Room Set Up Requirements

The Ontario Clinical Exam (OCE) is a virtual, remote exam. Candidates will take the OCE from a location of their choice, as long as it meets the requirements.

Candidates preparing for the OCE must carefully review the room set up requirements outlined within this document. Failure to review and follow the requirements outlined below may result in a delay of your exam start time, impact your admission to an exam session, or result in an invalidation of your exam attempt.

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# Location

It is strongly recommended that you complete the Ontario Clinical Exam (OCE) from Ontario, Canada. Candidates are responsible for ensuring they meet all technological requirements and room requirements for the OCE regardless of their location. In addition to this document, please carefully review the Candidate Technology Requirements on the [Preparing for the Ontario Clinical Exam](https://www.collegept.org/ontario-clinical-exam/prepare) page.

Exam times are set to eastern standard time and will not be changed to accommodate candidates located in different time zones.

You can complete your exam from any indoor location that meets the requirements, such as your home, workplace, university, or another location where you have tested the internet appropriately. It is recommended that you set up your exam room no later than one or two days before your exam. If possible, spend some time working or studying in the room as you plan to have it set up on exam day to ensure that you are comfortable. Remember, you have a maximum of three hours to complete the OCE and there are no scheduled breaks.

# Selecting And Preparing Your Exam Space

Your room must be:

* Tidy
* Private
* Indoors
* Free of disturbances and distractions

You must be alone in your room for the entire duration of the exam. No one else should be in the exam room or enter the room during the exam. This includes animals or pets, except for service animals. If a third party is present during the exam or enters the room during the exam, your exam will be terminated, and your results will be invalidated.

It is strongly recommended that candidates set up in a room with a door that can be closed and locked to avoid unnecessary interruptions during their exam.

Excessive background noise during an exam will prompt the proctor or examiners to stop the exam to investigate.

# Lighting

Your exam room should be well-lit so the examiners can clearly see you and the area behind you. Do not rely solely on a natural light source as the light intensity may change throughout the course of the exam, especially during the winter months. Consider using a lamp, ring light, or additional light source.

**Tip**: Front facing light sources, whether natural or artificial, will illuminate your face whereas light sources from behind will cast shadows and darken your features. Ideally your light source should be positioned in front of you or at a 45-degree angle from where you are sitting.

# Blank Walls

* Set up your room so most walls are blank. Any personal photographs or posters must be removed from the walls.
* Any large items like bookcases, shelving, other computers or workstations, or televisions must be removed from the room or covered using a non-patterned (solid colour) drape such as a sheet or blanket. When in doubt, remove the item or cover it.
* If you have a whiteboard or chalkboard on your wall, it must be wiped clean or removed from the room before the exam.
* If you have a cork board or bulletin board, all items must be removed from the board, or the board must be removed from the room.
* If there are any cabinets, drawers, cupboards, or closets in the room, the doors must be shut securely.

# Clean Desk

Only required items and allowable items can be present on your desk/work area. Other than allowable items, the desk must be completely bare. This means no personal or decorative items.

**Tip**: The Preparing Your Exam Room Checklist on the [Preparing for the OCE](https://www.collegept.org/ontario-clinical-exam/prepare) page summarizes the key information to help you prepare your exam room.

# Allowable Items That Do Not Require Approval:

* Office/room furniture (i.e., couch, chair, exercise equipment, laptop stand, lamps or ring lights)
* Non-tinted, clear lens prescription glasses
* Comfort items such as:
  + ChapStick
  + Sweater (worn or hung on the back of your chair in sight. It should not be placed on the arm of your chair, in your lap or on the desk)
  + Tissues (small amount stacked outside of a container)
* Small snack that is on a plate or in a transparent container with all labels/packaging removed. Eating a snack should not impact the examiners’ ability to examine you.
* Clear container of liquid (i.e., water bottle, glass of water)
* Personal Medication (Tylenol, aspirin, prescription medication) in a clear container
* Medical devices (i.e., continuous glucose monitor, Cochlear implants, insulin pump, etc.)
* Personal assistive devices such as a walker, cane, wheelchair, or crutches
* Religious head coverings
* Ergonomic devices such as a footrest, laptop or screen stand, external ergonomic keyboard, mouse
* One single-sided, blank, handheld white board, dry erase markers and dry erase eraser (optional — to take notes if not using the exam platform)
* A mirror to help with the room scan if your webcam is not easily movable or you have limited ability to move your device.

# White Board Use

The white board must be handheld (approximately 9 x 12 inches maximum) and must be single-sided.

Declare to the proctor and examiners that you will be using a white board to take notes and show a blank white board upon entry to the exam.

White boards should only be used for taking notes on the exam content.

Erase the white board and visually show the examiner before ending/submitting your exam.

