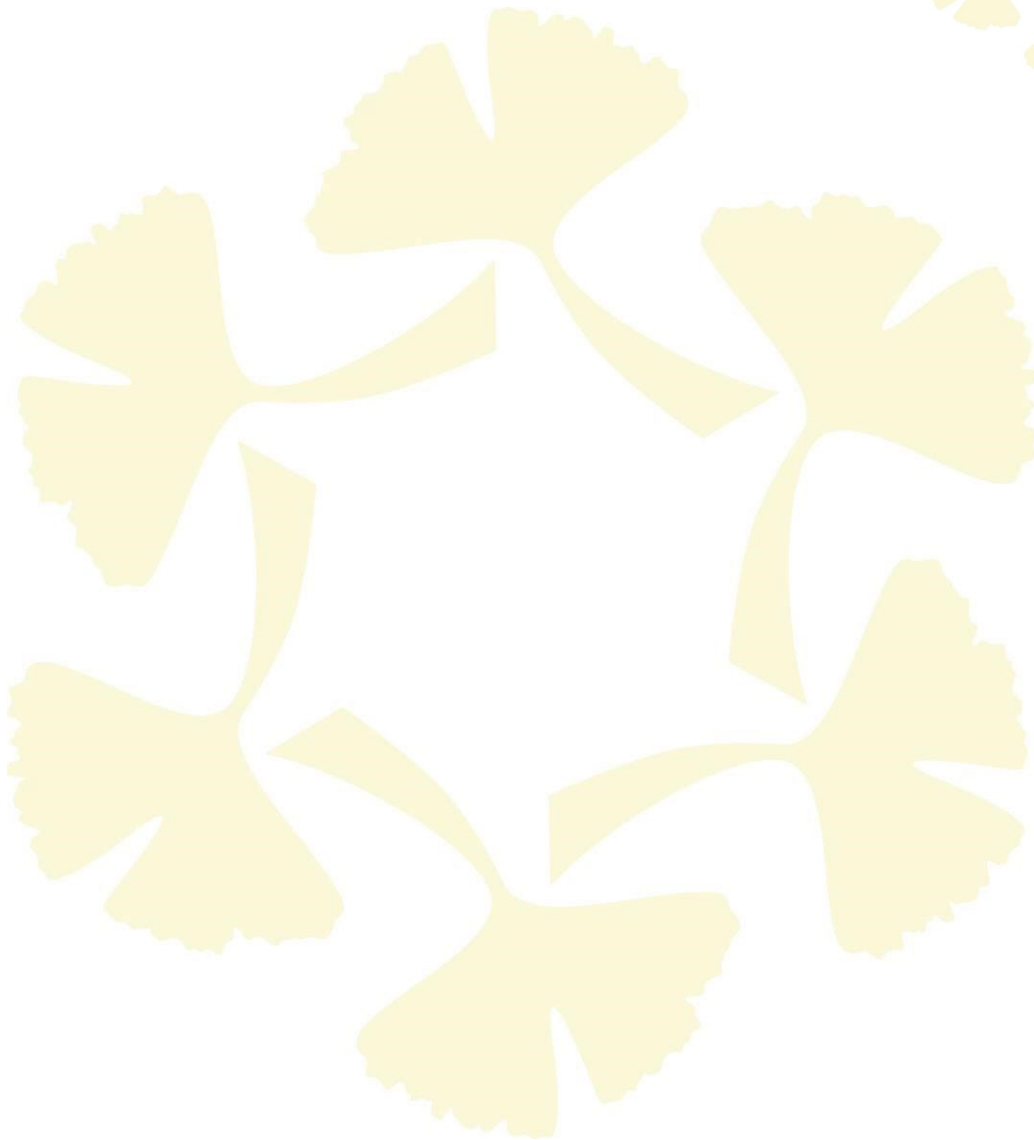




The College of Naturopaths of Ontario

# HANDBOOK

## ONTARIO INTRAVENOUS INFUSION THERAPY EXAMINATION



March 2024

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## GENERAL INFORMATION

This handbook has been prepared to assist Registrants of the profession who are applying to and preparing for the Ontario Intravenous Infusion Therapy (IVIT) Examination under the College of Naturopaths of Ontario (the College). The information contained herein outlines the College's pre- and post- examination's policies and procedures. Candidates are asked to refer to this document prior to making any examination inquiries, and to retain the handbook until exam results have been received.

For basic administrative information pertaining to an upcoming session of the Ontario IVIT Examination (such as the examination application deadline date and date of the examination), please review the [Schedule & Fees page](#) of the College's website, found on the [IVIT Exam](#) page.

If you require further clarification on administrative issues related to the exam which have not been addressed in this handbook, please contact the Examinations Department at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca).

### COVID-19 and Exams

To mitigate the risk of COVID-19 transmission to exam attendees (i.e., exam candidates, examiners, invigilators, invigilators and exam staff), the College will employ additional measures at exams which include but are not limited to:

- Having exam attendees acknowledge their understanding and compliance with the College's imposed actions around COVID-19.
- Requesting that exam attendees complete the [Ontario COVID-19 screening questionnaire](#) 1.5 weeks prior to the exam date (you may be asked to not attend the exam if any or some of the conditions are met) and again on the day of the exam.
- Changes to candidate required and permitted items to include face masks and hand sanitizer (non-labeled or label covered with tape or marker). Please refer to page 13.
- Implementing extra health and safety requirements at test facilities (e.g., additional cleaning regimens).

### About the College of Naturopaths of Ontario

The College is the regulatory authority governing naturopaths in Ontario. Its mandate is to serve the public interest by enhancing safety for patients using naturopaths. The College meets its mandate by ensuring that individuals wishing to be naturopaths in Ontario meet the entry-to-practise requirements, by ensuring practising naturopaths maintain their competency, by establishing and maintaining standards of practice in Ontario and by holding naturopaths accountable through the complaints and disciplinary processes.

As part of its responsibility to the public, the College establishes the requirements for safe, competent and ethical practice, including the administering of the profession's entry-to-practise Clinical and Standard of Practice examinations (e.g., the Ontario Prescribing and Therapeutics Exam), development of professional [Standards and Guidelines](#), administering a [Quality Assurance program](#) and enforcing professional [Standards of Practice](#).

## About the IVIT Examination

In accordance with the [General Regulation](#), Naturopathic Doctors wishing to meet the Standard of Practice for IVIT in Ontario for the purposes of administering by intravenous injection those drugs and substances tabled in the General Regulation, must successfully complete a course that includes relevant training in IVIT approved by Council, and examinations in IVIT approved or administered by the College.

Currently there are three College-approved IVIT training courses (as of November 2019):

- “IVIT Certification Course” by the Ontario Association of Naturopathic Doctors.
- “Practice of Intravenous Infusion Therapy (IVIT) Certification Course” by Liberty Clinic.
- “IVIT Certification Course” by the Canadian College of Naturopathic Medicine (CCNM).

