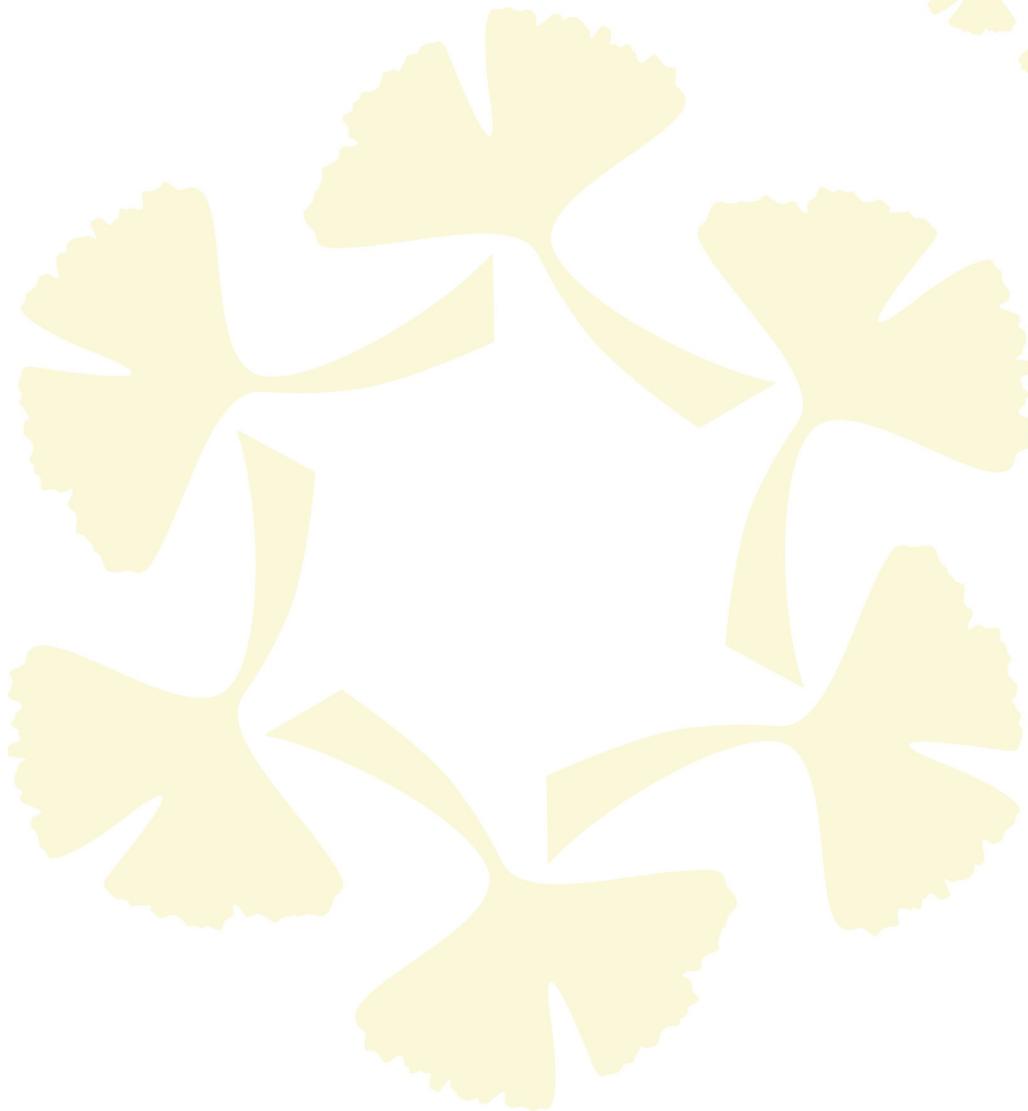




The College of Naturopaths of Ontario

HANDBOOK

ONTARIO CLINICAL (PRACTICAL) EXAMINATIONS



January 2021

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GENERAL INFORMATION

This handbook has been prepared to assist applicants for registration who are applying to and preparing for the entry-to-practise Ontario Clinical (Practical) Examinations under the College of Naturopaths of Ontario (the College). The information contained herein outlines the College's pre- and post- examinations' 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 Clinical (Practical) Examinations, such as the examination's application deadline date, date of the examinations, and exam site location, please visit the [Ontario Clinical \(Practical\) Exams page](#) of the College's website, found under 'Applicants> Entry-to-Practise Exams'.

Candidates who require further clarification on matters related to the exam, which have not been addressed in this handbook, may direct their inquiry to the Examinations Department at exams@collegeofnaturopaths.on.ca.

For questions regarding the Naturopathic Physicians Licensing Examinations (NPLEX), please contact the [North American Board of Naturopathic Education \(NABNE\)](#) or via phone 503-778-7990 or info@nabne.org.

IMPORTANT: Based on the postponements to entry-to-practise examinations as a result of COVID-19, the College has delayed the full transition to the Ontario Biomedical Examination until May 15, 2021. The Ontario Biomedical examination launched in November 2020; however, the College will continue to accept proof of successful completion of the NPLEX I (provided it was completed prior to November 15, 2020) until the new May 15, 2021 deadline.

COVID-19 & Exams

To mitigate the risk of COVID-19 transmission to exam candidates, examiners, proctors, invigilators and exam staff, the College will employ additional measures which include:

- Limiting registration for all exams to maintain social distancing measures.
- Having candidates and all exam personnel acknowledge their understanding and compliance with the College's imposed actions around COVID-19.
- Administering a COVID-19 screening questionnaire (see appendix 3) 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).
- Changes to candidate required and permitted items to include face masks and hand sanitizer (non-labeled or label covered with tape or marker).
- Changes to candidate required items (please refer to page 13).
- Exam day screening protocol, including taking temperature of exam staff and candidates [NOTE: **candidates with a temperature of 100.4°F (38° C) will not be granted access to the exams**].
- Ensuring extra health and safety requirements at the test facilities (e.g., additional cleaning regimens).

About the College of Naturopaths of Ontario

The College is a legislated body established by the provincial government to regulate the naturopathic profession in Ontario which operates under the provisions of the [Regulated Health Professions Act, 1991 \(RHPA\)](#) and the [Naturopathy Act, 2007](#) to enforce its mandate of public protection.

