



The College of Naturopaths of Ontario

Examination Rules of Conduct

It is understood that all examination candidates will comply with the following procedural and conduct requirements established by the College of Naturopaths of Ontario (the College).

Contraventions of these rules may result in the candidate's immediate removal or disqualification from the examination, in addition to other appropriate consequences.

1. Candidates must check-in with College staff at the assigned check-in location at least ten (10) minutes prior to the exam commencement time noted by the College.
2. Candidates must bring a piece of valid photo identification (Ontario driver's license, passport or Ontario Photo Card only) to present to exam staff upon arrival at the exam site/sign-in desk. The name on the photo I.D. must match the name on the exam registration list. It is not permitted for another person to impersonate a candidate for the purpose of taking an examination, nor may another person take any part of an exam on a candidate's behalf.
3. Candidates arriving at their assigned examination location after the commencement time noted by the College will be denied access to the examination. Candidates who arrive late due to exigent circumstances may apply for a deferral (see deferral section of the College's Examination Handbook) to sit the exam without penalty at the next regularly scheduled session.
4. Access to the exam site (defined as any clinic rooms, classrooms, and sequestering areas designated for use by the College for the purpose of administering an examination) is restricted to examination candidates, support persons approved by the College in advance of the examination, examination proctors, examiners, College staff and agents of the College.
5. Candidates must turn cellular devices off and store them away upon arrival at the exam site.
6. Prior to the commencement of an exam, candidates are to place bags, purses and other personal belongings in an area designated by the exam proctor. Only those materials expressly authorized by the College are permitted to be with the candidate during the exam. Please note that the College is not responsible for lost, stolen, or broken items or items left at the exam site.
7. During the examination, candidates may not have on their person any electronic devices, nor may they have any materials except those expressly authorized by the College in advance of the examination. Electronic devices include, but are not limited to: cellular telephones, laptop computers, MP3 players, data storage devices (e.g. USB keys), or programmable calculators.
8. Candidates who are in possession of unauthorized materials or electronic devices or who assist or obtain assistance from other candidates or from any unauthorized source during the examination (written or practical) are subject to examination violation consequences, including, but not limited to, removal from the examination and assignment of a failing grade.

9. Examination proctors have the authority to designate the desk/table at which a candidate sits while writing an examination and the class or clinic room in which any exam component is performed. Candidates are expected to comply with such designations.
10. Prior to the commencement of an examination, candidates must refrain from reading exam questions, writing, providing any answers to questions, and/or performing any exam set-up.
11. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their exam proctor, examiner/assessor or a College pre-approved support person.
12. After the announcement of the conclusion of any written examination or exam component, candidates are to refrain from adding information to, erasing information from or otherwise altering their exam documents. Exam proctors have the authority to seize the exam documents of candidates who fail to cease writing after the announcement of the conclusion of an examination.
13. Examination times are monitored by exam proctors and/or examiners/assessors. No additional time is provided over the time allotted to the candidate by the College.
14. During an examination, candidates are not permitted to leave the examination room without the permission of an exam proctor or an examiner/assessor.
15. Candidates may not retain any exam materials; this includes, but is not limited to: exam sheets, response booklets, clinic supplies, and scrap paper. All exam materials must remain with College staff.
16. Candidates must comply with requests made or instructions given by exam proctors, examiners/assessors and other exam staff.
17. Candidates who are being sequestered prior to the commencement of an exam must remain in the designated sequestering area unless otherwise authorized by an exam proctor, examiner/assessor or exam staff.
18. Candidates who have completed their examination(s) are required to immediately leave the examination site. Candidates are expected to make arrangements in advance of the exam to meet others (e.g. for transportation) at an alternate location away from the immediate exam site.
19. Candidates are not permitted to recount an examination to other exam candidates waiting to complete their examinations, nor post, discuss or disclose the content of the examination to others.

If a candidate believes that any of these rules may pose a barrier to the candidate's participation in the examination, the candidate should contact the College in advance of the examination to arrange appropriate accommodations.