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Intent/Purpose	To provide a policy governing examinations administered or approved by the College of Naturopaths of Ontario (the College).	
Definitions	Act	Means the <i>Naturopathy Act, 2007</i> .
	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.
	Certificate of Registration	Means a document issued by the College, in the General class, emergency 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 and who performs the duties assigned to the position of Registrar under the RHPA, the Code, the Act and the regulations made thereunder.
	Clinical Examinations	Means the College's Clinical (Practical) Examinations.
	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.

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College	Means the College of Naturopaths of Ontario as established under the Act and governed by the RHPA
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.
Examination Accommodation	Means an adjustment to testing conditions, examination requirements or examination scheduling to address a candidate's current needs arising from a disability, a religious requirement, a pregnancy or breastfeeding related need as outlined in this policy.
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 three-part examination approved by the Council of the College that includes written, calculation and demonstration components which test a registrant's competencies to perform IVIT safely, competently and ethically.
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.
Prescribing and Therapeutics Examination	Means a two-part examination approved by the Council of the College that includes both written and oral components which tests a registrant's competency to compound, dispense, sell, administer by injection or inhalation those drugs tabled in the General Regulation and engage in therapeutic prescribing.
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 remediation, and all registration matters as set out in the Code.
Registration Examinations	Means the College's Clinical (Practical) Examinations.

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Registration Regulation Means Ontario Regulation 84/14.

Regulated Health Professional Means a member of a Canadian self-governing health profession as established pursuant to Schedule I of the RHPA or equivalent provincial legislation outside of Ontario.

RHPA Means the *Regulated Health Professions Act, 1991*.

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 deferral.

General	Guiding Legislation	All aspects of this policy will be managed in accordance with the RHPA, the Act, the Registration Regulation, and the Program and Examination policies of the College.
	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 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 to qualify for registration with the College.
	Clinical (Practical) Examinations	All applicants, except for 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 College's Clinical (Practical) Examinations Policy.
	Biomedical and Clinical Sciences Examinations	All applicants, except for those deemed to have satisfied subsection 7(1) of the Registration Regulation (labour mobility), must also have successfully completed the Biomedical and Clinical Sciences Exams as set by the Council and outlined in the College's 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, except for the

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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 College's Registration Policy.

Accommodation	General	Requests for accommodation(s) are managed in accordance with the College's Examination Accommodations Policy.
Withdrawals from College Examinations	Requests	Any candidate who is registered for a examination may seek to withdraw their exam registration.
	Timing	Requests to withdraw from a 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 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 a College examination, except for 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.
	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
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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 for the amount paid will be applied to the next regular sitting of the examination by the candidate. If 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

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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. Exam violation decision appeals are handled in accordance with the Exam Appeals Policy.

Consequences

A finding that an examination violation has occurred will result in a failure 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 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 person(s) 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.
Exam Results	Window of Validity	Exam results are valid for two years from the date the examination was successfully completed. After two years, results are considered null and void and the examination must be re-attempted.

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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	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: • holds a General Certificate of Registration with the College with no terms, conditions, or limitations on their certificate of registration. • has actively practiced naturopathy for at least two years. • has a strong working knowledge of the modality they wish to examine in. • is not in default of payment of any fees set out in the by-laws or any fine or order for costs to the College imposed by a College committee or court of law. • is not in default of completing and returning any form required by the College. • is not the subject of any disciplinary or incapacity proceeding. • has not had a finding of professional misconduct, incompetence, or incapacity against him/her in the preceding five years. • is not a Council or Committee member. • is not employed by the College. • is not employed as an administrative faculty member or instructor at a naturopathic educational institution. • is committed to the College's mandate of public protection and the principles of equity, diversity, and inclusion. • can be objective, impartial, transparent, fair, and consistent when making exam assessment decisions.
	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 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.

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- 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.

The CEO and/or their delegate shall subsequently adjust the examiner schedule or, if necessary, remove an examiner from the schedule 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 attend an examination for which they are scheduled without providing sufficient notice.
- is advised as such by the CEO.

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