The Ontario IVIT Exam includes both written and practical components, and tests whether candidates have demonstrated the competencies necessary to perform this controlled act.

## Eligibility to Practise IVIT

**If wishing to perform IVIT procedures (compounding for or administering IVIT), you must:**

1. Hold a General certificate of registration with the College without any terms, conditions or limitations which restrict you from engaging in direct patient care.
2. Be in good standing with the College.
3. Have met the Standard of Practice for IVIT with the completion of a College-approved IVIT course and the College’s IVIT Examination.
4. Have met the Standard of Practice for Prescribing with the completion of a College-approved course in therapeutic prescribing and the College’s Prescribing and Therapeutics Examination.
5. Hold \$3 million per claim and \$3 million aggregate level in professional liability insurance in addition to the \$2 million coverage required of all Registrants holding a General Class certificate of registration, in accordance with section 19 of the College [By-laws](#).
6. Meet the requirements as set out in the Quality Assurance Program for Continuing Education related to IVIT.
7. Only perform IVIT procedures in an IVIT premises registered with the College which has undergone an inspection and received an outcome of a pass or a pass with conditions.

## Exam Attempts

Candidates have a total of five opportunities to successfully complete the examinations. **Re-attempts must be made of the entire examinations, regardless of which exam component the candidate was unsuccessful in**, within two years of the date of a candidate’s successful completion of a Council-approved Ontario IVIT training course. A candidate who, at the time of the next IVIT exam, will have exceeded this two-year window will be ineligible to sit the IVIT examination until they re-take an IVIT training course.

A candidate who fails the exam on the first attempt may take it a second time. After a second failure, the candidate is required to complete additional education or training, if any, as determined by a panel of the Registration Committee (the Panel) to qualify to attempt the examination for a third time (please refer to page 24 of this handbook for additional information).

**Following an unsuccessful third attempt, a two-year window of exam ineligibility will be imposed (effective as of the date of the third unsuccessful attempt), during which time the candidate will not be permitted to register for the Ontario IVIT Exam.**

Prior to being eligible to make a fourth attempt of the Ontario IVIT Exam, a candidate must successfully re-take and complete a Council-approved Ontario IVIT training course. For reasons of public protection, candidates who have made five unsuccessful attempts will not be granted any further access to re-take the IVIT Exam.

**Exam candidates have two years (calculated from the date of having completed a College-approved IVIT course) to successfully complete the Ontario IVIT Examination. To be deemed to have met the Standard of Practice for IVIT, Registrants must also meet the Standard of Practice for Prescribing within this two-year window.**

Examination retakes and attempts are managed in accordance with the [IVIT Program and Examination Policy](#).

## Applying for the Ontario IVIT Examination

### Changes to Contact Information

As a candidate, you are responsible for ensuring the contact information provided, for the purposes of communications with the College (including receipt of exam timetable information), is correct and up to date. You may make changes to your contact information by logging into your College User Account, selecting 'My Profile' from the left-hand panel, and clicking the 'Edit Profile' icon in the top-left corner. Non-registrants (i.e., registered ND in another regulated Canadian jurisdiction) are required to email their updated contact information to the College at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca), after which examination staff will update the concerned College account.

The College is not responsible for any lapses in communication due to incorrect or outdated contact information.

**Note: changing your contact email will also change your login email to access your College user account.**

### Name Changes

To change your legal name on file with the College, please submit a [Name Change form](#), along with a clear copy of your updated valid photo identification and a copy of one of the following documents as proof of the name change:

- change of name certificate issued by the government of Ontario,
- marriage certificate,
- certificate of divorce, or
- sworn affidavit for validation of identity signed by a Commissioner of Oaths.

## Eligibility Requirements

To be considered eligible to sit the College's IVIT Examination, you must:

- a) Hold a General Class Certificate of Registration in Good Standing with the College without any terms, conditions or limitations that restricts you from engaging in direct patient care **OR** be a registered ND in another regulated Canadian jurisdiction.

### **AND**

- b) **Have successfully completed a College-approved IVIT course no more than two years prior to the date of the exam and at the point of exam registration.** Note: as part of your exam registration, you will be required to declare your date of course completion. Only candidates who have completed the IVIT course are eligible to register for the exam.

Course enrollment lists are provided to the College to ensure compliance with the eligibility requirements noted above. Should the eligibility criteria not be met, you will be un-enrolled from the exam.

**Due to scope of practice differences between jurisdictions, the College does not recognize IVIT training obtained outside of Ontario or from course providers whose course has not been formally reviewed and approved by the College.**

Exam registration priority is given to Ontario NDs. NDs registered in another regulated Canadian jurisdiction will be granted the ability to register for the exam based on seat availability once exam registration for each session closes.

Non-Ontario NDs must submit the [IVIT Exam pre-registration form](#) along with a copy of valid photo ID, prior to the close of exam registration, to indicate their intent to sit the examination should space be available.

## Exam Registration Requirements

When registering for the examination, it is your responsibility to:

- Register and pay for the examination by the registration deadline.
- Adhere to the deadline dates for exam registration and exam accommodations request noted on the [Ontario IVIT Examination Schedule & Fees](#) page, under the Registrant tab on the College website. **LATE EXAM REGISTRATIONS AND LATE EXAM ACCOMMODATION REQUESTS ARE NOT ACCEPTED.**
- Read the Ontario IVIT Examination Handbook and any associated examination documents (e.g., [Examination Rules of Conduct](#)); the answers to most examination questions can be found in these supporting materials.
- Ensure your contact information is correct and up to date.
- Comply with the requirements stipulated in this Handbook and the [Examination Rules of Conduct](#).

## Required Documents

- Online Exam Registration Form & Fee Payment – As part of registering for the Ontario IVIT Examination, you are required to declare any exam accommodation needs, previous exam attempts, and consent or decline to consent to being a patient model during the exams (please see the section on [Patient Modeling and Exemptions](#)). Exam registration and fee payment must be made by the Exam Registration Deadline noted for that session. Exam registration will open at 9 a.m. ET on registration opening day and close at 5 p.m. ET on registration closing day, or earlier if capacity is met. The exam schedule can be found on the [Schedule & Fees page](#).
- Exam Accommodation Request & Supporting Documentation – If requesting an exam accommodation, such as requesting additional time due to a disability, please refer to page 8 of this handbook for detailed information regarding necessary documentation. Requests and accompanying documentation for exam accommodation must be received by the exam registration deadline.
- Exam Pre-Registration Form for Non-Registrants (required only for non-Ontario NDs registered in another regulated Canadian jurisdiction) – This form is used by the College to create a profile for those not registered with the College, to establish candidate identity with the College and allow for creation of a user account to allow access to the online exam portal. It is recommended that this form be submitted at least one week prior to the exam registration deadline and must be received by the exam registration deadline.
- Valid Photo Identification – Non-Ontario NDs and those retaking the exam must submit a copy of valid (i.e., not expired), legible (i.e., the information, signature and photo are visible and clear), government-issued photo identification which includes the candidate's legal name and signature. Acceptable forms of photo identification are listed on the Exam Pre-Registration form. A copy of valid photo identification must be submitted by the exam registration deadline.

