
 <p>The College of Naturopaths of Ontario</p>	Policy Type <b>EXAMINATIONS</b>	<b>PROGRAM POLICIES</b>
	Title  <b>Examinations Policy</b>	Policy No.  <b>EX01.04</b>
		Page No.  <b>1</b>


Intent/Purpose	To provide a policy governing examinations administered or authorized by the College of Naturopaths of Ontario (the College).	
Definitions	Act	Means the <i>Naturopathy Act, 2007</i> , S.O.2007, Chapter 10, Schedule P, as amended from time to time.
	Applicant	Means, an individual who has made a formal application to the College for a Certificate of Registration.
	Biomedical Examination	Means a Council approved registration examination in the biomedical sciences which tests candidate knowledge of body systems and their interactions, body functions, dysfunctions and disease states, required to be eligible for registration with the College to practise naturopathy in the province of Ontario.
	By-laws	Means the by-laws of the College approved by the Council under the authority of section 94 of the Code.
	Candidate	Means any person who has submitted an examination application or is engaged in any examination or appeal, which leads to the recording and/or issue of a mark, grade or statement of result or performance by the College.
	Certificate of Registration	Means a document issued by the College, in either the General Class or Inactive Class, which demonstrates to the public that the holder is a Registrant of the College, registered in the class set out on the Certificate and identifies whether there are any terms, conditions or limitations (TCLs) placed on the Certificate.
	Chief Executive Officer (CEO)	Means the individual appointed by the Council of the College pursuant to section 9(2) of the Code which is Schedule II of the RHPA and who performs the duties assigned to the position of Registrar under the RHPA, the Code, the Act and the regulations made thereunder.
	Clinical (Practical) Examinations	Means Council approved clinical practical examinations in Physical Examination/Instrumentation, Acupuncture and Manipulation, required to be eligible for registration with the College to practise naturopathy in the province of Ontario.
	Clinical Sciences Examination	Means a Council approved examination in the clinical sciences which tests a candidate's knowledge of necessary naturopathic competencies for the treatment of patients, required to be eligible for registration with the College to practise naturopathy in the province of Ontario.
	Code	Means the Health Professions Procedural Code, which is schedule 2 to the RHPA.
	College	Means the College of Naturopaths of Ontario as established under the Act and governed by the RHPA

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022

 <p>The College of Naturopaths of Ontario</p>	Policy Type <b>EXAMINATIONS</b>	<b>PROGRAM POLICIES</b>
	Title  <b>Examinations Policy</b>	Policy No.  <b>EX01.04</b>
		Page No.  <b>2</b>

Council	Means the Council of the College as established pursuant to section 6 of the Act.
Deferral	Means a granted postponement of a candidate's attempt at one or more examinations.
Debilitated	Means an inability to attend the examinations due to sudden illness, injury or encountered emergency situation that prevents their attendance at an examination.
Disability	Means that as defined in section 10(1) of the Human Rights Code.
Disability Accommodation	Means an adjustment to testing conditions, examination requirements or examination scheduling to address a Candidate's current needs arising from a disability.
Examination Materials	Means examination documents in any medium submitted or used by College staff, exam proctors, examiners or agents of the College for scoring or grading purposes.
Examination Violation	Means a contravention of the College's Examination Rules of Conduct.
Intravenous Infusion Therapy (IVIT) Examination	Means a Council approved examination required of any Registrant who wishes to demonstrate that they meet the Standard of Practice for IVIT in the province of Ontario, as outlined in the College's IVIT Program and Examinations Policy.
Jurisprudence Examination	Means a Council approved Jurisprudence learning module, required to be eligible for registration with the College to practise naturopathy in the province of Ontario
OHRC	Means the Ontario Human Rights Code, R.S.O. 1990, as amended from time to time.
Prescribing and Therapeutics Examination	Means a Council approved examination required of any Registrant who wishes to demonstrate that they meet the Standard of Practice for Prescribing as outlined in the College's General Regulation, and the College's Prescribing and Therapeutics Examinations Policy.
Physical Accommodation Due to Pregnancy	Means an adjustment to testing conditions, examination requirements or examination scheduling to address a candidate's current needs related to pregnancy.
Registrant	Means an individual as defined in section 1(1) of the Code.
Registration Committee	Means the statutory committee of the College responsible for all registration matters referred to it by the CEO. Panels of this statutory committee are responsible for setting plans of exam

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022

 The College of Naturopaths of Ontario	Policy Type	PROGRAM POLICIES
	EXAMINATIONS	
	Title	Policy No.
	Examinations Policy	EX01.04
		Page No.
		3

remediation.

