

## EXAMINATION GUIDE

### Hairstylist

#### Exam Time:

- ***Exams will begin at the time issued on the participant's Exam notification. Being late 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.
- **A 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 a minimum of 45 days in advance of Exam Day.
- Any special arrangements (such as an interpreter) must be arranged with the Executive Director well in advance of your Exam; all out of pocket expenses arising therefrom are the responsibility of the Exam participant.

**Failure to come prepared for Exams will result in disqualification from Provincial Examinations.**

#### 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, or children are not permitted in the testing area(s) for any reason.

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

#### Model or Mannequin:

- Model must be at least 18 years of age and cannot be:
  - ❖ a licensed hairstylist;
  - ❖ a student pursuing a career in hairdressing, or any area found under the scope of hairstyling; or
  - ❖ a person employed in a Cosmetology school.
- Models are required to sign a model release form prior to services.

- Participants must provide their own models or mannequins, with a hair length **no longer than 12 inches**.
- Any mannequin used for the Exam must be in new condition.
- Exam day requires **two (2) haircuts**; please ensure there is one model or mannequin available for the technical clipper cut and one model or mannequin available for the practical Exam which includes chemical application, perm wrap, and uniform cut. **NOTE:** A third mannequin may be used for the final part of the practical Exam - the textured hair blow-dry, style and finish (if your second model or mannequin does not have textured hair).
- The model or mannequin **must** face the mirror once each practical phase is completed.

### **COVID-19 PROTOCOLS**

Participants are not required to wear a non-medical grade face mask while on the premises, including models, but may choose to do so.

#### **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 (including models).
- Subdued conversation is expected between the model and the practitioner, and all participants should avoid loud interaction. **Participants who cause disruption at the Provincial Exam will be asked to leave the premises and will be marked DNA.**
- Professional attire must be worn (e.g.: clean and ironed college uniform or black pants, clean and ironed white or black top (with no visible midriff), and appropriate working, comfortable shoes). ***Failure to wear the proper attire may result in disqualification from the Provincial Exam(s).***

#### **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 of professional grade** (e.g.: Marcel iron, hairspray, setting lotions, etc. The only acceptable non-professional product that may be used is gel for the chemical application for consistency).

- Tools must be pre-disinfected and stored in an appropriate container prior to the practical Exam. Extra tools are recommended in case you should drop a tool and require disinfecting time.
- Exam participants are responsible for set and practical set up and are given 15 minutes upon arrival for setting up of all services prior to the start time.

**Borrowing 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 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 or mannequin for practical Exam
• Set up and overview
• Technical cut
• Prepare for chemical application and perm wrap
• Chemical application
• Perm wrap
• Uniform layered haircut
• Textured hair blow-dry and finish
• Clean up
<b>Participants will be stopped after each allotted time limit to have their work evaluated.</b>

**Please review the following information carefully.**

## **Practical Exam Phases**

### **1. Technical Clipper Cut - 45 Minutes**

#### **Reference:**

- Milady Standard Cosmetology – Basic Clipper Cut
- Pivot Point – Shear/Clipper Over Comb Technique

Participants must remove at least ½” of hair from the model or mannequin. Complete top, sides, back, and front to complete a finished, even, and balanced look.

**NOTE:** hair is to be cut close around the perimeter back and sides and to become longer as you travel up the head. Top should be **1½ - 2”** or longer than sides. **Must not be a disconnected style.**

Practical marking is based on the following:

#### ***Patron Protection (15%)***

- Draping of model or mannequin (neck strip, cutting cape)
- Disinfected implements and supplies
- Proper use of equipment and chair
- Cleanup and disposal of waste

#### ***Cutting (55%)***

- Blending with a gradual taper to the sides and back, traveling upward from the perimeter (use of clippers with guards is permitted). No heavy weight lines sides and back
- Top: layering of hair throughout, following guide with scissors (must conform)
- Demonstration of scissor over comb technique when blending and checking haircut
- Blended top with sides (by point cutting, use of thinning shears or other blending technique). **NOTE:** There should be **NO** heavy weight lines (sides and back)
- A clean, even perimeter including ears, sideburns, and back hairline - blended or outlined to complete the finished look (edgers and/or trimmers may be used around perimeter).
- Shape and balancing

**Technical Cutting Tool Use (10%)**

- Correct and safe handling of clippers, trimmers, scissors, and comb.

**Removal of Hair (5%)**

- Removal of ½" of hair or more

**Finish (10%)**

- Use of styling aids
- Finished look, well-shaped and balanced

**Timing (5%)**

Time	Objective	Checklist	✓
45 Mins	Demonstrate the ability to create a balanced, finished technical clipper cut.	One (1) Model or mannequin for the clipper cut	
		Cutting cape	
		Neck strips and towels	
		Spray water bottle	
		Haircutting shears	
		Thinning shears	
		Cutting combs	
		Clippers/trimmers/outliners	
		Blow dryer	
		Hand sanitizer	

**2. Chemical Application - 20 Minutes**

Practical marking is based on the following:

**Patron Protection (30%)**

- Disinfected implements
- Supplies – gel, bowl, brush, etc.
- Draping of model or mannequin for a chemical service
- Use of protective apron or smock
- Color apron or smock
- Gloves
- Proper use of equipment and chair
- Cleanup and disposal of waste