## Examination Fees

The Ontario IVIT Examination fees are set out in schedule 3 of the [College By-laws](#) and noted on the [Schedule & Fees](#) page for the Ontario IVIT Exam. Fees are non-refundable after the close of exam registration (please refer to the withdrawal section of this handbook). The exam fee must be paid in full and may be paid by credit card (Visa or MasterCard), cheque or money order made payable to the "College of Naturopaths of Ontario". Payment must be received by the College by the exam registration deadline. **A \$35 nonsufficient funds (NSF) fee + HST will be charged for any returned or refused payment due to insufficient funds.**

Examination fees cover the cost of examiners, exam staff and training, the exam location and examination administration (e.g., supplies). Candidates are charged for each attempt of the examination.

## Exam Confirmation and Timetables

Following receipt of payment and review of your exam registration submission (e.g., the answers provided on your exam registration form), you will receive a confirmation of your exam registration by email.

Specific details about your written and practical exam times, and exam sign-in location will be sent to you, by email, on the 'Timetable Notices Release' date as noted on the [Ontario IVIT Exam Schedule](#).



## Exam Accommodations

An exam accommodation is viewed as any adjustment to testing conditions, examination requirements or examination scheduling to address a candidate's current needs arising from a disability (whether physical or cognitive which includes specific learning disabilities), a health condition or issue, or religious requirements.

In accordance with the Ontario [Human Rights Code](#), the College will consider all accommodation requests received from any examinations candidate to ensure candidates are provided with a fair opportunity to sit the Ontario IVIT Examination. Accommodations will be made on an individual basis and will reflect the nature and extent of the identified need.

The College's duty to accommodate is limited only by undue hardship. The Ontario *Human Rights Code* specifies three factors to be considered in assessing whether the requested accommodation would cause undue hardship to the College: cost, availability of outside sources of funding, and health and safety requirements (such as would pose a risk to health and public safety).

If you have requested an exam accommodation, you will be notified in writing of the College's decision within ten business days from the date of receipt of the accommodation request, unless additional information is required either from you or the individual providing any supporting documentation on your behalf. If additional time is needed, you will be apprised of the revised timeframe for a decision on your request. If the request is granted, you will receive additional details outlining the accommodation that will be provided on the day of the exam; if the request is denied, the grounds for refusal will be disclosed. In instances where an accommodation is denied due to reasons of undue hardship, the College may provide terms for an alternate form of accommodation where possible.

## Exam Accommodation Requests

To request an exam accommodation, please complete and submit '[Exam Accommodation Request Form](#)' to the College. This form must specify the type of accommodation being requested, address the grounds for the request, and include authorization for the College to contact any provider of any supporting documentation. As this process may include the need for the College to obtain additional clarification or information, it is recommended that you NOT wait until the deadline date to submit an accommodation request and supporting documentation.

**Requests received after the exam registration deadline cannot be granted.**

## General Requirements for Accommodation Documentation

Supporting documentation must:

- be dated within six months of the examination registration date.
- be submitted with a completed 'Exam Accommodation Request Form', prior to the exam registration deadline.
- substantiate the reason for the exam accommodation and the specific exam accommodation(s) required (e.g., if requesting additional time, how much time and why it is required); and
- contain the contact information for the individual providing supporting documentation and authorization to contact them should additional information be needed to validate the exam accommodation request.

## Disability Accommodations (Cognitive and Physical)

In addition to the general requirements, if requesting an exam accommodation (e.g., additional time) due to a disability, as defined in s. 10(1) of the *Human Rights Code*, your supporting documentation must:

- be provided by a regulated health care professional, as defined in the RHPA, who currently has or has previously had a doctor/patient relationship with the candidate and is qualified (i.e., has appropriate training, holds a relevant professional credential or designation and has the scope of practise, as authorized to that profession) to make an assessment or diagnosis on the condition.
- be provided on the [Health Professional Recommendation Form](#), which asks the provider of the supporting documentation to provide their professional credentials, substantiate the reason for the accommodations being requested, and to provide information regarding how the requested accommodation relates to the disability.
- contain the title and professional credentials of the regulated health professional who has made the assessment or diagnosis.

## Religious Accommodations

In addition to the general requirements, if requesting an exam accommodation, due to religious requirements (e.g., gender requirements for exam partner or examiners), your supporting documentation must:

- be provided by your religious leader,
- provide information regarding how the requested accommodation relates to the religious requirements; and
- provide information regarding the religious holiday if the request is for an alternate examination date due to religious observance.

## Pregnancy-related or Breast-feeding Accommodations

In addition to the general requirements, if requesting an exam accommodation due to a pregnancy-related condition or issue, your supporting documentation must:

- be provided by a regulated health care practitioner, as defined in the *RHPA*;
- include the submission of the [‘Health Professional Recommendation Form’](#), which provides information regarding professional credentials of the regulated health care practitioner and how the requested exam accommodation relates to your pregnancy; and
- contain the title and professional credentials of the regulated health care practitioner.

If requiring an accommodation to permit you to breastfeed during the examination day, you **must request this by the exam registration deadline** and provide information which speaks to the frequency and anticipated length of feedings as this information will need to be considered with respect to the overall exam day schedule and feasibility of the request in comparison to the time constraints of each exam component.

Please note that breast-feeding accommodations will also be reviewed in the context of any health and safety measures in place for that exam session, including but not limited to those related to COVID-19.

## Disclosure of Accommodation Information

The information disclosed for the purposes of seeking an accommodation may be used, at the discretion of the Chief Executive Officer (CEO) or their delegate, for other regulatory processes where there is a public interest in doing so. Such a situation arises if the information disclosed raises concerns regarding the Registrant's physical or mental condition, or that they may have a disorder that would make it desirable in the public interest that a Term, Condition or Limitation (TCL) be placed on their certificate of registration. This includes, but is not necessarily limited to, use by the Inquiries, Complaints and Reports Committee to determine whether a Registrant has the capacity to practise the profession.

## Patient Modelling and Exemptions

You will be paired with another exam candidate to act as patient models for one another during the vascular access portion of the practical component for the Ontario IVIT Examination. You may decline consent (at the time of registration for the exam) from being a patient model due to medical reasons. In such instances, you are required to have the course instructor provide (in writing, via email) information regarding having been granted a similar vascular access exemption during the training course. Pregnancy is not a valid reason for exemption, unless there are other accompanying health concerns related to the pregnancy. *Only saline (no vitamins or minerals) is infused during the vascular access component.*

Candidates may be required to be infused twice in instances where another candidate has been exempted from patient modeling. In such instances, candidates will be apprised in advance.

