools for working.

NOTE: Not all tools may be listed. It is recommended that you go through each phase noted herein to ensure you have everything you require for your practical (include extra tools, supplies, products, etc.).

- Tools and products **must** be professional grade.
- Tools must be pre-disinfected and stored in an appropriate container prior to the practical Exam.
- Exam participants are responsible for service and practical set up and are given 15 minutes upon arrival for setup of all services prior to the start time.

Borrowing of tools or supplies is not permitted during the Exam; failure to bring the required tools or supplies will result in failure of the phase the participant is not prepared for.

SAFETY: tool bags should be kept away from the practical Exam working area, which should be kept neat and tidy during the Exam to avoid hazards (e.g.: tripping over bags).

NOTE: examiners will provide an overview for the day, including: COVID-19 protocols, washroom, and smoking area locations, emergency exits (fire escape route) and the emergency muster area outside prior to the start of the Exam(s).

Although Exam duration times are listed below, the Exam Day scheduled times may vary throughout Exam Day.

Exam Schedule

• Register with model for practical Exam
• Set up
• Daytime application
• Evening application
• Clean up and break
• Written Exams begin (participants have approximately 3 hours to complete the written phase)

Participants will be stopped after each allotted time limit to have their work evaluated.

Please review the following information carefully.

Practical Exam Phases

1. Make-up Application (Daytime) - 30 Minutes

Practical marking is based on the following:

- Correct labeling of cosmetics
- Use of disinfected and/or disposable implements
- Sanitization of hands
- Position of the make-up artist’s body and hands during make-up application
- Smooth base make-up application
- Appropriate blending and use of
 - ⇒ Foundation
 - ⇒ Powder
 - ⇒ Blush
 - ⇒ Brow definer
 - ⇒ Eye shadow
 - ⇒ Eyeliner
 - ⇒ Mascara
 - ⇒ Lip liner
 - ⇒ Lipstick
- Overall daytime look
- Neatness, timing and cleanup

2. Make-up Application (Evening) - 30 Minutes

Practical marking is based on the following:

- Correct labeling of cosmetics
- Use of disinfected and/or disposable implements
- Sanitization of hands
- Position of the make-up artist's body and hands during make-up application
- Smooth application of additional make-up
- Appropriate blending and use of
 - ⇒ Foundation
 - ⇒ Powder
 - ⇒ Blush
 - ⇒ Brow definer
 - ⇒ Eye shadow
 - ⇒ Eyeliner
 - ⇒ Mascara
 - ⇒ Lip liner
 - ⇒ Lipstick
 - ⇒ Affixing strip of false eyelashes (upper lashes only)
- Overall evening look
- Neatness, timing and clean up

Time	Objective	Checklist	✓
30 Mins	Complete full set up for all Exam phases.	Add all tools, products, etc., for Exam set up Tools / implements Cape Neck strip Brushes Sponges Q-Tips	
		Make-up	
		Tissue and paper towel	
		Towels	
		Hair clips or headband	
		Hand sanitizer	
30 Mins	Day time make-up application	Mask for make-up artist	
30 Mins	Convert previous daytime make-up application into an evening make-up application by use of additional cosmetics		

Written Examination

- All written Exams are now completed online via the Association’s website (although participants can request to complete a written Exam at the Association office).
- Participants are given a maximum of 3 hours to complete all written tests.
- A laptop or iPad is required (cell phones are not permitted). Loaner computers are available for use, upon request.
- Once registered, Exam participants are not permitted to leave the Exam area for any reason without the permission of an examiner.
- Exam participants must have a comprehensive understanding of make-up artistry, infection control, safety, and the Nova Scotia Cosmetology Association’s By-Laws.
- Participants must bring a black or blue pen; there will be no borrowing or sharing of supplies permitted due to COVID-19.

Not permitted in the Exam area:

- Reference or paper notes
- Textbooks
- Cameras, cell phones or other electronic devices (including smart watches)
- Food or drinks

Failure to follow all directions could result in disqualification from the Exam.

The written portion of the Exam(s) consist of true or false or multiple-choice questions.

Examination/Area of Testing
Theory – Make-up
Infection Control & Safety
Cosmetology Association of Nova Scotia By-Laws

Exam Results

Results are forwarded to participants via regular mail within thirty (30) days following the Exam date. Test results will not be discussed by telephone.

The pass mark for all phases is **70%**. In the event of an Exam failure, the participant must contact the Cosmetology Association of Nova Scotia to schedule a new Exam date in accordance with s. 39 of *Cosmetology Act*, 2012, By-law No. 6, and the Cosmetology Association’s Policies.

Note: A participant may only challenge the Provincial Exams a maximum of three times.

For general questions regarding Provincial Examinations, please contact the Cosmetology Association of Nova Scotia’s Exam Co-ordinator at 902-468-6477, ext. 202.