As part of its responsibility to the public, the College establishes the entry-level requirements for safe, competent and ethical practice, including the administering of the profession's entry-to-practise Clinical (Practical) Examinations,

development of professional Standards and Guidelines, administering a Quality Assurance program and enforcing professional Standards of Practice.

About the Entry-to-Practise Clinical (Practical) Examinations

The Ontario Clinical (Practical) Examinations are designed to test a candidate's entry-level competencies and hands-on practical skills; these examinations, along with the other entry-to-practise exams, form an essential and mandatory part of the registration process.

To be eligible for registration with the College, candidates must successfully complete the following exams which make up the Ontario Clinical (Practical) Examinations:

1. **Acupuncture:** a clinical practical examination in acupuncture and traditional Chinese medicine, and a written component concerning cautions and contraindications related to acupuncture;
2. **Naturopathic Manipulation:** a clinical practical examination, and a written component concerning contraindications (absolute and relative) related to naturopathic manipulation; and,
3. **Physical Examination/Instrumentation:** a clinical practical examination, and a written component concerning normal and abnormal physical exam findings.

In addition, candidates must also complete the College's [Ontario Clinical Sciences Examination](#), the [Jurisprudence Exam](#) and the [Ontario Biomedical Exam](#) (please see below for conditions) prior to initial registration. Information regarding all examinations is available under the '[Applicants>Entry-to-Practise](#)' tab on the College website.

NOTE: Candidates who graduated from a Council on Naturopathic Medical Education (CNME) accredited program in naturopathy wishing to use their successful completion of the NPLEX I examination (completed prior to November 15, 2020) for registration in Ontario (up until May 15, 2021), must also arrange to have a copy of their NPLEX I transcript sent directly to the College. Those who do not complete their NPLEX I prior to November 15, 2020 will be required to complete the College's Biomedical examination.

Exam Attempts

Exam candidates have three opportunities to pass any registration examination.

A candidate who fails the exam on the first attempt may write it a second time. After a second failure, the candidate is required to complete mandatory remediation set by a panel of the Registration Committee (the Panel) before making a third and final attempt. An applicant who fails on the third attempt is not eligible to continue in the examination process without undergoing an additional program of study in naturopathy that is accredited by the CNME or satisfies the Panel that exceptional circumstances exist that justify the candidate being excused from the requirement of completing another program.

Examination retakes and attempts are managed in accordance with the [Clinical Examinations \(Practical\) Policy](#).

Applying for the Clinical (Practical) Examinations

IMPORTANT: Prior to registering for one's first attempt of any entry-to-practise examination under the College, candidates must first submit a completed [Application for Pre-Registration](#) form (please refer to the Required Documents section on page 6).

Changes to Contact Information

Candidates 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. Changes to contact information must be made by the candidate by logging into the website portal and choosing the update option from the dashboard. The College is not responsible for any lapses in communication due to incorrect or outdated contact information provided by the candidate.

Note: changing your contact email will **not** change your login email to access the portal. If wanting to change your login information with the College, please email exams@collegeofnaturopaths.on.ca.

Name Changes

If the name on any documentation differs from the name on file with the College, candidates must provide updated information to the College immediately, along with a clear copy of their 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 Ontario Clinical (Practical) Examinations, candidates must have:

- a) met all graduation requirements of a [CNME-accredited program](#); OR
- b) successfully completed the College's [Prior Learning Assessment and Recognition \(PLAR\) program](#) prior to registering for the exam.

Additionally, to be eligible to sit the College's acupuncture examination (one of the three exams administered as part of the Ontario Clinical [Practical] Examinations), candidates are required to have completed at least 220 hours of didactic and 30 hours of clinical training in acupuncture and traditional Chinese medicine. CNME-accredited program graduates whose program of naturopathic study does not have acupuncture content integrated will be asked to provide proof of completion of adjunctive acupuncture training.

Exam Registration Requirements

When registering for the examination, it is the candidate's responsibility to:

- Register and pay for the examination by the registration deadline.
- Adhere to the deadline dates for exam registration, and exam accommodations noted on the [Examination Schedule for the Ontario Clinical \(Practical\) Examinations](#), left hand page menu, under the 'Applicants>Entry-to-Practise' tab on the College website. **LATE EXAM REGISTRATIONS AND LATE EXAM ACCOMMODATION REQUESTS ARE NOT ACCEPTED.**
- Pay their exam fee(s) by the exam registration deadline.

- Read the Ontario Clinical (Practical) Examinations Handbook and any associated examination documents (e.g., Examination Rules of Conduct); answers to most examination questions can be found in these supporting materials.
- Ensure appropriate requests have been made to ensure the College receives their academic transcript(s).
- Ensure their contact information is correct and up to date.
- Comply with the requirements stipulated in the Ontario Clinical (Practical) Examinations Handbook and the [Examination Rules of Conduct](#).

Required Documents

To confirm a candidate's identity, eligibility and to allow access to the secure 'applicants' portion of the College's website, candidates are required to provide the following:

[Application for Pre-Registration Form](#)– The Application for Pre-Registration is used by the College to create a profile for current or future applicants and identifies through which registration stream an applicant will enter at the time of initial application for registration. **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. The Application for Pre-Registration form only needs to be submitted once, prior to the first attempt of any entry-to-practise exams under the College.**

Valid Photo Identification – All exam candidates must submit a copy of one piece 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 Application for Pre-Registration form. **A copy of valid photo identification must be submitted by the Exam Registration Deadline.**

Examinations Registration & Fee Payment – As part of registering for the Ontario Clinical (Practical) Examinations, candidates are required to declare any exam accommodation needs, previous exam attempts, and additional information not required by the Application for Pre-Registration. Exam registration **and fee payment must be made by the Exam Registration Deadline noted for that session. The link to register for an exam is posted under the "[Upcoming Exams](#)" heading at the bottom of the exam overview page.**

Academic Transcript(s) – CNME-accredited program graduates must request that a copy of their academic transcript be sent to the College from their naturopathic institute to confirm eligibility to any of the College's entry-to-practise exams. **Transcripts must be received before the Exam Timetable Release date noted for the first entry-to-practise exam being attempted under the College. Transcript(s) only need to be submitted to the College once.**

NOTE: CNME-accredited program graduates who completed the required acupuncture training outside of their naturopathy program must also arrange to have a copy of a transcript or official course certificate submitted to the College, along with their naturopathic program transcript.

