College of Naturopaths of Ontario

HANDBOOK

ONTARIO CLINICAL (PRACTICAL) EXAMINATIONS



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General Information

This handbook has been prepared to assist candidates who are applying to and preparing for the entry-to-practise Ontario Clinical (Practical) Examinations under the College of Naturopaths of Ontario (the College). All candidates are asked to review this document in full prior to the exam, and to retain the handbook until exam results have been received.

For basic administrative information, such as the examinations' 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'.

If you require clarification on anything noted in this handbook, or need assistance, please contact the Examinations Team at exams@collegeofnaturopaths.on.ca or by phone at 416-583-5983.

About the College of Naturopaths of Ontario

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

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 in naturopathic manipulation, and a written component concerning contraindications (absolute and relative) related to naturopathic manipulation.
3. **Physical Examination/Instrumentation:** a clinical practical examination in physical examination/instrumentation, 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 Ontario Biomedical Examination and the Jurisprudence Examination prior to initial registration. Information regarding all examinations is available under the 'Applicants > Entry-to-Practise Exams' tab on the College website.

Exam Attempts

Three attempts are granted to pass any registration examination.

After a second failure, candidates are required to complete mandatory exam remediation set by a Panel of the Registration Committee (the Panel) before making a third and final attempt. A candidate who fails on the third attempt is not eligible to continue in the examination process without first undergoing an additional program of study in naturopathy that is accredited by the Council on Naturopathic Medical Education (CNME).

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

Applying for the Ontario Clinical (Practical) Examinations

IMPORTANT: Prior to registering for a first attempt of any entry-to-practise examination under the College, you must first create a College account and submit the online Application for Pre-Registration with valid, government issued photo ID.

Creating a College Account

To access the Application for Pre-Registration form, register for College exams and apply for registration, you must first sign up for a College account. A College user account can be created once you are ready to complete and submit the online Application for Pre-Registration (see submission criteria for Pre-Registration on page 6).

To create your account:

- Access the Login page on the College website
- Select **Sign Up (appears below the login fields)**
- Enter your personal email address in the email address field. To ensure your account is secure, we strongly recommend that every account holder use their own personal email to set up and later log into their account. Please do not use your general business email (general@, contact@, info@)
- Once you have entered your email address, select next
- Enter your name (as it appears on your government issued photo ID)
- Agree to the Terms and Conditions upon complete review of them; and click sign up

Within 15 minutes you will receive a Confirm your Alinity account email (check your spam/junk folder). If you do not receive this email within 15 minutes, please contact exams@collegeofnaturopaths.on.ca.

Follow the instructions in the email to create your new College password and gain access to your College profile.

Each time you log in to your College account, a one-time code will be automatically generated and sent to your email account on file as part of the Multi-Factor Authentication (MFA) set up by the College. This is a secure and effective added layer of protection on top of your username and password to limit the potential for unauthorized access to your College account. Please make sure to check your junk/spam folders for the code prior to contacting the Examinations Team at exams@collegeofnaturopaths.on.ca for assistance.

Submitting an Application for Pre-Registration

To access the exam registration via your College account, you must first submit an online application for Pre-Registration. This form is used by the College to create a profile for current or future applicants and identifies which registration stream an applicant will enter at the time of initial application for registration.

Please do not submit this form until you are assured you have completed all requirements for graduation (including payment of any outstanding fees and completion of clinic hours) with your naturopathic educational institution. Applications for Pre-Registration may be submitted up to two weeks prior to exam registration opening, provided exam eligibility criteria have been met. Review of pre-registration forms may take up to 2-3 business days. Please do not follow-up with Examinations staff until after this period has elapsed. Forms will still be accepted and processed once exam registration opens, but those waiting for their

form to be processed run the risk of exam registration filling up and closing during that time.

To submit this form:

- Log in to your College profile
- On the dashboard next to Candidate, click on “Apply” to complete the Pre-Registration form

Detailed information on completing each section of this form is available in the Application for Registration Handbook under the heading ‘Completing Step 1: Pre-Registration Form’.

