

Quick Guide to the Alberta Health Care Aide (HCA) Exam for Candidates

This quick guide helps HCA Exam candidates with the process of paying, booking, preparing for, and writing the exam.

Before You Book Your Exam

- Complete your required coursework.
- [Apply to the Alberta HCA Directory.](#)
- Read the [HCA Exam Candidate Handbook.](#)
- Pay for the Exam

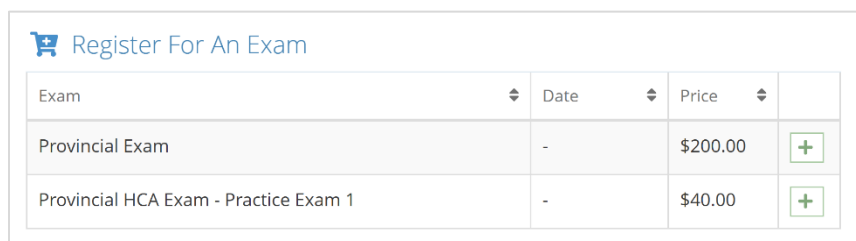
GOOD TO KNOW

Candidates need to successfully pass the exam within three attempts to get their Certificate. See the [HCA Exam Candidate Handbook](#) to learn more about what this means.

Paying for the Provincial HCA Exam

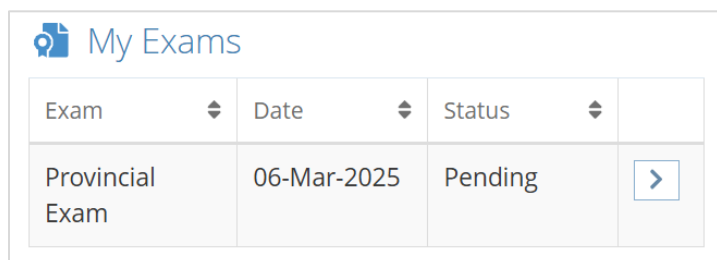
You can pay for the exam after receiving a confirmation email from the Directory. The Directory accepts credit card payments and e-transfers. The process for making a credit card payment is below. **Please contact exam@albertahcadirectory.com if you wish to pay by e-transfer.**

1. Log in to your [HCA Directory Portal](#).
2. On the right-hand side of the screen, you will see the following options.



Exam	Date	Price	
Provincial Exam	-	\$200.00	+
Provincial HCA Exam - Practice Exam 1	-	\$40.00	+

3. Click on the (+) next to the Provincial Exam to pay the \$200 plus GST Exam fee.
4. Click [Register](#). You will be redirected to a payment screen that shows you the invoice for the Exam fee plus GST. To accept, click [Pay](#).
5. Enter in your payment information, confirm that all details are correct, and click [Pay](#).
6. After payment, on the right-hand side you will see [My Exams](#).



Exam	Date	Status	
Provincial Exam	06-Mar-2025	Pending	>

You have now successfully paid for the Provincial HCA Exam. You are now ready to book a date and time to write.

Booking and Preparing for Your Exam

- Book the correct date and time for your exam (see below for instructions) through the HCA Directory.
- Make sure you have the right **equipment** (see section 2, Exam Details, of the [HCA Exam Candidate Handbook](#)).
 - Do you have a laptop or computer with the correct operating system?
 - Do you have a working webcam and microphone?
 - Is your internet connection fast and reliable?
- Download the [Guardian Browser](#) application so you can access your exam.
- Test your equipment** through the exam provider, ProctorU, **before your exam day**.

DON'T SKIP THIS STEP!

Problems with computers, the internet, and other technology can cause a lot of stress. Make sure you're ready by testing your equipment before your exam date.

Book a date and time to write

1. Log into your [HCA Directory Portal](#).
2. Click on [Exam Launchpad](#).
3. Click on [Click here to book/write the Provincial Exam online @Measure](#).