When acting as the patient, you are expected to behave as a 'new patient' and must only do what you've been instructed to do by your candidate partner. Candidates who are witnessed assisting or coaching their partner in any way when acting as the patient, whether intentional or otherwise, will receive one verbal warning from the examiner. If the behaviour continues, this conduct will be viewed as an examination violation and appropriate action will be taken by the College.

## Waiting Lists and Exam Seat Swapping

Due to the administrative logistics involved with exam scheduling, the College does not offer exam waiting lists, nor does it permit exam time or spot swapping with other candidates. Registration for each session is handled through the online event registration module and granted on a first come, first served basis.

Candidates with specific scheduling requests (e.g., needing to start and end later in the day due to travelling to the exam site from a considerable distance) should contact the Examinations Department at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca) **prior to registering for the exam** to request a scheduling consideration.

## Withdrawing from the Examination

Candidates may withdraw their exam registration for an exam provided that the request is made in writing to the College PRIOR to the close of exam registration for that exam session. Candidates who wish to withdraw

their registration following the exam registration deadline may do so; however, the exam fee paid will be forfeited.

## **Withdrawal Fees**

An administrative fee of \$50 plus HST is applied to all exam withdrawal requests and will be deducted from any refund issued by the College for the exam fee paid.

## **Exam Deferrals**

The College understands that unexpected situations can arise which may prevent a candidate from sitting the Ontario IVIT Examination as scheduled. If registered for an examination, you may seek a deferral to postpone your examination attempt to the next regularly scheduled exam session if (a) you become ill, are injured, or encounter an emergency situation (e.g., a death in the family) which prevents your attendance at the examination; or (b) you cannot, due to a medical issue or injury arising after the deadline for requesting an exam accommodation has passed, perform the examination without an exam accommodation. Deferral requests made on the grounds of being unprepared to sit the exam or due to having been refused an accommodation (e.g., you didn't submit required documents) will not be granted.

### **Deferral Requests – General Requirements**

If you are unable to attend the examination for the reasons noted above, you must notify the College immediately, by telephone or by email.

An official exam deferral request (made in writing) must be submitted to the College within two weeks of the date you first notified the College of your inability to attend the exam, and must be accompanied by a letter from a regulated health care practitioner or other supporting documentation verifying the circumstances for the missed examination.

The Director, Registration & Examinations reviews all deferral requests on an individual basis and exam deferrals are granted provided the circumstances which prevented a candidate's attendance at the examination have been appropriately substantiated through supporting documentation.

Failure to appropriately notify the College of an inability to attend the examination, submit the required documentation within the specified timeframe, or pay the deferral fee may result in denial of the deferral request, and a forfeiture of the examination fee paid.

Candidates are permitted to defer an exam only once. If granted a deferral and you decide to withdraw from the deferred exam, fail to attend the deferred exam session, or neglect to complete the exam registration requirements (e.g., submission of required forms) by the exam registration deadline for that deferred session, the examination fee paid will be forfeited; no further deferral or refund of the examination fee paid can be granted.

## Deferral Fees

An administrative fee of \$50 plus HST is charged for the review of the exam deferral request. **Examination fees are not refunded for exam deferrals**; however, a credit of the amount paid will be applied to the next scheduled sitting of the examination by the exam candidate.

## Illness or Emergency *during* the Examination

If you experience illness, or an emergency during an examination, you must notify exam staff immediately and return all examination materials. A medical note must be obtained (dated within 24 hours of the time you leave the exam site) and must be submitted to the College within two weeks of the exam date.

## Routine Practices and Additional Precautions for Preventing the Transmission of Infection

As a candidate, you have a responsibility to determine whether you are well enough to sit a College exam and if in doing so, you will be putting yourself or others at risk. The College reserves the right to ask any candidate showing symptoms of a cold, flu, or general unwellness to leave the exam site. Please see the [Exam Deferrals](#) section of this Handbook for further information regarding the process to defer an examination before or during the exam.

All exam site attendees are expected to exercise best practices regarding infection control and to employ appropriate hand hygiene.

For further information on how to prevent catching or spreading infections, please visit online resources available from [Infection Prevention and Control Canada](#), [Ontario Ministry of Health](#), [Toronto Public Health](#) and the [World Health Organization](#).

## Day of Examination

### Candidate Arrival on the Day of the Exam

Please arrive at the exam site at the sign-in time noted in your Exam Timetable Letter. Due to space constraints at the exam facility, and the structure of exam rotations, we ask that you not arrive prior to your scheduled sign-in time. **If arriving early, you may be turned away and asked to return at your scheduled sign-in time.**

On the day of the exam, prior to arrival at the exam site, you **must complete** the [COVID-19 self-assessment screening](#). Please arrive for exam sign-in wearing a face mask (re-usable or disposable), which will be replaced by a surgical disposable face mask provided by the College. This mask must be worn for the entirety of your time on site at the exam, other than when showing your face briefly at sign-in to confirm identity. Face masks must fully cover the nose, mouth, and chin (without gapping) and fit securely to the head with ties or elastics (bandanas and face shields are not a sufficient substitution).

Failure to wear a mask will result in being denied access to the exam. *Note: Exam staff may perform a non-contact visual inspection of any mask being used at their discretion.*

## Arriving Late to the Exam

Latecomers (i.e., those arriving more than 5 minutes after the scheduled start time of the examination) will not be granted admittance to the examination, and the missed examination will result in a forfeiture of the exam fee. Arriving late creates a disruption for those already taking their examination and may affect the exam day schedule.

If you are delayed, due to unforeseen circumstances, you may apply for an exception to allow your sitting of the examination to be deferred to the next regularly scheduled exam session. Such requests must be substantiated with documented proof, dated within 24 hours of the exam, which supports the reason for the late arrival and must be submitted to the Examinations Department at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca) within two weeks of the examination date, along with the deferral fee of \$50 +HST.

## Exam Site Access

No one other than College exam staff, College examiners, College exam invigilators, agents of the College and examination candidates are permitted in the exam rooms and designated exam and clinic areas on the day of the exam.

**Candidates will be restricted from being onsite at the exam outside of their sign-in and exam times and must leave the exam site promptly once finished their exam components. If carpooling with another exam candidate or waiting for transportation, you are asked to arrange to meet at an alternate location away from the exam areas.**

## Required Items and Equipment

The following items are required for the exam:

- Valid (i.e., not expired) photo identification. This must be a hard-copy, government-issued photo I.D. (e.g., passport, driver's license, or Ontario Photo Card; **health cards, non-government issued photo cards and electronic copies of I.D. are not accepted**). The first and last name on the government-issued photo identification must match the first and last name on the College's exam registration list. **Candidates without valid government-issued photo identification, or whose identification does not match the name noted on the exam registration list, will not be permitted entry to the examinations.**
- A hardcopy of your exam timetable letter. This document and your photo I.D. will be checked by exam staff and invigilator at sign-in.
- Pens, pencils, erasers, a pencil sharpener, and a non-programmable calculator for quick calculation of basic math (cell phones may **not** be used for this purpose) for the written exam components.

