



## **2018 NCA Examination Schedule**

*Dates and schedules are subject to change*

### **General exam registration and cancellation policies of the NCA**

The NCA holds exams four (4) times a year ([see pp. 3 and 4](#) for full schedule). Not all exams are held at every session. Applicants should plan their exams appropriately and in accordance with the schedules set out in this document as no other sessions are offered.

The NCA does not accept advance registrations nor retain fees in trust. Applicants who are eligible will be able to register for each exam session according to the scheduled registration periods listed in the table below. Exams may not be deferred to a later session. An administrative fee of \$55 (plus applicable taxes) per exam will apply to all cancellations.

The NCA does not accept late registrations. Ensure you register and that payment is processed by the deadlines published in this document. Official notification of NCA exam registration dates is posted on the Advisories page of our website as well as in the NCA Portal. No further email notifications will be sent regarding exam registration dates and deadlines.

**Registration closes at 12:00 PM (noon) Eastern Time** on the date specified. It is the applicant's responsibility to ensure timely registration and payment; waiting until the final date will not ensure your registration. An attempt to register without proper payment is not deemed to be intent to register and will not be accepted as registration for the exam session.

Payment must be made by credit card, in Canadian funds only. Applicants using foreign credit cards are responsible for any difference in transaction fees, or variations that result from fluctuating exchange rates. All registration for NCA examinations must be completed online using your NCA Portal credentials.

If you do not have access to, or have difficulty logging into the NCA portal, please contact the NCA at [ftang@flsc.ca](mailto:ftang@flsc.ca). You can refer to the [FAQs for NCA examinations](#) on our web site for additional information.

### **Registration Deadlines**

<b>Exam Session</b>	<b>Registration Opens</b>	<b>Deadlines to Register, Apply for Accommodations and Request Alternate Locations</b>
January 2018	October 2017	November 17, 2017 *
April 2018	January 2018	March 2, 2018 *
August 2018	May 2018	June 29, 2018 *
October 2018	July 2018	September 7, 2018 *

\* **Registration closes at 12:00 PM (noon) Eastern Time.**

### **Examination Results**

The results are generally released 10-12 weeks after the date of the last scheduled exam of each session. If the results are available sooner they will be released as soon as possible.

All results are posted in the NCA portal when available. An email notice will be sent advising applicants when NCA exam results are available in the Portal.

To ensure the integrity of the grading process, the exams are graded all together so that the examiners can re-read and re-evaluate the exams as they go along. This helps ensure consistent and fair results for all applicants writing the same exam. The NCA cannot expedite or "speed up" the grading of individual exams, or the distribution of exam results.

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## **Cancellation Policy**

If you wish to cancel your exam(s), you must do so online. Log into the NCA Portal and make your request by clicking on the “Refund” button located beside the exam(s) you wish to cancel. You will need to request a refund for each exam individually. You will find the refund option under the “Exam History” heading of the “My Course Info” tab.

The administrative fee that applies to cancellation requests (\$55 CDN plus appl. taxes) will be deducted from any refund required.

Cancellations must be made no later than the day before the exam is scheduled to take place. Failure to advise the NCA of your cancellation prior to your exam will result in the forfeiture of your exam fees. No refunds will be issued once your scheduled exam has taken place. Please ensure you make your cancellation request before the registration deadline, otherwise you will forfeit your exam fees. Once a refund has been processed the transaction cannot be reversed and a refund cannot be issued for any administration fees charged.

Refunds will be issued in Canadian funds and applied to the same credit card used at the time of exam registration, without exception. Applicants using foreign credit cards are responsible for any difference in the amount refunded resulting from fluctuating exchange rates. All requests for cancellation of NCA examinations must be submitted online using your credentials for the NCA portal.

"No shows" and cancellations **do not count as an attempt** and will not prevent the applicant from registering to write the exam at the next session, provided the applicant meets the registration deadlines and complies with all other assessment and exam policies.

### **Missed Exams**

The NCA does not set make-up exams. Exams are only offered according to the schedule that follows this document. Applicants who miss an exam for any reason (whether personal, professional, medical or other), will be required to reschedule that exam to another exam session; no special exam sessions will be set.

