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| **Department** | Registration / Exam  |
| **Title** | Registration Exam Policy – Exam Cheating  |
| **Date Approved:** | August 10, 2022 |
| **Approved By:** | Registration Committee |
| **Dates Reviewed:** | February 2023 – Exam Committee |
| **Date of Next Review** |  |
| **Version** |  |

The College of Physiotherapists of Ontario (CPO) maintains strict security over exam content before, during and after the exam to eliminate unfair advantages amongst candidates.

All exam materials are the property of the College. Strict security measures are taken by the College to protect exam material while it is being developed and reviewed, while it is being reproduced, and while it is being administered.

Candidates who do not follow the rules of conduct, as outlined in the [Candidate Conduct and Ethical Behaviour Policy](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-policy-conduct-behaviour.docx?sfvrsn=7ef8dda1_2), may be asked to leave the exam, may not receive results of the exam, or may have their results voided meaning that they will receive a zero on the exam and the exam attempt will count. Candidates must agree to the terms and conditions outlined in the Candidate Conduct and Ethical Behaviour Policy prior to commencing the exam.

The College may use monitoring and surveillance technologies to detect and document cheating. If cheating is suspected, staff and examiners may intervene. The College reserves the right to investigate suspected cheating at any time before, during or after the OCE is administered. Where the candidate holds a Provisional Practice certificate an investigation may be launched which could result in the candidates’ certificate of registration being revoked. For all other candidates the information could be shared with the Registration Committee at the time it considers the application for registration and the Committee may refuse to issue a certificate of registration as a result of the candidate’s conduct.

## Actions of the College in the Event of Suspected Cheating: During an Exam

1. Candidates will be provided with a warning if suspicious behaviour is noted by examiners and/or staff at the exam.
2. The Exam Manager may decide to let the candidate continue the exam or inform the candidate that they are no longer able to continue with their exam. Removal from the exam may impact the candidate’s registration status with the College until the investigation has been completed.
3. An investigation will be launched.
4. Candidate will receive the results of the investigation and will be provided with an opportunity to make a written submission.
5. The Exam Committee will review the results of the investigation and make a decision.
6. The Exam Committee may:
	1. Declare that there isn’t enough information to support the allegation of cheating and the results of the exam will be released to the candidate if the exam was completed or if the exam was not completed, the candidate will be offered the opportunity to take the next available exam at no additional cost; or
	2. Declare that the evidence supports the allegations in which event the exam would be recorded as “undetermined” and unless the Exam Committee determines otherwise, the attempt would count as one of the candidate’s allowable attempts
7. If the candidate is allowed to take the exam again, the College may take special measures, at the candidate’s expense, to monitor and prevent the candidate from cheating.
8. In addition, the findings will be reported to physiotherapy regulators across the country.
9. In addition, the Exam Committee shall have the authority, where it considers it appropriate, to recommend one or more of the following:
	1. Permanently ban the candidate from testing which would mean that the candidate would not be eligible to attempt the OCE again
	2. Report the conduct to the College Registrar which could result in an investigation and to the ultimate revocation of a candidate's Provisional Practice Certificate
	3. Recommend that the College take legal action against the candidate

## Actions of the College in the Event of Suspected Cheating: Post-exam, prior to receiving results

1. The individual will be provided notification that activity in breach of the candidate conduct policy and/or cheating policy has been identified and that an investigation into the alleged activity has begun. The individual will be given the opportunity to provide a written response to the allegations which will be reviewed during the investigation proceedings.

2. The result of the investigation will be reviewed by the Exams manager in collaboration with the appropriate parties which may include the Registrar and Registration Team Lead.

3. The Exam Committee will review the results of the investigation and the recommendations by the Exams Manager and, if applicable, the Registrar and Registration Team Lead.

4. The Exam Committee may:

* Declare that there isn’t enough information to support the allegation of cheating and the results of the exam will be released to the candidate if the exam was completed or if the exam was not completed, the candidate will be offered the opportunity to take the next available exam at no additional cost; or
* Declare that the evidence supports the allegations in which event the exam would be recorded as “undetermined” and unless the Exam Committee determines otherwise, the attempt would count as one of the candidate’s allowable attempts.

If the candidate is allowed to take the exam again, the College may take special measures, at the candidate’s expense, to monitor and prevent the candidate from cheating.

In addition, the findings will be reported to physiotherapy regulators across the country.

In addition, the Exam Committee shall have the authority, where it considers it appropriate, to recommend one or more of the following:

* Permanently ban the candidate from testing which would mean that the candidate would not be eligible to attempt the OCE again
* Report the conduct to the College Registrar which could result in an investigation and to the ultimate revocation of a candidate's Provisional Practice Certificate
* Recommend that the College take legal action against the candidate

Violations of the candidate conduct or cheating policy after the candidate receives results will be managed by the Exams Manager in collaboration with the Registrar which could result in an investigation and to the ultimate revocation of a candidate's Provisional Practice Certificate.