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 an exam accommodation must be received by the Exam Registration Deadline.**

Examination Fees

The Ontario Clinical (Practical) Examinations fees are set out in the [College By-laws](#) and are nonrefundable. This fee must be paid in full by credit card (Visa or MasterCard), by cheque or by 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 will be charged for any returned or refused payment due to insufficient funds.**

The examination fee covers the costs of assessors, exam staff and training, the exam location, and examination administration. Candidates are charged for **each** attempt at the examination.

Initial Clinical Examinations	\$350 + HST
Retake of any Clinical Examination (per exam)	\$150 + HST
Withdrawal Fee	\$50 + HST
Deferral Fee	\$50 + HST
Exam Appeal Fee	\$75 + HST
Jurisprudence Exam Module	\$75 + HST

Exam Confirmations & Timetables

Following receipt of payment and review of the candidate's submission (e.g., the answers provided on their online exam registration form and their academic transcript demonstrating successful completion of their CNME-accredited program), candidates will receive a confirmation of acceptance by email to confirm registration for the examinations.

Specific details pertaining to the written and practical exam times, exam sign-in locations and a receipt for fees paid will be sent to exam candidates, by email, on the 'Timetable Notices Release' date noted on the [Clinical \(Practical\) Examinations Schedule](#).

Exam Accommodations & Patient Modeling Exemptions

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), 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 Clinical (Practical) Examinations. 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 that would pose a risk to health and public safety).

Candidates will be notified in writing of the exam accommodation request decision within ten business days of the exam application submission date unless additional information is required either from the candidate or the individual providing any supporting documentation. Should additional time be needed, the candidate will be apprised of the revised timeframe for a decision on their request. If the request is granted, the candidate 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 to the candidate. 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, candidates must submit a signed letter to the College at the time of application to the Ontario Clinical (Practical) Examinations. This letter must specify the type of exam accommodation being requested, address the reason for the request, and include written 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, it is recommended that candidates NOT wait until the deadline date to submit their accommodation requests and supporting documentation.

Requests received after the exam registration deadline cannot be granted (this includes late requests for patient modeling exemption due to pregnancy or injury). In such instances, candidates who cannot perform the examination without an exam accommodation may request to defer their examinations to the next scheduled Clinical Exams session (please refer to page 11 for additional information on deferrals).

General Requirements for Supporting Documentation

Any supporting documentation submitted to validate a candidate's request for an exam accommodation must:

- be dated within six months of the examination application date,
- be submitted with the candidate's signed letter, 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 on the candidate's behalf, and authorization to contact them should additional information be needed to validate the candidate's exam accommodation request.

Disability Accommodations (Cognitive and Physical)

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

- be provided by a regulated health care practitioner, as defined in the RHPA or other relevant regulated professional, qualified to make an assessment or diagnosis on the condition (or physical injury), AND who currently has or has previously had a doctor/patient relationship with the candidate;
- provide information regarding how the requested accommodation relates to the disability;
- substantiate the reason for the exam accommodation and the specific exam accommodations being requested.
and
- 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, supporting documentation for candidates requesting an exam accommodation due to religious requirements (e.g., gender requirements for exam partner or examiners) must:

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

Pregnancy-related or Breast-feeding Accommodations

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

- be provided by a regulated health care practitioner, as defined in the RHPA;
- provide information regarding how the requested exam accommodation relates to the candidate's pregnancy; and
- contain the title and professional credentials of the regulated health care practitioner.

Candidates who require an accommodation to permit them to breastfeed during the examination day must request this by the exam registration deadline and provide information which speaks to the frequency 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.

NOTE: Please note that breast-feeding accommodations will also be reviewed in the context of new health and safety measures resulting from COVID-19, which include pre-exam and exam day screening protocol and limiting the number of individuals at the exam.

Supporting Documentation - Academic Accommodations

Candidates are asked to refrain from submitting copies of documents related to accommodations requested in their educational program, and from seeking supporting documentation from academic advisors, supervisors, instructors, or other individuals associated with their academic program unless the individual meets the supporting documentation requirements as noted above.

Disclosure of Accommodation Information

Information disclosed for the purposes of seeking an accommodation may be subject to a review, and the filing of a report to the Inquiries, Complaints and Reports Committee, by the Chief Executive Officer (CEO) if the disclosed information calls into question a Registrant's fitness or capacity to practise.

Patient Modeling & Exemptions

Candidates will be paired together for the practical examinations component so that they may act as patient models for one another during the Ontario Clinical (Practical) examinations. Candidates may decline consent (requested at the time of registration for the exam) from being a patient model for mobility, health, religious or other reasons. In such instances, a stand-in patient model will be appointed by the College.

Note: The controlled acts of puncturing the dermis and moving the joints of the spine with a low amplitude thrust are no longer performed within the practical components of the Acupuncture and Manipulation examinations. Please refer to the examination blueprints section (pages 18-22) for additional information.

Wait Lists & Exam Seat Swapping

Due to the administrative logistics involved, the College does not offer exam waiting lists. Registration for each session is handled through the online event registration module and granted on a first come, first served basis. The College does not permit candidates who have registered for an exam session to offer up their exam spot to another individual, or swap exam times following the release of exam timetables. 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 prior to registering for the exam to request a scheduling consideration.

Withdrawing from the Examination

Candidates have the option of withdrawing 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 + 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 unforeseen circumstances occasionally arise which may prevent a candidate from sitting the Clinical (Practical) Examinations as scheduled. Any candidate who is registered for an examination may seek a deferral to postpone their examination attempt to the next regularly scheduled exam session if (a) they become ill, sustain an injury, or encounter an emergency situation (e.g., a death in the family) which prevents their attendance at the examinations or (b) those who, due to a medical issue or injury, could not perform the examinations in the usual manner and would therefore require an exam accommodation AFTER the deadline had passed for submitting an exam accommodation request. **Deferral requests made on the grounds of being unprepared to sit the exam will not be granted.**

Deferral Requests – General Requirements

Candidates who are debilitated prior to the examination must notify the College immediately, by telephone or by email, to advise of being unable to attend the examination and the reason for being unable to attend. Exam deferral requests cannot be used to seek an exam accommodation that was previously requested and declined by the College. Failure to notify the College will result in a refusal of a candidate's exam deferral request.