## Permitted Items (Food, Drink and Personal Belongings)

Bottled water in a clear, shatterproof container, pens or pencils, and foam/non-electronic ear plugs are permitted during the written examination component. These items must be on your desk prior to the start of the exam and must remain visible throughout the written component. In addition, candidates are allowed to

bring and use hand sanitizer (non-labeled or label covered with tape or marker) on the day of examination. Hand sanitizer will be available at all exam site entry points.

During the practical component, candidates will be permitted to bring a bottle of water in a clear drinking container to their clinic room with them and may briefly unmask for a quick sip of water.

Small, unwrapped snack items (e.g., granola bar) are permitted in the short, scheduled break period between exams while waiting for your next exam component.

Candidates are asked to physically distance themselves (or distance themselves from their patient model and examiners) while briefly unmasked.

Personal protective equipment for the practical components will be provided to candidates. Please see the section on 'Exam Supplies – Vascular Access' on page 17 for more information.

## Restricted Items

Personal belongings are not permitted on or near the examination table/desk, or in the clinic room during the exam administration.

**Electronic devices (such as cellphones and smartwatches) are to be turned off at check-in for each exam component and stored with your personal belongings in the designated areas.** Cellular phones are not accessible during the examination, or when waiting to be called in for an exam component. In cases of an emergency necessitating the need to make a call during the exam, you must seek permission from the exam invigilator or exam staff to access your phone. Personal belongings may be accessed offsite during scheduled breaks.

Possession of any electronic devices during the examination may be considered an examination violation and may result in the candidate's removal from the examinations and/or other appropriate action, as deemed necessary by the College.

## Leaving the Examination Room/Exam Site

Once the examination has begun, candidates are not permitted to leave the examination room without the permission of the exam invigilator (please use the restroom before check-in and/or during scheduled breaks). Those finished an examination component early will be asked to remain in the examination room or area designated by the exam invigilator until the entire cohort has completed the exam.

Once you have completed all exam components, you must leave the exam site so as not to disrupt those still completing the exam. Multiple groups will be in rotation throughout the exam day and clinic space does not permit those not actively completing a component to remain on site.

## Attire and General Comfort

Candidates are advised to wear a short-sleeved shirt or one that may be easily rolled up past the elbow to allow for venous access. Since the temperature in the examination rooms is beyond the control of exam staff, it is suggested that candidates wear layered clothing for flexibility. For the comfort of all, we ask exam staff and candidates alike to avoid wearing scented products on exam day.

## Incident Reporting (Appeal Prerequisite)

Candidates, **who on the day of the examination** feel that a procedural irregularity (e.g., not being provided with the full allotted amount of time to complete the exam), environmental irregularity (e.g., being required to sit the exam at an exam location not required of other examination candidates) or a perception of undue bias (e.g., a bias based on gender, ethnicity, creed, sexual orientation, etc.) had a material adverse impact on their performance during an examination, may file an Incident Reporting Form with an exam invigilator or exam staff member to log their complaint. It is the candidate's responsibility to report the incident with exam staff to confirm the incident has been recorded. All exam invigilators and examiners are required to document all incidents that occur during the exam.

This form must be filled out and signed off on by the exam invigilator or exam staff member before you leave the exam site (if the incident is filed at the exam site), or submitted [online](#) (if filed after the exam and within 48 hours of the exam date). All candidate Incident Reporting Forms will be reviewed during each exam session's post-examinations analyses and logged by the College for review in the case of an appeal. Appeals for which there is no supporting incident report on file cannot be considered for review by the [Examination Appeals Committee](#). The College cannot take any action on exam incidents reported within the 48-hour validity period after the exam, and/or those for which no substantiating incident report had been filed within 48 hours of the exam day. Additional information about the Appeals process is noted on page 25 of this handbook and in the [Exam Appeals Policy](#).

## Conduct During the Exam

### Expectations of Candidates

Candidates are reminded that their behaviour during the examinations is expected to be **professional and respectful** (i.e., demonstrating the qualities of a regulated health care practitioner) at all times, both with examinations staff and fellow exam candidates. Hostile, disrespectful, or otherwise unprofessional behaviour (whether verbal or physical) will be treated as an exam violation and the candidate may be asked to leave the exam site.

### Exam Violations

The College maintains strict security over exam content before, during and after the examinations, to eliminate unfair advantages among candidates and to avoid the costs of replacing the content of the exam. Exam violations refer to any contravention of the [Examination Rules of Conduct](#) regarding the examination's procedures, and/or any suspected breach of security around the content of the examinations.

Violations before the examinations include:

- accessing unauthorized study materials before the exam.
- speaking with or communicating in any way with candidates who have just completed the examinations on the day(s) of the exam(s); and
- providing false admittance information.

Violations during the examinations include:

- failing to adhere to the exam invigilator's or examiner's instructions.
- copying or allowing answers to be copied during the exam.



- discussing the content of any examination in any way with candidates who are waiting to complete their examinations on the day(s) of the exam(s).
- accessing written or electronic information or devices while taking an examination.
- failing to cease writing an exam once the time has been called, taking notes about the exam, or failing to return or removing from the exam room any exam materials at any time during or after the exam.
- talking to other exam candidates once the written examinations component has begun.
- non-verbal signaling or coaching to other exam candidates once an exam has begun; and
- disruptive behaviour during the examinations.

Violations after the examinations include:

- discussing or posting the content of any examination following the exam.
- reconstructing exam items from memory for the purpose of disclosing content to others; and
- altering exam transcripts.

Any indications that an exam violation may be occurring during the exam may result in the immediate removal of the candidate from the examination.

Any suspected violations are documented by the exam invigilator, exam staff or examiner, who will record and report all observations to the College's CEO or their delegate.

Any candidate suspected of an examination violation will be issued a written Notice of an Exam Violation which details the nature of the allegation. Candidates will be provided with a reasonable opportunity to respond either in writing, or by scheduling an in-person meeting with the CEO or their delegate. If a candidate fails to provide a response to a violation allegation within the specified time frame or to participate in the process, the CEO may proceed to make a determination on the violation. No examination transcripts will be issued to the candidate until a final decision has been rendered on any alleged exam violation.

All information in relation to the alleged violation will be reviewed by the CEO, or their delegate, and a determination will then be made as to whether sufficient information exists to support the allegation. Candidates will be notified of the final decision in writing within four to six weeks of the date of the initial notice.

Final decisions issued by the CEO regarding exam violations are appealable to the Examination Appeals Committee.