Registration Regulation Means Ontario Regulation 84/14 as amended from time to time.

Regulated Health Professional Means a member of a self-governing health profession as established pursuant to Schedule I of the RHPA.

Religious Accommodation Means an adjustment to testing conditions, examination requirements or examination scheduling to address a candidate's religious requirements.


RHPA Means the *Regulated Health Professions Act, 1991*, S.O. 1991, c. 18, as amended from time to time.

Supporting Documentation Means official records provided by a court, tribunal, educational institution, licensing or regulating body, other government sanctioned organization, religious leader, or Regulated Health Professional qualified to make an assessment or diagnosis, which provides details surrounding the outcome of an event or the need for accommodation.

Undue Hardship Means the point at which granting an accommodation would impose an unreasonable cost to the College or create a health and safety concern.

General	Guiding Legislation	All aspects of this policy will be managed in accordance with the RHPA, the Act, the Registration Regulation, the Program and Examination Policies of the College, and the OHRC.
	Authority	Pursuant to paragraph 1(i)B of section 5(1) of the Registration Regulation, the Council has the authority to approve the registration examinations, and the body that would administer the examinations on its behalf, that a person must successfully complete in order to qualify for registration with the College.  Pursuant to paragraph 2 of section 5(1) of the Registration Regulation, the Council has the authority to set or approve the clinical examinations which an applicant must successfully complete in order to qualify for registration with the College.
	Clinical (Practical) Examinations	All applicants, with the exception of those deemed to have satisfied subsection 7(1) of the Registration Regulation (labour mobility), must have successfully completed the Clinical (Practical) Examinations as set by the Council and outlined in the Clinical (Practical) Examinations Policy.
	Biomedical and Clinical Sciences Examinations	All applicants, with the exception of those deemed to have satisfied subsection 7(1) of the Registration Regulation (labour mobility), must also have successfully completed the Biomedical and Clinical

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022

 <p>The College of Naturopaths of Ontario</p>	Policy Type <b>EXAMINATIONS</b>	<b>PROGRAM POLICIES</b>
	Title  <b>Examinations Policy</b>	Policy No.  <b>EX01.04</b>
		Page No.  <b>4</b>

Sciences Exams as set by the Council and outlined in the Clinical Sciences and Biomedical Examinations Policy.

Jurisprudence Examination

All applicants must have successfully completed the Jurisprudence examination as set by the Council.

Examination Attempts


Number of permitted attempts are handled in accordance with the program policies for each examination noted herein, with the exception of the Jurisprudence examination, which a candidate can retake until they have attained a passing grade.

A candidate who has failed an examination for a second time will be required to complete additional education or training as determined by a panel of the Registration Committee, in order to qualify to attempt the examination for a third time.

Any additional training or education will be determined in accordance with the refresher programs, additional education, and training provisions of the Registration Policy.

Accommodations	Requests	<p>To ensure candidates are provided fair and equal opportunity to sit a Council approved examination, accommodation requests received from any candidate will be considered within the framework set out by the Ontario Human Rights Commission.</p> <p>Accommodation requests should be completed in the form set and approved by the CEO.</p>
	Timeframe for Request	<p>Requests for accommodation must be received by the exam registration deadline for the exam session where accommodation is being sought. Requests received after this period cannot be considered; however, candidates may apply for a deferral of the entire examination under this policy.</p>
	Submissions to the College	<p>At the time of registering for an examination and submitting an accommodation request, the candidate must submit any pertinent supporting documentation in relation to the accommodation request as outlined in this policy.</p>
	Form of Accommodation Request	<p>Requests for accommodation must be submitted on the College's Exam Accommodation Request form, which provides specific details of the accommodation required, the reason for the request and the candidate's written authorization for the College to contact the provider of any supporting documentation.</p> <p>The CEO and/or their delegate may request further documentation as deemed necessary.</p>
	Supporting Documentation	<p>Supporting documentation submitted must:</p> <ul style="list-style-type: none"> <li>• be dated within six months of the examination registration date.</li> </ul>

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022

 <p>The College of Naturopaths of Ontario</p>	Policy Type <b>EXAMINATIONS</b>	<b>PROGRAM POLICIES</b>
	Title  <b>Examinations Policy</b>	Policy No.  <b>EX01.04</b>
		Page No.  <b>5</b>

**General Requirements**

- outline the reason for the accommodation and the specific accommodations required.
- contain the contact information of anyone providing supporting documentation on the candidate's behalf.