**Application (65%)**

**NOTE:** A non-professional gel may be used for the chemical application only for thicker consistency.

- Proper sectioning (4) – to be completed after time begins
- Proper width of subsections (¼")
- Correct method of application using bowl and brush
- Correct amount of chemical (Gel) used
- Coverage of ½" of regrowth of the entire head, including hairline/perimeter - ½" or 0.625 cm from the scalp only)
- Proper control and treatment of hair during application

**Timing (5%)**

<b>Time</b>	<b>Objective</b>	<b>Checklist</b>	<b>✓</b>
<b>20 Mins</b>	Demonstrate the application of a chemical retouch (½" regrowth area only) using a bowl and brush only.	Cape and protective apron	
		Gloves	
		2-4 towels	
		Bowl and brush	
		Gel	
		Sectioning clips (if required)	
		Hand sanitizer	

**3. Permanent Wave Wrap – 45 Minutes**

***Perm wrap is to be completed from the base over the apex to the front of the head including one complete side - all rods to be wrapped and set on base.***

Practical marking is based on the following:

**Patron Protection (20 %)**

- supplies
- proper draping of client
- disinfected implements
- proper use of equipment and chair
- waste cleanup and disposal

**Perm Wrap (75 %)**

- proper size rod for length and texture of hair
- clean, correct size blockings/subsections
- correct amount of hair on rod
- smoothly wrapped, no fishhooks or bunching
- rods placed on or half base
- correct use of end paper
- proper tension, balanced and evenly placed
- elastics properly placed

**Timing (5%)**

Time	Objective	Checklist	✓
45 Mins	Complete wrapping of all perm rods within 45 minutes	Chemical cape	
		2 - 4 towels	
		Tail comb (or other)	
		Ample perm rods	
		End papers	
		Water bottle	
		Hand sanitizer	

**4. Uniform Layered Haircut – 45 Minutes**

***Participants must remove at least one (1”) inch of hair from the model or mannequin. Complete top, sides, back, and front for a finished, well-balanced haircut.***

***A guideline must be followed throughout.***

Practical marking is based on the following:

***Patron Protection (15%)***

- Proper draping of client
- Disinfected implements
- Proper use of equipment and chair
- Cleanup and disposal of waste

***Uniform Layered Haircut (55%)***

- Proper control of hair
- Tension - even throughout the cut
- Equal and even on both sides
- Even perimeter
- Guide is easily found and followed
- Checks in all directions

***Removal of Hair (5%)***

- Removal of 1" of hair or more

***Safe Tool Use (10%)***

- Correct and safe handling of clippers, trimmers, scissors, and comb

***Finish (10%)***

- Finished look, well-shaped and balanced

***Timing (5%)***

<b>Time</b>	<b>Objective</b>	<b>Checklist</b>	<b>✓</b>
<b>45 Mins</b>	Complete a balanced uniform haircut showing control and proper use of comb and shears.	Cutting cape	
		Cutting comb	
		Neck strips and towels	
		Hair sectioning clips	
		Shears	
		Spray water bottle	
		Hand sanitizer	



## **5. Textured Hair Blow Dry and Finish – 60 Minutes**

Practical marking is based on the following:

### ***Patron Protection (15%)***

- Proper draping of client
- Disinfected implements
- Proper use of equipment and chair
- Waste disposal and clean up

### ***Blow-dry (40%)***

- Use of professional styling aids (for hair type)
- Use of appropriate brush (size) for the style and technique used
- Correct handling of hairdryer with appropriate nozzle attached
- Safe use of dryer (heat direction on client's scalp)
- Thoroughly dried hair (to be checked by Examiner)
- Shape of hair (includes volume and smooth finished style)

### ***Hot Tool Finish – (40%)***

- Use of hot tool – Marcel iron or flat iron (size suitable for length of hair)
- Use of combs with hot tool while finishing
- Sectioning while finishing
- Shape and balance of finished style
- Model suitability
- Polished final look (no hairspray)

### ***Timing (5%)***

<b>Time</b>	<b>Objective</b>	<b>Checklist</b>	<b>✓</b>
<b>60 Mins</b>	Complete a blow dry and finished style on textured hair	Cape	
		Neck strips and towels	
		Styling products	
		Round and/or other brushes and finish comb(s)	
		Blow dryer with nozzle	
		Marcel iron or flat iron	
		Hair clips	
		Hand sanitizer	

**Written Examination**

- Written Exams are completed at the Association’s office unless otherwise noted.
- Participants are given a maximum of 3 hours to complete all written tests.
- Exam participants are not permitted to leave the Exam area for any reason once registered without the permission of an Examiner.
- Exam participants must have a comprehensive understanding of hairdressing, 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.

*If applicable:*

If completing an Exam online, a laptop or iPad is required (cell phones are not permitted). Loaner computers are available for use at the Association office, upon request.

**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 and multiple-choice questions.

<b>Examination/Area of Testing</b>
Theory - Hairdressing
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 (test results are not discussed by telephone). please contact the Cosmetology Association of Nova Scotia's Exam Co-ordinator at 902-468-6477, ext. 202.