## **Exam Violations Consequences**

A finding that an exam violation has occurred will result in a failing mark and be recorded as one of the three attempts to successfully complete the Ontario IVIT Examination.

If evidence is found of a breach in the security of the exam materials before an exam administration, and such evidence suggests that the behaviour is organized and/or may involve a number of candidates, the College reserves the right to cancel the exam session.

If evidence is found of a breach in the security of exam materials after an exam administration, 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 deemed appropriate by the College.

## Examiners

Examiners are instructed to refrain from providing candidates with any prompts, or any feedback during or after the examinations, and to avoid personal conversation. Candidates in turn are to refrain from asking examiners for feedback, or validation of actions performed during the examinations. Candidates may, however, ask an examiner to repeat an instruction, or any piece of information imparted to them during the exam.

## Exam Supplies and Set-up

### Sterile Compounding

The following supplies will be used during the vascular access portion of the exam:

(Note: this is **not** an exhaustive list of the supplies that will be on hand during the exam.)

- For the purposes of the examination, laminar airflow hoods will not be used. Instead, candidates will be required to demonstrate aseptic technique in a simulated sterile compounding room (set-up within a clinic room) with a mock horizontal laminar airflow hood. The laminar airflow hood area will be represented by a transparent bin set on its side and secured on a table (please see figure 3. below).
- 21 g and 25 g needles.
- 18 g blunt fill needles.
- Gown, bouffant and booties.
- Non-latex gloves.
- Medical-grade face mask.

### Vascular Access

The following supplies will be used during the vascular access portion of the exam:

(Note: this is **not** an exhaustive list of the supplies that will be on hand during the exam.)

- BD Blood Control Angiocatheter 24 G.
- Micropore and Transpore tape.
- Non-latex tourniquets.
- Tegaderm transparent dressings.
- Non-latex gloves.
- Medical-grade face mask.

All candidates are expected to be familiar with using the BD Blood Control Angiocatheter.

You will complete both the sterile compounding and vascular access practical exams within a clinic room. The clinic room will be set up with a patient bed, counter with sterile compounding supplies, table with the mock laminar airflow hood, and a trolley with vascular access supplies.



Figure 1. Clinic room. *For the purposes of the exam, the area marked with green tape will represent the anteroom, and the area marked with blue tape will represent the buffer room.*

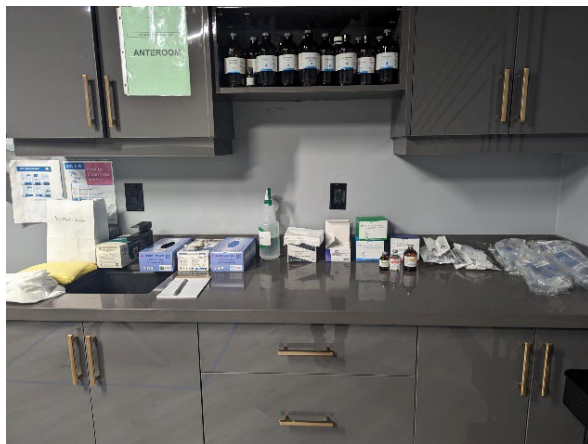


Figure 2. Anteroom



Figure 3. Mock laminar airflow hood set-up

## Supply Substitutions and Allergies

Candidates are not permitted to bring their own supplies unless there is an allergy concern. In such instances, allergy concerns related to supplies must be addressed with the College **prior to** the exam day. Supply substitutions which have not been approved prior to the exam will not be permitted.

## Preparing for the Ontario IVIT Examination Blueprint

The Ontario IVIT Examination include three key components: Multiple-choice written exam component, Osmolarity calculations written exam component and Sterile Compounding/Vascular Access practical exam component. Candidates must achieve 75% in each component of the examinations to pass the Ontario IVIT Exam.

### WRITTEN COMPONENTS

#### Multiple Choice Exam

In the multiple-choice exam written component, candidates will need to show both knowledge of the material as well as the ability to apply it to case-based situations that evaluate knowledge synthesis through exam questioning. All questions are multiple choice. Candidates have two hours to complete this component.

#### **Documentation (4-6% of content)**

- Record retention/storage
- Treatment record requirements
- IV preparation labeling
- Informed consent
- Dangerous abbreviations

#### **Infection Control (4-6% of content)**

- Standard precautions
- Infusion site preparations
- Biohazard management
- Facility cleaning program

#### **Complications & Emergencies (8-14% of content)**

Understand how to identify and manage patients experiencing the following complications of IVIT. This would include the administration of emergency medications and transfer of care if necessary.

- Ecchymosis and Hematoma
- Infiltration/ Extravasation
- Phlebitis
- Thrombosis/Thrombophlebitis
- Venous Spasm
- Syncope
- Hyperventilation
- Vasovagal Episodes
- Anxiety States

- IV Line Obstruction
- Fluid Volume Abnormalities
- Pulmonary Embolism
- Air Embolism
- Foreign Body (catheter) Embolism
- Pulmonary Edema
- Asthma Attack
- Allergic reaction/Anaphylaxis
- Respiratory Arrest
- Infection/Septicemia
- Shock
- Hypotension
- Circulatory Overload
- CHF
- Angina
- Cardiac Arrest
- Hypoglycemia

Know how to properly administer the following emergency medications. This would include appropriate dosage and frequency of administration along with how to monitor response and potential side effects.

- Calcium Gluconate/Chloride
- Dextrose 50%
- Epinephrine HCl
- Diphenhydramine Chloride
- Atropine
- Salbutamol
- Ipratropium bromide

#### **IVIT Equipment (4-6% of content)**

Be familiar with the basic equipment used in IVIT practice and demonstrate understanding of when, how, and why they are applied as a part of solution preparation, IVIT administration and patient care.

Examples of equipment include:

- IV catheters
- Butterflies
- IV bags
- Administration sets
- Safety engineered devices

#### **Patient Assessment (10-14% of content)**

Candidates will be expected to know how to appropriately assess patients for appropriateness of IVIT along with monitoring both the success and tolerance of treatment. Patient assessment tools covered include physical examination along with laboratory assessment of blood and urine. All approved laboratory testing as authorised under the [Naturopathy Act, 2007](#) and the [General Regulation](#) relevant to IVIT can be included.

### **Peripheral Insertion Procedure (4-6% of content)**

Be familiar with the fundamental procedures for peripheral vascular access for IVIT. Topics include:

- vein selection and consideration,
- hand hygiene,
- patient preparation,
- vein dilation,
- needle selection,
- catheter stabilization and site dressing,
- patient monitoring,
- patient education,
- procedure discontinuation, and
- aftercare.

### **Sterile Compounding (4-6% of content)**

Be familiar with core concepts in sterile compounding including:

- the College's Sterile Compounding of Injectables Guidelines,
- the College's Laminar Air Flow Hood Policy,
- procedures for sterile compounding including garbing, sanitation and use of flow hood,
- site setup to ensure compliance with the College's regulations, and
- use by and beyond use dates.