**Disability Accommodation – Additional Documentation Requirements**

- In addition to the general requirements as described above, documentation supporting a candidate's accommodation request due to a disability must:
- be provided by a Regulated Health Professional who has or has had a practitioner/patient relationship with the candidate and who is qualified to make an assessment or diagnosis of the condition.
  - be provided on the Health Professional Recommendation form which provides the title and professional credentials of the Regulated Health Professional who has made the assessment or diagnosis and provides specific information regarding how the requested accommodation relates to the disability.

**Religious Accommodation – Additional Documentation Requirements**

- In addition to the general requirements as described above, documentation supporting a candidate's accommodation request due to religious requirements must:
- be provided by the candidate's religious leader;
  - provide information regarding how the requested accommodation relates to the candidate's religious requirements; and
  - provide information regarding the religious holiday if the request is for an alternate examination date due to religious observance.


**Pregnancy Related Accommodation – Additional Documentation Requirements**

- In addition to the general requirements as described above, documentation supporting a candidate's accommodation request due to a pregnancy-related condition or issue must:
- be provided by a Regulated Health Professional who has or has had a patient/practitioner relationship with the candidate and who is qualified to make an assessment or diagnosis of the pregnancy related condition or issue.
  - be provided on the Health Professional Recommendation form which provides the title and professional credentials of the Regulated Health Professional who has made the assessment or diagnosis and provides specific information regarding how the requested accommodation relates to the candidate's pregnancy-related condition or issue.

**Breastfeeding Accommodations – Documentation Requirements**

Requests for scheduling accommodations to permit a candidate to breastfeed in between examination components will be considered in the context of the overall exam day schedule, feasibility of the request in comparison to the time constraints of each exam component and any health and safety measures in place at the time of exam registration which may restrict the number of individuals permitted onsite during the examination. Requests must:

<b>DATE APPROVED</b>	<b>DATE LAST REVISED</b>
January 16, 2014	July 27, 2022

 <p>The College of Naturopaths of Ontario</p>	Policy Type	PROGRAM POLICIES
	EXAMINATIONS	
	Title	Policy No.
	Examinations Policy	EX01.04
		Page No.
		6

- provide information which speaks to the frequency and duration of feedings, and
- acknowledge and understand that any individual named by the candidate to provide onsite childcare during the exam will be restricted to a designated area and must undergo any and all screening requirements mandated by the exam facility and the College for entry on exam day.

Review of Accommodation Requests

The CEO and/or their delegate will review requests for accommodation on an individual basis and will make a final determination.

In their review, the CEO and/or their delegate will consider whether the requested accommodation appropriately addresses the needs of the candidate and will not cause undue hardship to the College.

Candidates are advised of the request for accommodation decision within ten business days of the submission date unless the CEO and/or their delegate does not have all necessary information to effectively evaluate the accommodation request. In such instances the candidate is notified of the additional time needed for a decision to be rendered.

In instances where the particular form of accommodation being requested cannot be granted, the CEO and/or their delegate will, wherever possible, provide the candidate with terms for an alternate form of accommodation.

Review of Decision of the College

A Candidate may ask a panel of the Examination Appeals Committee to review the CEO's and/or their delegate's decision to deny or modify an accommodation request following an attempt at completing the examination. Should the Examination Appeals Committee overturn the accommodation decision on appeal, the examination result will be nullified, and the attempt will not count as one of the three attempts at the examination.

Use of Accommodation-Related Information by the College

The CEO and/or Registration Committee may use information disclosed for the purposes of seeking an accommodation, in considering applications for initial registration with the College under subsection 3(5) of the Registration Regulation.

Withdrawals from College Examinations


Requests

Any candidate who is registered for an examination may seek to withdraw their exam registration.

Timing

Requests to withdraw from an examination must be received prior to the close of exam registration. Requests received after this period cannot be considered; however, candidates unable to attend an examination may seek a deferral of the entire examination under

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022


 <p>The College of Naturopaths of Ontario</p>	Policy Type	PROGRAM POLICIES
	<b>EXAMINATIONS</b>	
	Title	Policy No. EX01.04
	Examinations Policy	Page No. 7

this policy.

**Fees** A candidate seeking to withdraw from an examination shall be charged the administrative fee to cover the administrative costs associated with refund transactions. Following receipt of the administrative fee, the full examination fee is reimbursed to the candidate.

