## Tips for Exam Success: Managing What is in Your Control

* Review all College resources listed in the [How to Prepare for the OCE Checklist](https://www.collegept.org/docs/default-source/ontario-clinical-exam/how-to-prepare-oce.docx?sfvrsn=2728dda1_4) and set aside enough time to study. Most candidates tell us they spend at least 25 hours preparing for the Ontario Clinical Exam (OCE).
* If you are completing the exam from a shared space, building or residence:
* Verify with your building services that there are no fire alarm tests scheduled for your exam day. If there are, find a new location.
* Let others who share your space know that you cannot be interrupted for any reason during the exam.
* Notify those who may also be using your Wi-Fi to not use any gaming or streaming services during your exam as these can negatively impact your connectivity during the exam.
* Consider hardwiring your device if shared Wi-Fi is a concern.
* **Complete all testing of your device and internet from the exact location where you will be completing the exam, using the same device you will be using on exam day**. Sometimes Wi-Fi is stronger in certain areas of a building, test in a few areas to find where Wi-Fi is the strongest if hardwiring is not an option.
* Charge your phone fully and have the device you will be using for the exam plugged into a power source.
* Hardwire your device by plugging it directly into your router or modem using an internet/ethernet cable to enhance the strength and stability of your internet connection.
* Add the CPO exam number as a contact in your phone so it is easily accessible if you need it (416-591-3828 ext. 215 or 1-800-583-5885 ext. 215).
* Put your phone on silent and Do Not Disturb and/or Focus mode.
* Turn off all notifications or pop ups on your device before your exam starts.
* Complete all required technology checks and internet checks at the recommended intervals leading up to the exam. Carefully review the Candidate Technology Requirements document available on the [How to Prepare for the OCE](https://www.collegept.org/ontario-clinical-exam/prepare) page.
* Carefully review the Room Set up Requirements available on the [How to Prepare for the OCE](https://www.collegept.org/ontario-clinical-exam/prepare) page and contact the exam team if you have any questions — [exam@collegept.org](mailto:exam@collegept.org).

## Technology Checklist

1. A working built-in or external (movable/portable) webcam
2. A working built-in microphone or wired headset (wireless headsets are not allowed)
3. A laptop or desktop computer (You cannot complete the exam using a Chrome book, iPad, tablets or mobile phone.)

* Laptops: make sure it is fully charged and plugged in.
* If you are using a work laptop or desktop, check your firewall settings before the exam. The exam requires access to the device’s webcam and microphone, and screen sharing must be enabled. It is your responsibility to ensure this device will function on exam day.
* Ensure the chosen device meets the technology requirements by completing the required checks and tests at the recommended intervals.

1. Stable internet connection (minimum 3mbps upload and download speed)

* Complete both required tests: [Amazon Chime](https://docs.aws.amazon.com/chime/latest/ug/checker.html) and [speed test](https://www.speedtest.net/). Complete tests early and often.
* Take a screen shot that includes the successful result and the date and time stamp.
* Complete testing as soon as you register for the exam and at regular intervals leading up to exam day (i.e., one week before, the day before and the morning of). It is important to keep screen shots of each time you do a test because we may ask you for screen shots if your internet is unstable or disconnects during the exam.
* Leave yourself plenty of time to correct issues if they are detected.

1. Web browser (latest version of Chrome or Safari) with pop-ups enabled

* The exam team can see which browser you are using to access the exam, please ensure you are only using one of the two approved browsers.
* The browser must meet the technical requirements

1. Clear your browser cache before the exam.
   * How to [clear your cache Chrome](https://support.google.com/accounts/answer/32050?hl=en&co=GENIE.Platform%3DDesktop)
   * How to [clear your cache Safari](https://support.apple.com/en-ca/guide/safari/sfri47acf5d6/mac)
2. Set your phone to silent and Do Not Disturb and/or Focus mode.
3. Turn off any notifications that may pop up on your laptop or computer during the exam.
4. Verify everything according to the Room Set Up Requirements document available on the [Preparing for the OCE](https://www.collegept.org/ontario-clinical-exam/prepare) page to confirm you have the appropriate room set up before your exam.