### **IV Solutions (10-14% of content)**

Candidates should understand the importance of the concepts around IVIT solutions and how that impacts treatment and patient safety. Topics will include:

- osmolarity and the concept of tonicity;
- types of IVIT solutions, their advantages, and disadvantages, and when they are best applied to ensure treatment efficacy and safety;
- fluid dynamic effects on the various fluid compartments of the body possible with IVIT;
- how to calculate the osmolarity of an IVIT solution;
- fluid balance assessment of a patient and how that might affect your treatment; and
- drip rate calculation.

### **IV Therapeutics (15-20% of content)**

Understand the indications, contraindications, consideration for administration, and antidotes (if applicable) of all approved therapeutics for IVIT as noted in the tables of the General Regulation.

Therapeutics covered in the exam include:

#### **Amino Acids**

- Combination products
- Adenosine Triphosphate
- Glutathione
- Levocarnitine
- Taurine

- Tryptophan

#### Vitamins

- Vitamin A
- Vitamin B1
- Vitamin B2
- Vitamin B3
- Vitamin B5
- Vitamin B6
- Vitamin B12
- Vitamin C
- Vitamin D
- Vitamin E
- Folic Acid
- Biotin

#### Minerals

- Calcium and its salts
- Chromium
- Copper
- Iodine
- Iron
- Magnesium
- Manganese
- Molybdenum
- Potassium
- Selenium
- Sodium Bicarbonate
- Strontium
- Vanadium
- Zinc

#### Immune Agents

- Hydrochloric Acid

#### Botanicals

- Viscum album

#### **Jurisprudence and regulations (4-6 % of content)**

The College regulations, guidelines, policies, and standards that apply to IVIT include:

- General Regulations,
- Specimen Collection Centres Laboratories Regulations,
- Standard of Practice – Consent,
- Standard of Practice – Delegation,
- Standard of Practice – Emergency Preparedness,
- Standard of Practice – Infection Control,
- Standard of Practice – Intravenous Infusion Therapy,

- Standard of Practice – Record Keeping,
- Practice Guideline – Sterile Compounding of Injectables Guideline, and
- Professional Policy – Laminar Air Flow Hood.

### **Osmolarity Calculations**

Candidates will have 30 minutes, following completion of the multiple-choice exam component, to complete five IV infusion formulations using a list of nutrients and their Osm/ml.

For each formulation candidates are expected to calculate:

- total volume,
- total osmolarity, and
- final osmolarity.

In addition, candidates must be able to perform basic unit conversions (e.g., mg to gram, gram to mL).

## **PRACTICAL COMPONENTS**

Each candidate will complete the practical components (details below) as one 50-minute time block without a break in between, starting with the sterile compounding component, which will be performed alone in the exam room with their examiner(s), before admitting their “patient” (i.e., their candidate partner) for the vascular access portion.

### **Sterile Compounding**

Candidates will be provided with an intravenous infusion formula consisting of at least two admixture ingredients and will be provided with 20 minutes to explain procedures and compound the formula while being observed by an examiner.

Candidates will be expected to demonstrate their knowledge of and practical skill in appropriate aseptic technique, through a mixture of oral responses to examiner questions, and practical demonstration in the following areas:

- appropriate garbing for compounding under sterile conditions.
- selection and checking of materials.
- preparation of vials for use.
- proper hand and glove hygiene.
- demonstrating the compounding of substances into the IV bag using aseptic technique within the laminar airflow hood space.
- establishing and maintaining sterility throughout the compounding procedure.
- checking the finished product and labeling of the IV bag.
- appropriate disposal of materials.

### **Vascular Access**

Each candidate will be partnered with another candidate who will be a patient model for the practical portion of the exam and will be given 30 minutes each to perform the procedure while being observed by the examiner.



Note: no mineral or vitamin content will be infused during the exam.

Candidates will be expected to show competence in the following areas:

- prepare for administering an IV infusion,
- insert an angiocatheter,
- establish a drip rate, and
- terminate the IV infusion.

Candidates will be expected to demonstrate their knowledge of and practical skill in administering IVIT, through a mixture of oral responses to examiner questions, and practical demonstration in the following areas:

- proper cleaning technique, including hand washing/sanitation/gloving protocol and maintaining a clean field.
- appropriate collection and checks of injectable substances and equipment.
- administration prep including line attachment and flushing, and appropriate bag labeling.
- patient interaction and professionalism including obtaining consent, inquiries regarding allergies, anxieties, recent meals, and washroom use, providing a brief explanation of the procedure, monitoring patient during process with verbal and visual check-ins and attention to signs of patient distress or discomfort.
- IV patient preparation including knowledge of required pre-treatment vitals, proper arm positioning, appropriate gloving and infection control procedures.
- angiocatheter insertion including establishing a drip rate and securing the IV.
- termination of IV drip including angiocatheter removal, equipment check, IV site treatment, appropriate disposal of biohazard and sharps, and post-treatment patient protocol including knowledge of appropriate vitals and post-treatment patient instructions.

Note: candidates will complete both practical components as one section, starting with the sterile compounding, where they will be alone in the room with the examiner(s).

### **Practical Component Automatic Fails**

Candidates will be scored according to a standardized rubric which accounts for all important steps in the sterile compounding and vascular access processes. Each step a candidate is expected to complete is weighted both for its clinical importance and impact on patient safety. Between these two processes there are several procedural steps which, if missed, would result in serious risk to a patient and therefore would result in an automatic fail.

## Post-Examinations Procedures

### Exam Scoring

Prior to leaving the exam site, all examiners are required to discuss (a) any incidents which occurred during the examination, and (b) candidate performance for those candidates who scored lower than anticipated with the designated College staff exam day point-of-contact.

Two separate rounds of marking and score reviews are conducted prior to the release of exam results.

### Exam Results

Results will be sent out by e-mail as of the “Results Released” date noted on the [Ontario IVIT Exam Schedule](#) for the applicable exam session. The College will send the examination results to the most recent e-mail address on file for the exam candidate. **NOTE: Candidates registered in another Canadian jurisdiction will receive an exam transcript only** (no accompanying letter), a copy of this transcript will also be provided directly to their regulatory body.

Under no circumstances will the College release or discuss examination results over the phone. In accordance with the exam policies of the College, scoring information is not released to exam candidates. A “pass” or “fail” result will be provided. Candidates will not receive a percentage or numerical mark on their exam transcript.

### Exam Remediation

A candidate may attempt the exam three times over a period of two years. A candidate who fails the first attempt of the examinations will be entitled to a second attempt of the examinations. A candidate who is unsuccessful at the second attempt must undergo a mandatory review conducted by a panel of the Registration Committee (the Panel) to determine any additional training or education that must be completed prior to being allowed to sit a third attempt of the exam. To initiate this mandatory Panel review, a request must be sent to the Examinations Department at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca).

