

EXAMINATION GUIDE

Make-up Artistry

Exam Time:

- ***The Exam 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. 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 or have parental permission and cannot:
 - ❖ have facial hair;
 - ❖ be a licensed esthetician;
 - ❖ be licensed in make-up artistry;
 - ❖ be a student pursuing a career in esthetics or make-up artistry; or
 - ❖ be 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 (no facial hair) and be ready for daytime and evening make-up applications.

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.
- Tools must be pre-disinfected and stored in an appropriate container prior to the practical Exam.
- Exam participants are responsible for service and practical setup 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
• Setup
• Daytime application
• Evening application
• Clean up
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:

Patron Protection (22.5 %)

- Correct labeling of supplies
- Proper draping
- Proper use of equipment
- Proper table setup
- Use of disinfected and/or disposable implements
- Sanitization of hands
- Proper sanitation and removal of product for use
- Waste disposal and cleanup

Application of Make-up (47.5 %)

- Application of foundation (appropriate color choice)
 - ⇒ Appropriate application, blending with correct tool
 - ⇒ Smooth finish
 - ⇒ No visible lines
- Application of
 - ⇒ Concealer
 - ⇒ Translucent powder
 - ⇒ Blush
 - ⇒ Eyeshadow

- Use of
 - ⇒ Eyeliner
 - ⇒ Mascara
 - ⇒ Brow definer
 - ⇒ Lip liner
 - ⇒ Lipstick

2. Application (Evening) - 30 Minutes

Practical marking is based on the following:

Application (25 %)

- Change of eyeshadow color and enhancement
- Enhancing of blush
- Enhancing of lips
- Affixing of strip lashes
- Overall evening look

3. Total Timing - 60 Minutes (5 %)

Time	Objective	Checklist	✓
30 Mins	Complete full setup for all Exam phases.	Add all tools, products, etc., for Exam set-up Hand sanitizer Cape Neck strip Tools/disposable tools Hair clips or headband Brushes Sponges Q-Tips Towels Tissue and paper towel	
30 Mins	Day time make-up application.	Make-up – foundation, concealer, translucent powder, blush, eyeshadow, lipstick, pencils – lip, brow, mascara, etc.	
30 Mins	Convert previous daytime make-up application into an evening look by use of additional make-up and strip lashes.	Powder, blush, eyeshadow, lipstick, pencils – lip, brow, mascara, etc. Strip lashes	

Written Examination

- Exams are completed at the Association's office.
- Participants are given a maximum of 2 hours to complete written tests.
- Exam participants are not permitted to leave the Exam area for any reason without the permission of an examiner once registered.
- 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.

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 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.