Exam Launchpad

Available Exams

A Candidate can purchase the Practice HCA Exam (\$40.00) or the Provincial HCA Exam (\$200.00) as per eligibility requirements. See www.albertahcadirectory.com for more information on eligibility. An Active HCA is not eligible or required to write or book Examination(s).

You **ARE** eligible to book/write the HCA Practice Exam/Provincial HCA Exam @ Measure

[Click here to book/write the Provincial Exam online @ Measure](#)

You will be redirected to Meazure Learning platform, where you will see available exams and the option to [Book](#).

Available Exams

 Health Care Aide - 2025 Examination	Book »
1 use remaining	

Book a date and time to write (continued)

- There will be two proctoring tabs on your screen. Select the Online Proctoring tab. Online proctoring is administered through ProctorU.

NOTE: Please click on the 'Online Proctoring' tab to secure your booking date and time.

Please ensure that you have selected the Edmonton (UTC -7) time zone before booking your exam.

Please note: all bookings are in 24-hour military time. So 02:00 is 2AM, and 14:00 is 2PM

The screenshot shows a web interface with two tabs: 'In-Person Proctoring' and 'Online Proctoring'. The 'Online Proctoring' tab is active. Below the tabs is a form with a label 'Select a time zone:' and a dropdown menu.

- Select the time zone you intend to write the exam in. In Alberta, make sure you are choosing **Edmonton, Canada** for Mountain Time. Be careful to note the time changes between Mountain Standard Time and Mountain Daylight Time if booking in March or November.
- Select the date you would like to write your exam.

**Be careful to book within your 60-calendar day window to write or your booking will not count, and all fees will be forfeited.

- Select a time. The Measure Learning platform uses a **24-hour clock**.
- Review your exam booking.

The example below is an examination booked with the following details.

The screenshot shows a booking interface. At the top, there is a 'Select a time zone:' dropdown menu with '(-07:00) Edmonton, Canada' selected. Below this is a calendar for the year 2025, showing the months of March, April, and May. The calendar is displayed in a grid format with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date '6' in March is highlighted. Below the calendar is a 'Select a time:' dropdown menu with '12:30' selected. At the bottom right, there is a 'Book »' button.

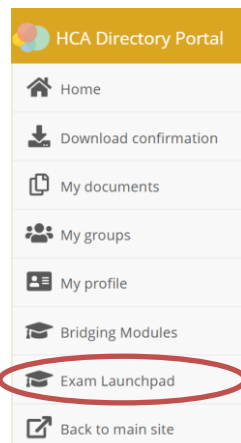
- Click on Book. You will receive an email booking confirmation with Proctor U's contact and exam day instructions.

Completing the Exam

- Review section 3, Day of the Exam, in the [HCA Exam Candidate Handbook](#).
- Get ready for your exam on the scheduled day.
 - Have your valid, government-issued ID ready.
 - Make sure you can sit at a hard surface desk.
 - Make sure you are alone in a private, well-lit room.
- Log in to the Directory Portal **30 minutes before your scheduled exam time**.
- Write your exam (see below for instructions).

Write the exam

1. Log into your [HCA Directory portal](#). Click on Exam Launchpad as shown below.



GOOD TO KNOW

The person supervising your exam is known as a proctor. They will monitor your behaviours and make sure the exam proceeds properly.

You will be taken to the Meazure (exam) platform.

2. Click on “Launch Exam” to be connected to the Meazure Learning ProctorU site. This will be available for **15 minutes** starting at the scheduled exam start time.
3. When prompted, download the ProctorU LogMeIn extension. This can only be downloaded on exam day when the system asks you.

The Launch process will likely take 12-15 minutes as several pre-checks will need to be completed. The pre-checks do not take away from your exam time.

Any technical issues and assistance with connection must be directed to [Proctor U](#).

See **Day of the Exam** in the [HCA Exam Candidate Handbook](#) for more detailed information.

GOOD TO KNOW

The pass or fail results that display after you submit your exam are not final. The Directory will email the official pass or fail result within 5 business days.

Best of luck!