An official exam deferral request (made in writing) must be submitted to the College within two weeks of the original notification date, 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 will review all deferral requests on an individual basis and exam deferrals will be granted based on the validity and severity of the circumstances which prevented a candidate's attendance at the examination.

Deferral Requests Due to COVID-19

As a result of the 2019 novel coronavirus (COVID-19) pandemic, additional health and safety measures must be employed by all to prevent transmission of the virus. As current (and future) health care providers, candidates are expected to exercise their best judgement, including not attending an exam if they are unwell or have been recently exposed to the virus. If you are experiencing any of the common COVID-19 symptoms, have had recent exposure (i.e. 14 days or less prior to the exam) to the virus, or are otherwise unwell, please **remain at home** and **contact the College immediately**, or at latest by 7 a.m. on the day of the exam by phone or email.

Common COVID-19 symptoms include, but are not limited to:

- fever,
- chills,
- cough that's new or worsening,
- difficulty breathing,
- sore throat, difficulty swallowing or hoarse voice,
- runny nose or stuffy and congested nose,
- lost sense of taste or smell,
- headache,
- digestive issues,
- fatigue, or
- falling down more than usual.

An online self-assessment tool is offered by the province of Ontario at <https://covid-19.ontario.ca/self-assessment/>. Please consider taking the assessment and following the directions provided.

Candidates who have been advised by their health care provider to stay home and are therefore unable to obtain medical documentation to support their deferral request, may contact the College for a list of accepted alternatives.

Deferral Fees

An administrative fee of \$50 + HST is charged for the review of the exam deferral request. **Examination fees are not refunded**; however, a credit of the amount paid will be applied to the next regular sitting of the examination by the exam candidate. In the event that an exam candidate does not sit the next regularly scheduled sitting of the examination, the examination fee paid is forfeited.

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

Illness or Emergency *before* the Examinations

Candidates who become ill, sustain an injury or who encounter an emergency situation prior to the exam must notify the College immediately, by telephone or by email, to advise of the reason for being unable to attend the examination. A deferral request must be submitted by the candidate to the College within two weeks of the original notification date and must be accompanied either by a letter from a regulated health care practitioner, or by other supporting documentation, verifying the circumstances for the missed exam.

Illness or Emergency *during* the Examinations

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

Results will be issued for any completed examinations. Examinations which were not completed, due to a substantiated illness or medical emergency, will not be counted as an exam attempt, provided medical documentation was provided. Candidates will be provided with an opportunity to sit those examinations which they were unable to complete at the next regularly scheduled exam session.

Routine Practices and Additional Precautions for Preventing the Transmission of Infection

Candidates have the responsibility to decide for themselves whether they are well enough to sit a College exam and if they are putting themselves or others at risk. The College reserves the right to ask a candidate showing symptoms of a cold, flu, or general unwellness to leave the exam site. Candidates must return all examination materials and promptly exit the building. All candidates are encouraged to seek medical help immediately and follow the directions of their local health authority. 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 staff attendees are expected to exercise best practices regarding infection control and to employ appropriate hand hygiene.

To help prevent the spread of diseases:

- Wash your hands regularly and thoroughly with soap and warm water for at least 20 seconds, or with an alcohol-based hand sanitizer, to kill any viruses that maybe on your hands. It is highly advised that you clean your hands before and after leaving any premises to prevent any further passing of germs.
- If you cough or sneeze, turn your face away from others and cover your nose and mouth with your bent elbow or with a tissue (and not with your hands). Please discard the tissues immediately and clean your hands to remove any traces of the virus.
- Maintain at least 1-meter (3 feet) distance between yourself and anyone coughing or sneezing to prevent breathing in the droplets from their mouth or nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

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 [World Health Organization](#).

Day of Examinations

Candidate Arrival on the Day of the Exams

Candidates are required to arrive at the examinations site at least 30 minutes prior to the start of their first scheduled examination to sign-in with exam staff, unless otherwise notified by the College in the Exam Timetable Letter, in order to register with exam staff and confirm identification.

Candidates *must* present valid (i.e., not expired) government-issued photo I.D. (e.g., passport, driver's license, or Ontario Photo Card; **health cards, and non-government issued photo cards 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 (no exceptions).**

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 permitted entry, and the missed examination will result in a forfeiture of the exam fee. Arriving late creates a disruption for those already taking or waiting to take their examinations and may affect the exam day schedule.

A candidate who arrives late, due to unforeseen or dire circumstances (e.g., a car accident) may apply for an exemption to allow a sitting of the examination at the next regularly scheduled exam session without penalty. Such requests must be substantiated with documented proof, dated within 24 hours of the missed exam, which supports the reason for the late arrival and must be submitted to the College within two weeks of the examination date.

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 exams. **Due to the potential for disruption, and the College's duty to enforce social distancing measures as much as possible, candidates are required to have friends or family members wait for them at an alternate location, away from the designated exam areas.**

General Comfort

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 candidates, please refrain from wearing fragrance.

Required Items & Equipment

Candidates are required to bring:

- 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.**
- the exam confirmation letter.
- pens for the written exam components.
- a patient gown (due to COVID-19 each candidate is **required to bring their own** gown).
- a tie or belt (you will be required to keep your patient gown on when performing your portions of the exam: however, you will be allowed to belt your gown during those portions).
- a bath-size towel for patient draping.
- a face mask (this will be **required** to be worn when entering the site at the exam).
- a digital thermometer; and

- **the following diagnostic equipment for the Physical Examination/Instrumentation exam: a stethoscope, sphygmomanometer, reflex hammer, ophthalmoscope, otoscope with speculae, tuning fork, ruler, and Snellen chart.**

Attire for the Practical Component

Candidates are to wear closed-toed shoes, athletic shorts, and for women, a bikini-type top or narrow-strap bra. Sports bras and similar tops are inappropriate as they obscure a large portion of the spine. **Each candidate is to bring and wear their own patient gown (practical component only) and a disposable face mask (all exam components) on the day of the exam. Disposable masks will be available.**

To ensure that all candidates are being examined under similar conditions, the attire must be the same for all candidates regardless of whether or not they are acting as a patient model for their candidate partner.