Deferrals of College Examinations	Requests	Any candidate who is registered for an examination, with the exception of the Jurisprudence examination which is offered on a continuous basis may seek a deferral, due to illness, injury or emergency which prevents their attendance at an examination.
	Notification	Candidates must notify the College immediately, by telephone or by email, to advise of being unable to attend the examination and the reason. Failure to notify the College will result in a refusal of a candidate's deferral request. Deferral requests cannot be used to seek an accommodation that has been considered and declined.
	Supporting Documentation	Deferral requests must be submitted to the College within two weeks of the original notification date, accompanied by a letter from a Regulated Health Professional or other supporting documentation verifying the circumstances for the missed examination.  Failure to submit the required documentation and fee will result in the forfeiture of the examination fee.
	Review	The CEO and/or their delegate will review all deferral requests on an individual basis. Deferrals are granted based on the validity of the illness, injury or emergency which prevented the candidate's attendance at an examination.
	Emergency or Illness During an Examination	Candidates who become ill or encounter an emergency which necessitates leaving an examination in session must notify College staff immediately and return all examination materials. A note from a Regulated Health Professional substantiating the illness, or other supporting documentation verifying the circumstances for leaving the exam must be obtained, dated within twenty-four hours of the time the candidate left the examination site, and submitted to the College within one week of the examination date.  Results will be issued for any completed examinations. Examinations, which were not completed due to a substantiated illness or emergency, will not be counted as an examination attempt. Candidates will be provided with an opportunity to sit the examination(s) that they were unable to complete at the next regularly scheduled examination session.
	Fees	A candidate granted a deferral shall be charged the administrative fee for review of the deferral request. Examination fees paid by the candidate shall not be refunded; however, a credit of the amount

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022


 <p>The College of Naturopaths of Ontario</p>	Policy Type	PROGRAM POLICIES
	<b>EXAMINATIONS</b>	
	Title	Policy No. EX01.04
	Examinations Policy	Page No. 8

paid will be applied to the next regular sitting of the examination by the candidate. In the event that the candidate does not sit the next regularly scheduled sitting of the examination, the examination fee paid will be forfeited.

Exam Appeals	General	Examination appeals are handled in accordance with the Examination Appeals Policy
Rules of Conduct for Examinations Set by the College	General	All candidates are required to comply with the Examination Rules of Conduct as established by the CEO.  Examination invigilators, examiners, and staff of the College present at the examinations are responsible for enforcing the Rules of Conduct.
	Allegations of Violation	The examination proctors, examiners or College staff will document any alleged examination violations. Each is responsible for recording and reporting all observations of potential violations to the College.  Indications that an examination violation may be occurring during the examination period may result in immediate removal of the candidate from the examination at the discretion of the CEO.
	Notification and Response	The candidate shall be informed in writing of the nature of the allegation and be provided with a reasonable opportunity to respond to the allegation. This response may be submitted as a formal letter or involve a meeting between the CEO, and/or their delegate, the candidate, and, if the candidate requests in advance, another party chosen by the candidate to act as the candidate's advisor.  If the candidate fails to provide a response to the allegation in the allotted time frame or to participate in the process, the CEO may proceed to make a determination.
	Review Process	The CEO will review all pertinent information provided in relation to the alleged examination violation along with the candidate's response. A determination will then be made as to whether sufficient information exists to support the allegation.  Notification of the CEO's finding regarding the alleged examination violation will be provided to the candidate in writing and is appealable to the Examination Appeals Committee.
	Consequences	A finding that an examination violation has occurred will result in a fail of the examination, which shall be recorded as one of a total of three attempts to successfully complete the examination.  If evidence is found of a breach in the security of the examination materials before the administration of an examination, and such evidence suggests that the behaviour is organized and/or may

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022



 The College of Naturopaths of Ontario	Policy Type <b>EXAMINATIONS</b>	<b>PROGRAM POLICIES</b>
	Title  <b>Examinations Policy</b>	Policy No.  <b>EX01.04</b>
		Page No.  <b>9</b>


involve a number of candidates, the College reserves the right to cancel the examination session.

If evidence is found of a breach in the security of examination materials after the administration of an examination, and such evidence suggests that the behaviour was organized and/or may have involved a number of candidates, the College reserves the right to disqualify the exam results of some or all candidates.

The College may also take special measures at any subsequent examination to prevent the reoccurrence of the violation at the expense of any candidates involved in the security breach, seek damages from any persons involved in a security breach, and/or take any other action appropriate in the circumstances.

