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| **Department** | Exam |
| **Title** | Exam Policy – Candidate Conduct and Ethical Behaviour |
| **Date Approved:** | August 10, 2022 |
| **Approved By:** | Registration Committee  Reviewed by Exam Committee |
| **Dates Reviewed:** | February 2023 – Exam Committee  April 2024 – Exam Committee |
| **Date of Next Review** | April 2025 |
| **Version** | 2.0 |

## Definitions:

* *Exam Content*: refers to any content used within the exam that is the intellectual, digital, or physical property of the College or its associated vendors. Examples include but are not limited to physical material, presented questions or text, answers, images, graphs, scoring rubrics or exam scripts.
* *Cheating*: refers to any act that compromises the integrity of the exam by receiving, providing, or facilitating the provision of information that is not explicitly listed as public knowledge. Further examples of cheating are presented within this policy.

**Candidate Conduct: Behaviour**

* The College of Physiotherapists of Ontario expects all registrants and future registrants to conduct themselves in a manner that is ethical throughout the exam process. The exam process includes all activities leading up to, during and after the exam administration. All participants in the exam process should be treated with dignity and respect, which is communicated verbally and non-verbally throughout all interactions.

## Candidate Conduct: Virtual Exam Preparedness

* Candidates are responsible for ensuring that their personal device and internet meets or exceeds the technological requirements outlined in the candidate requirements documentation. Candidates that are unable to start their exam as a result of failing to verify or take steps to ensure that they met the minimum outlined technology requirements will be treated as a “no show” for the exam as outlined in the [Failure to attend and Late arrival policy.](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-policy-failure-to-attend-late-arrival.docx?sfvrsn=67f8dda1_2) These candidates will be required to submit a new application for the OCE and pay the exam fee again.
* Candidates that experience barriers in meeting the minimum technology requirements should contact the exams team before submitting their application or within 10 business days of receiving their exam date to determine if accommodations can be made to support them.
* Candidates that are unable to complete their exam due to failing to verify or take the necessary steps to ensure that they meet the minimum outlined technology requirements will not be granted leniency in marking. Technology issues caused by candidate negligence are not acceptable grounds for exam review or appeal.
* Failure to attend an exam, start an exam or complete an exam may impact a candidates registration status with the College.
* Issues outside of the candidates control which may occur on exam day, confirmed local internet outage or confirmed power outage, will be managed on a case-by-case basis. The exams team reserves the right to investigate instances where outages were reported, including confirming the outage with the local power or internet provider.

Candidate Conduct: Confidentiality and Non-Disclosure

* Candidates are not permitted to receive, collect, record, document, share or disclose any exam information including the questions posed during the exam. All exam information is the property of the College and is considered confidential unless it is made publicly available by the College. Any information related to the exam which is not publicly available on the [www.collegept.org](http://www.collegept.org) website should not be collected, recorded, documented, shared, disclosed or transmitted without express written permission by the College.
* Violations of the Candidate Conduct and Ethical Behaviour Policy which create an unfair advantage for current candidates or future candidates are referred to as exam cheating. The Exam Cheating policy expressly states repercussions for misconduct that is detected before, during, or after an exam.
* Acts which violate the confidentiality of the exam include, but are not limited to:
* Discussion or distribution of confidential exam content or questions in any manner whether before or after the exam
* Obtaining confidential exam material (including but not limited to verbal, written, audio or video) or assisting someone else in obtaining confidential exam material (including but not limited to verbal, written, audio or video) by any means including memorization, documentation, theft (physical or digital), recording, or reproduction
* Creation of exam preparation or training programs using inappropriately obtained confidential exam material or confidential exam content that was obtained by any means without the express written consent of the College
* Purchase or sale of confidential exam content and/or studying from confidential exam content that is not available on the College’s website
* Behaviour that expressly contradicts the policies and procedures which serve to govern candidates actions during the exam
* Discussing the content of the OCE or sharing information regarding the OCE with exam preparation companies. No exam preparation companies are affiliated with or endorsed by the Ontario Clinical Exam.
* Behaviour which is in violation of the Candidate Conduct policy may result in any combination of the following actions:
* Documentation of the violation(s) by the College, exam staff, and/or examiners in the form of an incident report
* Warning the candidate to cease the action or behaviour
* Removal of the candidate from the exam
* Consideration by the Registration Committee who will determine whether or not a certificate of registration should be granted
* Investigation of the reported violation(s) post exam which could result in the referral to the Discipline Committee for a hearing
* Review of reported violations by the Exam Committee

Candidates demonstrate appropriate/acceptable conduct by:

* Carefully reading and taking the time to understand all available policies and procedures related to the exam process or experience
* Asking for help when further clarification is required
* Listening to staff directions
* Treating College staff, proctors, and Examiners with respect
* Setting up exam room in accordance with Room Setup Requirements documents
* Completing all required system and technology checks to verify that their device and internet settings meet the requirements outlined by the CPO to successfully complete the virtual OCE
* Following the rules surrounding room set up for virtual exam sessions
* Logging in for the exam at the prescribed time
* Respectfully completing required security and verification checks
* Maintaining confidentiality of exam material in all verbal or written exchanges, including refraining from posting exam content/information to social media or sharing with other individuals/organizations through any medium

The above-mentioned list is not an exhaustive list.

A Candidate displays inappropriate conduct by, among other things:

* Disruptive, intimidating, threatening or violent behaviour towards College staff, Examiners or any other person involved in the exam process which may cause physical, psychological or emotional harm
* Refusal to follow the policies, procedures, or direction provided by College or representatives of the College
* Behaviour which may cause administrative irregularities or lead to disruptions or dispute, including purposeful interference with technology.
* Cheating at any point during the exam process
* Bringing any inappropriate substances or items into the exam room without the express written permission of the College
* Engaging in the exam under the influence of any mood-altering substance

The above-mentioned list is not an exhaustive list.