Non-latex gloves will be provided and must be worn during the practical components of the exams. Candidates who require a size of glove other than the standard small, medium, or large are asked to contact the College at least two weeks in advance of the exam to make alternate arrangements.

NOTE: long hair should also be tied back and watches, dangling earrings, and/or other pieces of jewelry which have the potential to snag should be removed prior to the practical component of the exams. When acting as the practitioner rather than the patient during the practical components, candidates may belt their gown for ease of movement.

Patient Modeling Expectations

All patient models are expected to behave as a 'new patient' and are only to do what they have been instructed to do by their candidate partner. Patient models who are witnessed assisting or coaching their candidate partner in any way, intentional or otherwise (e.g., moving into an exam position without being instructed to do so), will receive one verbal warning from the examiner. If the behaviour continues, this conduct will be viewed as an examinations violation and appropriate action will be taken by the College.

Permitted Items (Written Components)

Food and other personal belongings are not permitted on or near the examination table/desk, or in the clinic room during the test administration. Bottled water in a clear drinking container, pens, a package of tissues, throat lozenges and foam/non-electronic ear plugs are permitted during the written examination's component. These items must be placed on the desk and visible throughout the written exams. In addition, candidates are allowed to bring/use personal hand sanitizer (non-labeled or label covered with tape or marker).

Candidates are required to wear a face mask during the written components but should expect to have to show their full face at the sign-in desk for confirming identification. The exam proctor may also perform a non-contact visual inspection of any mask being used at their discretion.

Restricted Items

Books, cellular phones, papers, bags, pocket PCs, and audio and/or video recording or transmitting devices are not permitted at the candidate's desk or inside the clinic room. **Electronic devices are to be turned off at check-in and stored with the candidate's personal belongings in the designated areas.** Possession of any of these devices

during an examination may be considered an examination violation and may result in the candidate's removal from the examination and/or other appropriate action, as deemed necessary by the College. Please note that cellphone devices are not accessible once you have signed in for your first exam component. In cases of emergency necessitating the candidate to make a call, the candidate must seek permission from the exam proctor to access their phone prior to the start of the exam.

Bottled water is not permitted inside the clinic room during the practical examinations' component, as physical distancing space will be reduced. Please ensure you have hydrated prior to check-in for your practical component.

Leaving the Examination Room

Candidates are not permitted to leave the examination room or sequestering area without the permission of an exam proctor. Outside of an emergency, washroom use will be limited once the exam has begun. In the case of an emergency, an exam proctor will accompany the candidate to the washroom and will accompany them back to the examination room. The candidate may only be permitted a limited amount of time.

Candidates who have completed their last exam component for the day are asked to immediately leave the exam site to avoid disrupting candidates still completing their exam. Those who must remain at the CCNM post examination (e.g., for transportation) are asked to wait at an alternate location on campus, away from the exam areas.

Leaving the Exam Site

Candidates who have completed all exam components, are asked to leave the exam site so as not to disrupt those still completing the exam.

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 on the exam day to confirm the incident has been recorded. All exam proctors and examiners are required to document all incidents that occur during the exam.

This form must be filled out at the exam and signed off on by the exam invigilator or exam staff member before the candidate leaves the exam site. 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 after the exam, and/or those for which no substantiating incident report had been filed on the day of the exam.**

Conduct During the Exams

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 aggressive 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 exams. Exam violations refer to any contraventions 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 proctor'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 exams;
- 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 immediate removal of the candidate from the examination.

Any suspected violations are documented by the exam proctor, exam staff or examiner, who will record and report all observations to the College's CEO or his/her 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 his/her 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 his or her 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 fail and be recorded as one of a total of three attempts to successfully complete the Ontario Clinical (Practical) Examinations.

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.

Clinical (Practical) Examinations Blueprints

Acupuncture Exam

Core Competencies in Acupuncture

The candidate will be required to demonstrate current knowledge of:

- relevant anatomy with respect to acupuncture.
- Western and Traditional Chinese Medicine indications and possible contraindications.
- assessment and naturopathic diagnosis of Zang-Fu syndromes.
- needling technique including appropriate depth and angulation.
- appropriate needle disposal; and
- safety concerns, cautions, and contraindications.

Clinical Exam Format – Practical Component (90% of the Acupuncture Mark)

Examiners will present candidates with a stack of patient case cards. Each candidate will be asked to randomly select one card from the pile. Each card will describe the patient's presenting symptoms, any pertinent medical or physical information, pulse and tongue observations, along with a list of possible Zang-Fu syndromes and possible acupuncture points for treatment.

Each candidate will have 15 minutes to:

- choose the most appropriate Zang-Fu syndrome for their selected case.
- choose the most appropriate set of acupuncture points for treatment from the point lists provided.
- describe the location of each acupuncture point (of which there will be four) using anatomical and Traditional Chinese Medicine terms of reference.
- provide at least one Traditional Chinese Medicine and one Western general indication, along with any applicable contraindications, for each of the four points.
- locate all four points on their "patient" using the blunt end of a wooden cotton swab; and
- demonstrate appropriate needling technique, including pre- and post-needling requirements (e.g., skin swabbing and appropriate needle disposal).

NOTE: Candidates will be required to needle one of the four points (as directed by their examiners) on an artificial skin pad comprised of a silicon "skin" with a form "tissue" base.

Each candidate will be assessed on:

Selection of the correct Zang-Fu syndrome; candidates must be familiar with the following syndromes:

LUNG: Qi deficiency, Yin deficiency, Heat, Wind-Cold

LARGE INTESTINE: Damp-Heat, Dryness

STOMACH: Yin deficiency, Cold, Fire, Food Retention

SPLEEN: Qi deficiency, Cold Damp, Damp Heat Invasion, Qi Sinking, Yang deficiency, Blood deficiency, Spleen Unable to Govern Blood

HEART: Qi deficiency, Yang deficiency, Yin deficiency, Blood deficiency, Fire, Phlegm Fire, Blood Stagnation

SMALL INTESTINE: Qi Stagnation

BLADDER: Cold, Damp Heat, Damp Cold

KIDNEY: Yang deficiency, Yin deficiency, Essence deficiency

PERICARDIUM: Qi Stagnation, Blood Stasis

GALL BLADDER: Damp Heat

LIVER: Yin deficiency, Blood deficiency, Yang Rising, Wind Agitating, Qi Stagnation, Liver Fire