# Required Items

* Government issued photo ID that matches CPO registration information (acceptable identification includes driver's license, passport, or provincial photo ID card)
* You must provide supporting documents if your name on file does not match your government issued photo ID
* If you have a recent name change due to marriage, you should have a copy of your marriage certificate and government issued ID with your former or new name.
* If you have recently changed your legal name for another reason, ensure you have the approved legal name change form and government issued ID with your former or new name.
* A device to complete the exam such as laptop or desktop computer (review the Candidate Technology Requirements document on the [Preparing for the OCE](https://www.collegept.org/ontario-clinical-exam/prepare) page for more information)
* Integrated webcam or portable webcam
* Microphone
* Wired headsets are strongly recommended to cut down on background noise and improve audio clarity.
* Bluetooth or unwired headsets are not allowed.
* Cell phone (review the **Acceptable Phone Use During an Exam** section below)

# Examples of Items Not Allowed Inside the Exam Room

* Scrap paper, pens, pencils
* Sunglasses or tinted glasses
* Overly bulky items such as jackets, blankets, pillows (does not include ergonomic support devices)
* Additional screens, secondary computers or laptops, or additional electronic devices of any kind.
* Wearable technology such as smart watches or smart glasses
* Bluetooth or unwired headsets
* Metal water bottles, bottles that are not transparent or have labels or anything taped to them.
* Hats, toques, or caps that are not of religious significance.
* Personal items which include but are not limited to pictures, bags/purses, decorations, or plants.
* Backdrops, green screens, portable privacy screens or temporary room partitions
* Study material or any content that could provide an unfair advantage (i.e., subject matter diagrams, textbooks, posters)
* Recording devices (i.e., cameras, microphones, streaming devices)

\*If you require additional items in your exam room to support your exam experience, please complete the [Exam Accommodation Request Form](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-accommodations-request-form.docx?sfvrsn=103adda1_2) and submit it to the exam team. More information about accommodations can be found in our [Accommodations Policy](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-policy-accommodations.docx?sfvrsn=7cf8dda1_11). If you are unsure if an item is allowed in the exam, contact the exam team directly to find out ([exam@collegept.org](mailto:exams@collegept.org)).

# Actions/Activities Explicitly Prohibited During the Exam

* Changing locations mid-exam.
* Turning off your audio or video or the lighting in your space.
* Using your phone during the exam (i.e., texting, social media, taking photos, recording, or accepting/making phone calls to any number other than a CPO number).
* Speaking to another individual or receiving assistance from another individual at any point.
* Logging into the exam from any device other than a laptop or desktop
* Having any applications or windows open on your device, other than the exam platform window.

**Tip**: Make sure you turn off any notifications that may pop up on your laptop or computer during the exam.

* Having any applications or windows open on your cell phone.
* Using audio or screen recording/capturing applications or devices
* Using a hotspot or mobile phone connection as the Wi-Fi source for the exam

The exam will be immediately terminated, and your results will be invalidated if:

* Another individual is present or enters your exam space during your exam.
* You speak to or receive any assistance from another person during the exam.
* You use your cell phone for a non-approved activity.
* You intentionally tamper with technology or engage in willful misconduct during the exam.
* You access exam material before the express direction of your examiners.
* It is determined that your behaviour is in violation of the [Exam Candidate Conduct and Ethical Behaviour Policy](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-policy-conduct-behaviour.docx?sfvrsn=7ef8dda1_6). There is zero tolerance for cheating. Review the [Exam Cheating Policy](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-policy-exam-cheating.docx?sfvrsn=65f8dda1_6).

The Invalidation of a result counts as an attempt and you will be awarded a standing of “Fail.” Review the [Exam Maximum Number of Attempts policy](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-policy-maximum-attempts.docx?sfvrsn=9ef8dda1_2) for more information.

Termination of an exam or violation of the candidate conduct policy during an exam session will result in further investigation by the College. Outcomes of an investigation may result in:

* Incident documentation on file with the College
* Invalidation of exam results
* Refusal to sit future OCE sessions
* Direction to complete the OCE with additional security conditions at your expense
* Review of your registration by the Registration Committee and Registrar

# Acceptable Phone Use During an Exam

You must have your phone set face down, out of arms reach, on silent, and Do Not Disturb and/or Focus mode. All apps on your phone must be closed prior to the start of the exam. The proctor will check your phone as part of the room scan to verify that you are following the rules.

Your phone should only be used to contact the exam team if you are having difficulty logging into the exam, or you lose power/internet service during the exam and are disconnected from your examiners.

**Do not use your phone if you are connected to the exam platform or to your examiners**. Examiners and proctors are in direct contact with the CPO exam team as are the proctors and will inform the team of any issues.

It is strongly recommended that you add the CPO number as a contact (416-591-3828 ext. 215) and allow notifications from the CPO number while your phone is on Do Not Disturb or Focus mode.

Setting [Do Not Disturb on an iPhone](https://support.apple.com/en-ca/HT204321)

Setting [Do Not Disturb on an Android](https://support.google.com/android/answer/9069335?hl=en#:~:text=To%20turn%20Do%20Not%20Disturb,limit%20interruptions%20with%20Google%20Assistant.)