



**Revised January 22, 2019**

## **2019 NCA Examination Schedule**

*Dates and schedules are subject to change without notice*

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

The NCA holds exams four (4) times a year (*see pages 4 and 5 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 can 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 in your online portal. No further email notifications will be sent regarding exam registration dates and deadlines.

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

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). Please note that applicants who leave registration to the final day and who have difficulty logging into their portal, or processing payment, may not get registered for their requested exam(s).

You can refer to the [FAQs about NCA exams](#) on the Exam Rules and Information page of 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 2019	October 2018	November 16, 2018 *
May 2019	February 2019	March 22, 2019 *
August 2019	May 2019	July 5, 2019*
October 2019	July 2019	September 6, 2019 *

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

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

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## **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.

## **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 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 exam attempt and will not prevent an applicant from registering for the exam at the next session, if 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.**



### **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.



Federation of Law Societies of Canada

**National Committee on Accreditation**

## 2019 NCA Examination Schedule

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### January 2019

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**January 21 to 25, 2019**

**Registration will open in October 2018. (Date TBD)**

**The registration deadline is noon (Eastern Time) November 16, 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**

January 21	Remedies	Canadian Professional Responsibility
January 22	Torts	Foundations of Canadian Law
January 23	Business Organizations	Canadian Constitutional Law
January 24	Civil Procedure	Canadian Administrative Law
January 25	Commercial Law	Canadian Criminal Law
January 25	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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### May 2019

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**May 13 to 17, 2019**

**Registration will open in February 2019. (Date TBD)**

**The registration deadline is noon (Eastern Time) March 22, 2019.**

*(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**

May 13	Family Law	Canadian Professional Responsibility
May 14	Contracts	Foundations of Canadian Law
May 15	Evidence	Canadian Constitutional Law
May 16	Property Law	Canadian Administrative Law
May 17	Trusts	Canadian Criminal Law

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## 2019 NCA Examination Schedule

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### August 2019

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**August 19 to 23, 2019**

**Registration will open in May 2019. (Date TBD)**

**The registration deadline is noon (Eastern Time) July 5, 2019.**

*(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*

August 19	Remedies	Canadian Professional Responsibility
August 20	Torts	Foundations of Canadian Law
August 21	Business Organizations	Canadian Constitutional Law
August 22	Civil Procedure	Canadian Administrative Law
August 23	Commercial Law	Canadian Criminal Law
August 23	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 2019 (Revised Jan. 22, 2019)

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**October 21 to 25, 2019**

**Registration will open in July 2019. (Date TBD)**

**The registration deadline is noon (Eastern) Time September 6, 2019.**

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*Morning*

*Afternoon*

October 21	Foundations of Canadian Law	Canadian Professional Responsibility
October 22	Trusts	Family Law
October 23	Evidence	Canadian Constitutional Law
October 24	Property Law	Canadian Administrative Law
October 25	Contracts	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.