**The NCA retains the right to cancel any exam it deems the applicant is ineligible to write or that does not comply with its policies and procedures.**

## **Special Examination Accommodations**

Applicants with a recognized and diagnosed medical condition or disability may apply for special accommodation. Each request is reviewed on an individual case-by-case basis. Applicants requiring accommodation must submit their request by completing and submitting the Accommodation Request Form, supported by up-to-date documentation as soon as possible, and no later than the published registration deadline of the exam session. You can contact the Examinations Department at [exam@flsc.ca](mailto:exam@flsc.ca) for more information.

## **Writing Exams in French**

The Federation of Law Societies of Canada is a bilingual organization. Services in French are provided. If an Applicant prefers to write their NCA exam in French, the request must be made by email at [exam@flsc.ca](mailto:exam@flsc.ca) and submitted to the Examinations Department by the published registration deadline of the exam session.

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Federation of Law Societies of Canada

**National Committee on Accreditation**

## **2018 NCA Examination Schedule**

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### **January 2018**

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**January 22 to 26, 2018**

**Registration will open in October 2017.**

**The registration deadline is noon (Eastern Time) November 17, 2017.**

*(These exam dates and schedules are subject to change without notice. Please refer to the Advisories section of our web site for updates.)*

	<i><b>Morning</b></i>	<i><b>Afternoon</b></i>
January 22	Remedies	Canadian Professional Responsibility
January 23	Torts	Foundations of Canadian Law
January 24	Business Organizations <i>(formerly Corporate Law)</i>	Canadian Constitutional Law
January 25	Civil Procedure	Canadian Administrative Law
January 26	Commercial Law	Canadian Criminal Law
January 26	Taxation	

NCA examinations in Toronto will be written at the International Centre, 6900 Airport Road, Mississauga, ON. L4V 1E8. All other locations will be posted 2-4 weeks prior to the exams.

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### **April 2018**

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**April 23 to 27, 2018**

**Registration will open in January 2018.**

**The registration deadline is noon (Eastern Time) March 2, 2018.**

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	<i><b>Morning</b></i>	<i><b>Afternoon</b></i>
April 23	Family Law	Canadian Professional Responsibility
April 24	Contract Law	Foundations of Canadian Law
April 25	Evidence	Canadian Constitutional Law
April 26	Property Law	Canadian Administrative Law
April 27	Trusts	Canadian Criminal Law

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## 2018 NCA Examination Schedule

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### August 2018

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**August 13 to 17, 2018**

**Registration will open in May 2018.**

**The registration deadline is noon (Eastern Time) June 29, 2018.**

*(These exam dates and schedules are subject to change without notice. Please refer to the Advisories section of our web site for updates)*

***Morning***

***Afternoon***

	<i><b>Morning</b></i>	<i><b>Afternoon</b></i>
August 13	Remedies	Canadian Professional Responsibility
August 14	Torts	Foundations of Canadian Law
August 15	Business Organizations <i>(formerly Corporate Law)</i>	Canadian Constitutional Law
August 16	Civil Procedure	Canadian Administrative Law
August 17	Commercial Law	Canadian Criminal Law
August 17	Taxation	

NCA examinations in Toronto will be written at the International Centre, 6900 Airport Road, Mississauga, ON. L4V 1E8. All other locations will be posted 2-4 weeks prior to the exams.

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### October 2018

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**October 22 to 26, 2018**

**Registration will open in July 2018.**

**The registration deadline is noon (Eastern) Time September 7, 2018.**

*(These exam dates and schedules are subject to change without notice. Please refer to the Advisories section of our web site for updates)*

***Morning***

***Afternoon***

	<i><b>Morning</b></i>	<i><b>Afternoon</b></i>
October 22	Family Law	Canadian Professional Responsibility
October 23	Contracts	Foundations of Canadian Law
October 24	Evidence	Canadian Constitutional Law
October 25	Property Law	Canadian Administrative Law
October 26	Trusts	Canadian Criminal Law

NCA examinations in Toronto will be written at the International Centre, 6900 Airport Road, Mississauga, ON. L4V 1E8. All other locations will be posted 2-4 weeks prior to the exams.