Reviews are conducted within the Panel only; no in-person meetings occur between the candidate and the Panel. The Panel will be provided with detailed information regarding the candidate’s exam performance from both examination attempts. This information will include comparative data to allow the Panel to determine areas where improvement was noted at the second attempt and areas where additional study would be beneficial.

Candidates also have the option to include a letter to the Panel addressing any factors they would like the Panel to take into consideration, such as any study materials or additional training undertaken between the first and second attempt of the exam. Please note that the Panel does not have the authority to waive the remediation review requirement, nor is it an Exam Appeals body. As such, any submission made to the Panel should address their review regarding additional training or education.

Following the review, the candidate will be provided with recommendations, if any, regarding training or education or combination thereof required by the Panel which must be successfully completed (within the specified timeline) by the candidate prior to being permitted to sit a third attempt of the exam.

Further exam attempts will be managed in accordance with the College’s [IVIT Program & Examinations Policy](#).

## Candidate Access to Exam Material

Due to the sensitive nature of the examination material, candidates are not permitted to review their examination documents. General feedback regarding exam performance will be included with the candidate's transcript.

## Appeals

The appeal process is limited solely to issues concerning irregularities (procedural or environmental) or undue bias (please refer to the Incident Reporting section on page 15). Appeals must include facts demonstrating that the procedural and/or environmental irregularities had a material adverse impact on the candidate's performance on the examination. It is incumbent upon the candidate to establish, to the satisfaction of the Examination Appeals Committee, that had the procedural and/or environmental irregularities not occurred, it is more likely than not that the candidate would have passed the examination.

The Examination Appeals Committee does not review complaints regarding the content of the exam or possible responses to examination questions or requests for review or a remarking of the exam. Therefore, the content of the examinations is not subject to appeal. **In no instance will a candidate who has failed an examination be deemed to have passed the exam.**

## Appeals Process

Appeal requests must be made in writing ([exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca)) and must:

- Outline the procedural or environmental irregularities or perceived undue bias at issue.
- Note the fact that an Incident Reporting Form was completed, signed and submitted to a College representative within 48 hours of the exam.
- Provide facts which demonstrate that the procedural or environmental irregularities and/or undue bias noted had an adverse impact on the candidate's examination performance.

Requests must be received within 30 calendar days following the release of exam results (i.e., 30 days from the date noted on your transcript). Appeals received after this period cannot be considered. Any supporting documentation you wish to have reviewed must be submitted at the time of submission of the exam appeal request. Approved appeals are charged the examination appeal fee for review of the appeal by the Exam Appeals Committee.

### Grounds for an Appeal

Exam appeals are limited solely to questions concerning procedural irregularities, environmental irregularities or undue bias which could have affected a candidate's examination performance or the integrity of the examination process.

### Notification of Appeal Review

Within 14 days of the College's receipt of an exam appeal request, the CEO or their designate notifies the candidate in writing with respect to the status of their exam appeal request.

If the exam appeal request is refused by the CEO, the candidate will be notified that the appeal will not be considered by the Examination Appeals Committee for one of the following reasons:

1. the procedures and/or requirements outlined in this policy were not followed,
2. the procedures and/or grounds of the appeal are not based on the circumstances or grounds necessary for a valid appeal, or

3. the request to appeal does not possess sufficient information or facts necessary to support those circumstances or grounds.

### **Timelines for Decisions**

Decision outcomes made by the Examination Appeals Committee are sent by email within 60 business days of receipt of the examination appeal request.

#### Possible Outcomes

If the Examination Appeals Committee's decision is to grant the exam appeal, the Committee has the authority to make the following decisions:

- To allow the candidate to re-sit the examination without the appealed attempt being counted as one of three permitted attempts, and/or,
- To allow the candidate to re-sit the examination at an adjusted fee.

Additional information about examination appeals is noted in the [College's Examination Appeals Policy](#).

### **Candidate Feedback**

The College considers all constructive feedback and concerns of our stakeholders. If you wish to provide the College with any feedback on the exam reference materials, exam process and/or testing experience, please send your suggestions to the Examinations Department at [exams@collegeofnaturopaths.on.ca](mailto:exams@collegeofnaturopaths.on.ca). Please note that feedback should be professional and polite.

Exam content, handbooks and reference guides are reviewed and updated by the College annually and/or following each exam administration, as necessary. Feedback received following an exam is taken into consideration as part of these reviews.

### **Meeting the Standard of Practice for Intravenous Infusion Therapy**

To be deemed to have met the Standard of Practice for IVIT in Ontario, you must:

- successfully complete the Ontario Intravenous Infusion Therapy examination,
- successfully complete and meet the Standard of Practice for Prescribing prior to being able to compound for and administer IVIT (this must be met within two years of the Registrant having successfully completed the Ontario IVIT Exam or a subsequent IVIT course and the exam will be required to be undertaken again), and
- be a Registrant of the College, registered in the General class, in Good Standing.

**Important: Registrants who have been deemed to have met the Standard of Practice for IVIT are required to carry an additional \$3 million per claim and aggregate level in professional liability insurance.**

### **Meeting the Standard of Practice for Intravenous Infusion Therapy – Inter-provincial (CFTA) Applicants**

Due to differences in IVIT scope of practice, including the College's need to assess a Registrant's ability to perform sterile compounding for IVIT, **the College does not recognize out-of-province IVIT 'certifications'**. Registrants applying to the College as a registered ND from another regulated Canadian jurisdiction, who wish to perform IVIT, will be required to meet the Standard of Practice for IVIT in Ontario

following their registration with the College.

## Appendix I: Examination Rules of Conduct

In addition to the information that has been provided in this handbook, it is understood that all examination candidates will comply with the following general 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 their exam invigilator at their assigned check-in location at least ten (30) minutes prior to the exam commencement time noted on their exam booking confirmation.
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 exam rooms, and sequestering areas designated for use for the purpose of administering an examination) is restricted to examination candidates, support persons approved by the College in advance of the examination, examination invigilators, College staff and agents of the College.
5. Candidates must turn cellular devices off and may not access them for the duration of their time 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 invigilator. 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 examsite.
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 invigilators have the authority to designate the desk/table/computer terminal at

which a candidate sits while writing an examination. 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 commencing any part of the exam until instructed to do so by the exam invigilator.
11. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their exam invigilator, 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 invigilators 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 invigilators 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 invigilator.
15. Candidates may not retain any exam materials; this includes, but is not limited to exam sheets, response booklets, and scrap paper. All exam materials must remain with the exam invigilator.
16. Candidates must comply with requests made or instructions given by exam invigilators, examiners/assessors and other exam staff.
17. Candidates who are being sequestered prior to the commencement of an exam component must remain in the designated sequestering area unless otherwise authorized by an exam invigilator or exam staff.
18. Candidates who have completed their examination 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.