BI SYNDROMES: Wind, Heat, Cold

Correct point selection; candidates must be familiar with the following points:

Lung (LU) 1, 5, 7, 9, 10, 11

Large Intestine (LI) 1, 4, 10, 11, 15, 20

Stomach (ST) 1, 7, 25, 29, 30, 34, 36, 38, 40, 44, 45

Spleen (SP) 1, 3, 4, 6, 9, 10, 15, 21

Heart (HT) 1, 3, 5, 7, 9

Small Intestine (SI) 1, 3, 8, 9, 10, 11, 12, 13, 19

Bladder (BL) 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 40, 44, 52, 57, 60, 62, 67

Kidney (KI) 1, 2, 3, 6, 7, 10, 16, 27

Pericardium (PC) 1, 3, 6, 7, 9

Triple Energizer/Triple Burner/Triple Warmer (TE) 1, 4, 5, 10, 14, 17, 21, 23

Gall Bladder (GB) 1, 2, 12, 20, 21, 24, 25, 29, 30, 34, 39, 40, 41, 44

Liver (LR) 1, 2, 3, 5, 8, 13, 14

Conception Vessel (CV) 3, 4, 6, 8, 12, 13, 14, 17, 22, 24

Governing Vessel (GV) 3, 4, 9, 14, 20, 28

Extra points - shishencong, yintang, taiyang, bitong/shangyingxiang, anmien, dingchuan, jiaji/ huatuojiaji, zigong, shixuan, baxie, jiagian/jianneling, yaotongxue

- the ability to identify the points noted above, including location and knowledge of relevant anatomy.
- knowledge of indications and contraindications for the points noted above.
- clean technique, including clean and dirty field set-up, proper hand hygiene and site preparation.
- safe and proper needling technique, proper insertion (e.g., effective tap in), depth and angulation, needle removal and appropriate needle disposal.
- professionalism, including patient interaction.

Clinical Exam Format: Written Component (10% of the Total Acupuncture Score)

Candidates will have ten minutes to complete a short, written exam, consisting of five short answer questions pertaining to:

- safety concerns;
- cautions and contraindications; and
- the handling of emergencies.

Manipulation Exam

Core Competencies in Naturopathic Manipulation

Candidates will be required to demonstrate current knowledge of:

- anatomy related to spinal segments for Cervical (Occ-C1, C1-Occ, C1-C2, C2-C7), Thoracic (T1-T12) and Lumbar (L1-L5)/ Sacroiliac Joint (SI) Inferior and Superior.
- normal and reduced ranges of motion.
- assessment of spinal segments using motion palpation.
- manipulation adjustment techniques, including appropriate set-up and line of drive; and
- absolute and relative contraindications related to manipulation.

Clinical Exam Format: Practical Component (72% of the Total Manipulation Score)

Examiners will present candidates with three stacks of spinal region cards [Cervical, Thoracic, and Lumbar/Sacroiliac Joint (SI)]. Each candidate will randomly select one card from each of the three piles. Each card will list a specific spinal segment which the candidate will be required to locate and assess.

NOTE: If the SI card is selected, candidates will be required to assess *both* the inferior and superior SI.

Each candidate will have 15 minutes to:

- conduct a physical assessment for subluxation(s) using motion palpation for the spinal segment listed on each of the three cards.
- locate the spinal segment and describe and demonstrate appropriate treatment for the subluxation(s) found.
- indicate normal and/or reduced ranges of motion.
- demonstrate appropriate patient positioning and set-up; and
- demonstrate a manipulation *without thrust* (i.e. miming a slow thrust and the correct line of drive).

The candidate will be assessed on:

- correctly locating the spinal segment.
- appropriate bilateral assessment, in the full range of motion.
- use of motion palpation.
- use of appropriate medical terminology.
- proper positioning (both 'practitioner' and patient) to facilitate safe and effective manipulation.
- proper set-up and removal of joint slack.
- proper adjustive technique without thrust; and
- patient interaction and professionalism.

Clinical Exam Format: Written Component (28% of Manipulation Mark)

Candidates will have 35 minutes to complete a short, written exam consisting of seven patient case scenarios related to naturopathic manipulation.

For each case, the candidate will have five minutes to:

- indicate whether there is or is not a contraindication to manipulation present.
- (if there is a contraindication present) indicate whether the contraindication is absolute or relative.
- provide any supporting clinical rationale (e.g., pertinent health concerns or issues specific to the patient case) around the decision; and
- (when a contraindication is not considered absolute) indicate, what (if any) modifications are needed (e.g., adjustments which should be avoided or modified due to the patient's presenting condition[s]), or health concerns or issues which must be ruled out prior to treatment with manipulation.

Physical Examination/Instrumentation Exam

Core Competencies in Physical Exam/Instrumentation

Candidates will be required to demonstrate current knowledge of:

- anatomy including normal and abnormal findings and appropriate medical terminology.
- differential diagnosis based on abnormal findings.
- aspects of a full physical examination including, but not limited to: seated blood pressure, arterial pulse rate, heart valve auscultation, bilateral lung field auscultation and percussion ("ladder" pattern), chest expansion test, diaphragmatic excursion and assessing for tactile fremitus, abdominal inspection, auscultation, percussion (general and specific) and palpation (light and deep), ophthalmoscope inspection of ears, Webber and Rinne

tests, ophthalmoscope inspection of eyes, visual field testing by confrontation, testing cranial nerves and deep tendon reflexes.

- the twelve cranial nerves (CNI-CN XII), including cranial nerve tests and normal responses for each; and
- the five deep tendon reflexes (Biceps, Brachioradialis, Triceps, Patellar and Achilles Tendon), including nerve root identification and reflex grading.

Candidates will be required to demonstrate proper use of:

- tuning fork;
- reflex hammer;
- thermometer;
- ophthalmoscope;
- otoscope;
- sphygmomanometer; and,
- stethoscope.

Clinical Exam Format: Practical Exam (80% of Physical Examination Mark)

Candidates will randomly select two physical exam cards. Each card will list a different physical exam category from the following six categories: cardiovascular, respiratory, abdominal, ear, eye, and neurological.

Candidates will have 15 minutes to:

- demonstrate the requested physical exam for the two selected physical exams categories.
- detail and describe their actions as they proceed through the requested physical exams to allow the examiner to hear and understand their thought process; and
- provide their exam findings as they proceed through the exam.