Passing Requirements	General	Passing thresholds for each examination are managed in accordance with the College's Program and Examinations Policies for Clinical (Practical) Examinations, Clinical Sciences and Biomedical Examinations, IVIT Examination, and the Prescribing and Therapeutics Exam.
Examiners for College Examinations	General	Examiners are Registrants of the College in good standing, who meet the criteria established by this policy.
	General Examiner Criteria	<p>A Registrant is eligible for selection as an examiner if, on the date of application and throughout each applicable examination session for which they are selected to participate, the Registrant:</p> <ul style="list-style-type: none"> <li>• holds a General Certificate of Registration with the College with no terms, conditions or limitations on their certificate of registration.</li> <li>• has actively practiced naturopathy for at least two years.</li> <li>• has a strong working knowledge of the modality they wish to examine in.</li> <li>• is not in default of payment of any fees set out in in the by-laws or any fine or order for costs to the College imposed by a College committee or court of law.</li> <li>• is not in default of completing and returning any form required by the College.</li> <li>• is not the subject of any disciplinary or incapacity proceeding.</li> <li>• has not had a finding of professional misconduct, incompetence or incapacity against him/her in the preceding five years.</li> <li>• is not a Council or Committee member.</li> <li>• is not employed by the College.</li> <li>• is not employed as an administrative faculty member or instructor at a naturopathic educational institution.</li> <li>• is committed to the College's mandate of public protection and the principles of equity, diversity, and inclusion.</li> <li>• is able to be objective, impartial, transparent, fair, and consistent when making exam assessment decisions.</li> </ul>

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022

 <p>The College of Naturopaths of Ontario</p>	Policy Type <b>EXAMINATIONS</b>	<b>PROGRAM POLICIES</b>
	Title  Examinations Policy	Policy No.  EX01.04
		Page No.  10

Intravenous Infusion Therapy (IVIT) Examiner Criteria

A Registrant shall be eligible for selection as an IVIT examiner, if on the date of application and throughout each applicable examination session for which they are selected to participate, the Registrant:

- meets all of the general examiner criteria requirements for selection as an examiner for the College.
- has met the College's Standard of Practice for IVIT.
- has actively practiced IVIT for at least two years.
- is not employed as an instructor or teaching assistant for any Council approved IVIT training course.

Examiner Application

A Registrant may apply to the College for consideration as an examiner by submitting a Volunteer Application to the College.

Examiner Considerations

When appointing examiners, the College will consider:

- whether the Registrant has met the criteria as outlined in this policy.
- the need for examiners with expert knowledge in a particular modality.
- any additional professional qualifications and expertise the Registrant possesses.
- the Registrant's experience.
- languages spoken by the Registrant.
- the Registrant's ability to be objective, impartial, transparent, fair and consistent.
- any additional qualifications and characteristics the Registrant possesses that complement the College's mandate of public protection and commitment to the principles of equity, diversity, and inclusion.
- any possible conflicts of interest the Registrant may have which may hinder their ability to be objective, impartial or fair.

Appointments

Examiners will be appointed by the CEO and/or their delegate for an initial term of three years and may be re-appointed at the discretion of the CEO and/or their delegate.


Conflicts of Interest

For the purposes of this policy, a conflict of interest is defined as outlined in section 16 of the by-laws. Without limiting the definition, a real or perceived conflict of interest between an examiner and candidate exists when a prior personal or professional relationship exists between the examiner and candidate.

Prior to the examination schedule for each examination being finalized, examiners will be asked to review the names of all candidates and shall declare any conflict of interest.

The CEO and/or their delegate may perceive a conflict of interest between an examiner and a candidate, due to professional or personal affiliation, or a prior examination attempt, for each examination session to ensure a fair and impartial process.

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022

 <p>The College of Naturopaths of Ontario</p>	Policy Type	PROGRAM POLICIES
	EXAMINATIONS	
	Title	Policy No.
Examinations Policy		EX01.04
		Page No.
		11

The CEO and/or their delegate shall subsequently adjust the examiner schedule or, if necessary, remove an examiner from the schedule in order to resolve any conflicts.

Examiner  
Disqualification

A Registrant will be discharged as an examiner if they:

- breach one of the qualifications required to become an examiner as outlined in this policy.
- breach confidentiality of any information learned through participation in the administration of the College's examinations.
- fail to properly declare a real or perceived conflict of interest.
- fail to be in attendance at an examination for which they are scheduled without providing sufficient notice.
- is advised as such by the CEO.

P:\C-Corp\C.11-Corp Plcy-Procdrs\11.04 - Professional Practice and Program Policies\11.04.05 - Program Policies\Examinations\APPROVED-EX01.04-Examinations Policy

DATE APPROVED	DATE LAST REVISED
January 16, 2014	July 27, 2022