Candidates will be assessed on:

- proper use of instruments (tuning fork, reflex hammer, thermometer, ophthalmoscope, otoscope, sphygmomanometer, stethoscope).
- indications for use of diagnostic instruments.
- proper patient positioning and draping.
- appropriate assessment techniques.
- patient interaction and instruction.
- proper hand and instrument hygiene/sanitation.
- confidence and professionalism.
- physical exam assessment rationale (i.e. "what one is assessing for in performing a certain test").
- explanations and descriptions of physical exam findings; and,
- use of appropriate medical terminology.

Clinical Exam Format: Written Component (20% of Physical Examination Mark)

Candidates will have 20 minutes to complete a short-written exam, consisting of ten short answer questions pertaining to:

- normal and abnormal exam findings for the six PE categories: cardiovascular, respiratory, abdominal, ear, eye and neurological.

Study References

Acupuncture

- Fundamentals of Chinese Acupuncture (Ellis, Wiseman, and Boss)
- Clean Needle Technique Manual for Acupuncturists (National Acupuncture Foundation)
- Fundamentals of Naturopathic Clinical Acupuncture, CCNM Press (Neemez)
- *A Proposed Standard International Acupuncture Nomenclature*, World Health Organization, Geneva, 1991
- College Standard of Practice for Acupuncture
- Related Standards on: Consent, Emergency Preparedness, and Infection Control
- *Guidelines on Basic Training and Safety in Acupuncture*, World Health Organization, 1991

Manipulation

- Palpation Skills (Chaitow)
- Physical Exam of the Spine and Extremities (Hoppenfeld)
- Principles of Manual Medicine (Greenman)
- Chiropractic Technique: Principles and Procedures (Bergmann)
- College Standard of Practice for Manipulation
- Related Standards on: Consent, Delegation, Emergency Preparedness
- Related Guidelines on: Manipulation Contraindications
- Related Legislation: Controlled Acts Regulation

Physical Examination/Instrumentation

- Bates' Guide to Physical Examination and History Taking (Bickley)
- Related College Standards on: Therapeutic Relationships and Professional Boundaries, Record Keeping, Consent, Emergency Preparedness, Infection Control, Point of Care Testing, and Collecting Clinical Samples

What to Expect During the Practical Components

Examiner Directives

Two examiners will be present in the examining room for each practical examination. 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 should anticipate that their examiners will:

- provide basic directives (e.g., "*Auscultate the heart describing your actions, including what you are listening for, and your findings at each position*").
- alert them when there are five minutes remaining in their exam.
- provide a gentle prompt to move them onto another portion of the exam should it become evident that the candidate is spending too much time on one given portion based on the time remaining; and
- provide only ONE reminder to the candidate to verbalize their actions and findings.

Examiners cannot:

- validate whether what a candidate did was "correct" or "accurate"; or
- identify themselves by name (introductions are "we are your *insert modality* examiners") or engage in casual conversation with candidates.

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 or clarify an instruction.

Communication & Verbalizing the Process

To enable examiners to “see” the candidate’s thought process, candidates are directed to verbalize the process throughout the practical components of each exam. Candidates should expect not only to report the action being performed (e.g., “I’m now auscultating the pulmonic valve which is *insert anatomical position*”), but also what they are doing (e.g., “I’m listening for *insert what you are listening for* which would indicate *insert issue*”) and their findings to their examiners.

Controlled Acts

The controlled acts of puncturing the dermis (for acupuncture) and moving the joints of the spine with a low amplitude thrust (for naturopathic manipulation) are not performed as part of the practical components. Candidates are advised however to treat these exams as though the controlled acts are still being performed (e.g., completing appropriate set-up, skin sanitation, needle disposal, etc.).

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 mail as of the ‘Results Release’ date noted on the [Examinations Schedule](#); approximately four weeks of the date of the examination. The College will send the examinations transcript to the most recent address on file for the candidate.

Under no circumstances will the College release examination results over the phone or by email.

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 Attempts

Exam candidates have three opportunities to pass any registration examination over a period of two years.

A candidate who fails the exam on the first attempt may write it a second time. After a second failure, the candidate is required to complete mandatory remediation as set out by the Registration Committee before making a third and final attempt. An applicant who fails on the third attempt is not eligible to continue in the examination process without first undergoing an additional four-year program of study in naturopathic medicine.

Please see the Exam Remediation section of this handbook on page 24 for more information on the remediation process.

Exam Remediation

A candidate may attempt the exam three times over a period of two years. A candidate who fails a first attempt of the examination will be entitled to a second attempt of the examination. A candidate who is unsuccessful at the second attempt must undergo a mandatory review conducted by a Panel of the Registration Committee to determine any additional training or education that must be completed prior to being allowed to sit a third and final attempt of the exam. A candidate must provide in writing their request to initiate the review. Please address your letter to 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 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, and final, attempt of the exam.

Candidate Access to Examinations Material

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

Appeals

The appeal process is limited solely to questions concerning procedural irregularities (please refer to the Incident Reporting section on page 15). Such appeals must include facts demonstrating that the procedural and/or environmental irregularities or perception of undue bias 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, possible responses to examination questions or requests for 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

Additional information concerning filing an examinations appeal is available by contacting the Examinations Department at exams@collegeofnaturopaths.on.ca and noted in the [College's Examination Appeals Policy](#).

Candidate Feedback

The College considers all constructive feedback as part of its post-examination review process. If you wish to provide the College with feedback, please send your suggestions to the Examinations Department at 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 deemed necessary. Feedback received following an exam is taken into consideration as part of these reviews.

Appendix 1: 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 proctor 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 proctors, 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 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 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 proctors 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 proctor.

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.
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 proctor.
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 component must remain in the designated sequestering area unless otherwise authorized by an exam proctor 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.

Appendix 2: Infection Control Document for Candidates

As a result of the 2019 novel coronavirus (COVID-19) pandemic, the College of Naturopaths of Ontario (the College) is employing additional measures to help prevent transmission of the virus and other illnesses, which we wanted to share with you.

Our main priority in implementing these additional requirements is to safeguard the health and well-being of all individuals in attendance at any exam (this includes candidates, employees of the College and recruited exam staff). Candidates are expected to exercise their best judgement regarding personal health, which includes not attending an exam if they are unwell or have been recently exposed to the COVID-19. If you experience any of the common COVID-19 symptoms, have had recent exposure (i.e., 14 days or less prior to the exam) to the virus, or are otherwise unwell, please remain at home and contact the College immediately, or at the very latest by 7 a.m. on the day of the exam by phone or email.

- **Masks:** A mask is required to be worn while on site at the exam. Masks must fully cover and fit snugly over the nose and mouth, be thick enough to prevent fluid penetration and be secured to the head with string ties or elastic (disposable medical masks will be available on site). Exam personnel, including invigilators, examiners and College exam staff are also required to comply with the above. Those found not wearing their mask will be provided with one verbal warning; a second incident will result in being asked to leave the exam site.
- **Bottled Water:** Water bottles are not allowed in the clinic for the practical components. Candidates are encouraged to hydrate prior to starting their practical exams.
- **Social Distancing:** The written exam components will be conducted in a room large enough to provide a minimum of 6 ft between candidates and protocol will be employed to stagger entry into the classroom. Similar measures will be in place for entry into the clinic reception area for the practical components. Wherever possible, extraneous furniture will be removed from clinic rooms to provide additional space.
- **Clinic Kits:** To reduce the number of times College-provided clinic kits are handled, the College will be providing each candidate with a small bag of supplies (i.e., 4 sizes of acupuncture needle, cotton balls, stick swab, alcohol wipes, piece of paper) upon entry to the clinic for the practical components. These kits, along with gloves, will be placed for collection at the check-in area. Candidates need to return their kits at the end of the practical exam component by dropping them in the bin labelled 'Used Kits' placed in the clinic reception area where your belongings are already placed, after which candidates can leave the examination site.
- **Exam Supplies:** Candidates must bring their own **diagnostic equipment** (in a smaller bag), **their own laundered patient gown** (gowns will not be provided) **and a towel for patient draping** (note: the towel you bring will be used by your candidate partner as the drape when you are the 'patient'; for this reason, we remind candidates to employ proper hand hygiene prior to handling this item). In addition, candidates may bring a tie or belt (if wishing to cinch one's gown) and/or a lab coat (if wishing to wear one over one's gown) when acting as the practitioner. Candidates who do not bring these items (noted in bold) will be ineligible to sit the exams. Clear plastic bags will be provided to store our belongings (such as purses or bags) during the practical exams. These bags will be handed out during the written exam sign-in. Exam staff will still be on hand to mind your personal belongings in the reception area.
- **Start of practical exam protocol:** To reduce the time that candidates are in close quarters with one another, candidates will be required to be changed and gowned at arrival for the practical components and to check-in at the time noted on their timetable letter (those arriving early will not be granted admittance to the clinic reception area)

- Hand hygiene: All candidates will be provided with one pair of gloves (a variety of sizes will be available) at entry to the clinic. Gloves must be worn during your practical components, but do not replace the need to employ appropriate hand hygiene throughout the practical exams (i.e., disinfect your hands prior to donning your gloves and disinfect your gloves prior to patient contact throughout your three practical exams). Gloves should fit the user's hands comfortably – they should not be too loose or too tight. Please notify your examiners immediately if your worn gloves become torn; another pair will be provided.
- Room sanitation: Exam staff will be wiping down clinic rooms and classroom desks with Accel Prevention Virox Surface Disinfectant prior to each candidate rotation and written exam group. Candidates are asked to avoid bringing extra bags, purses, and other non-essential items with them to the exam site.
- Practical exam stop points: During the practical component of the exam, examiners have been instructed to stop candidates if they:
 - a) ask their patient to sit/lie down on the bed and have not first put down table paper;
 - b) proceed to start a patient interaction prior to performing hand hygiene (i.e., disinfecting their gloved hands); or
 - c) proceed to use a PE instrument without having first sanitized it. Alcohol swabs will be provided in your clinic kit for instrument sanitization.

In these instances, examiners will stop the candidate, ask them to complete the missed action, and resume the exam. This does not constitute an automatic fail.

End of practical exam protocol: After you have finished the practical exams, please disinfect, and remove your gloves, remove any remaining table paper, discard these in the clinic room waste bin and again, disinfect your hands.

Candidates will be asked to collect their belongings from the clinic reception areas and immediately leave the clinic (please use another location on site to quickly change out of clinic attire to allow staff to complete room sanitation).

Once changed, candidates must leave the exam site.

Appendix 3: COVID-19 Self-Assessment

Please review the COVID-19 self-assessment screening questions below, which will also be emailed to you two weeks prior and on the Friday before the Clinical Practical examination.

Please note that staff will also be posing these questions to you verbally at sign-in on the day of the exam.

COVID 19 SELF-ASSESSMENT SCREENING QUESTIONS

<p>1. Do you have any of the following symptoms?</p> <ul style="list-style-type: none"> • New or worsening cough • Shortness of breath • Sore throat • Runny nose, sneezing or nasal congestion (in the absence of underlying reasons for symptoms, such as seasonal allergies or post-nasal drip) • Difficulty swallowing • Fever (100.4 F or 38 C) • Headache • Chills • Unexplained fatigue/malaise • Muscle Pains • Nausea/vomiting • Diarrhea • Abdominal pain • Reduced or lost sense of smell, or new taste/smell disorders 	<p>Please Answer Yes or No</p>
<p>2. Have you been in close contact with anyone diagnosed with or suspected to have (e.g. exhibiting the above symptoms or awaiting test results) COVID-19 in the past 14 days?</p>	<p>Please Answer Yes or No</p>

IF YOU ANSWERED YES TO ANY OF THESE QUESTIONS TWO WEEKS PRIOR TO THE EXAMINATION, WE NEED TO DISCUSS POSTPONING YOUR EXAM ATTEMPT. PLEASE CONTACT OUR EXAMINATIONS STAFF AT exams@collegeofnaturopaths.on.ca IF YOU HAVE ANY QUESTIONS.

IMPORTANT: Candidates who elect to travel from outside of Ontario to sit the examination are expected to be aware of and compliant with travel requirements currently in place as a result of the COVID-19 pandemic, including, but not limited to, inter-provincial travel restrictions and quarantine protocol. Information is available at <https://travel.gc.ca/travel-covid/travel-restrictions/provinces#2>