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 your legal name and signature must be submitted with your application for Pre-Registration. Acceptable forms of photo identification are listed on the application for Pre-Registration form. Health cards are not accepted.

Changes to Contact Information

As a candidate, you are responsible for ensuring the contact information provided, for the purposes of communications with the College (including receipt of exam timetable information), is correct and up to date. Changes to contact information may be made by emailing your updated information to the College via email at exams@collegeofnaturopaths.on.ca. The College is not responsible for any lapses in communication due to incorrect or outdated contact information.

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

Name Changes

If the name on any documentation differs from the name on file with the College, candidates must contact the Examinations Team via email at exams@collegeofnaturopaths.on.ca and provide 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.

Exam Eligibility Requirements

To be considered eligible to sit the College’s Ontario Clinical Sciences Examination and/or Ontario Biomedical Examination, candidates must have:

1) met all graduation requirements of a CNME-accredited program; OR
2) 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), you 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.

Required Documents

In registering for the exam, candidates are required to provide:

Examinations Registration Form & Fee Payment – As part of registering for the Ontario Clinical Sciences Examination and Ontario Biomedical Examination, you are required to declare previous exam attempts. Exam registration and fee payment must also be made by the exam registration deadline noted for that session. Exam registration will open at 9:00 a.m. ET on registration opening day and close at 5:00 p.m. ET on registration closing day. The link to register for an exam is posted under the "Upcoming Exams" heading at the bottom of the exam overview pages.

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 take any of the College's entry-to-practise exams. Transcripts must be received at least one week 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. **Those whose academic institution are unable to provide their transcript by the deadline will be automatically withdrawn and refunded the exam fees paid.**

CNME-accredited program graduates who completed the required acupuncture training outside of their naturopathic program must also arrange to have a copy of a transcript or official course certificate submitted to the College, in addition to their naturopathic program transcript, prior to the exam's timetable release date. As with the academic transcript, proof of acupuncture training only needs to be submitted once.

Exam Accommodation Request(s) & Supporting Documentation – If requesting exam accommodation(s), such as requesting additional time due to a disability, please refer to the Exam Accommodation section of this handbook. Requests received after the exam registration deadline cannot be considered.

Failure to provide required documents by the stipulated deadline will result in being withdrawn from the exam and the forfeiture of the exam fee paid.

Examination Fees

The Ontario Clinical (Practical) Examinations fees are set out in the College by-laws and are non-refundable. Exam fees 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" (no acronyms or abbreviations, as this will result in payment being returned to you). Payment must be received by the College by the exam registration deadline. A $75 nonsufficient funds (NSF) fee will be charged for any returned cheques due to insufficient funds.

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

Examination fees related to the Ontario Clinical (Practical) Examinations are listed on the Fees and Schedule page of the College website.

Sitting the Exam in French

A French version of the examinations can be made available to any candidate who wishes to sit the examinations in French. To request a French version of the exams, please contact the Examinations Team at exams@collegeofnaturopaths.on.ca. Requests need to be made to the College at least 8 weeks before the

exam administration date to allow adequate time for the exams to be translated.

Exam Confirmations & Timetables

Following receipt of payment and review of your submission (e.g., the answers you provided on the online exam registration form and copy of your academic transcript), you will receive a confirmation email, confirming your registration for the examinations.

Specific details about your written and practical exam times, and exam sign-in locations are sent by email, on the 'Timetable Notices Release' date noted on the Clinical (Practical) Examinations Schedule page of the College website.

Examination 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 cognitive, psychological or physical which includes specific learning disabilities), religious requirements, pregnancy-related condition or issue, or nursing/breastfeeding 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 a substantiated need for accommodation 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 granting the requested form of accommodation would pose a risk to health and public safety).

Exam Accommodation Requests

Exam accommodation requests will be handled in accordance with the Examination Accommodation Policy. To request an exam accommodation, you must pay the Accommodation Request Fee of $25 + HST and complete and submit the Exam Accommodation Request form to the College. This form must specify the type of exam accommodation being requested, address the grounds for the request, and include written authorization for the College to contact any provider of any supporting documentation. In requesting accommodation, you have a duty to ensure both your request form and supporting documentation are truthful, complete and are provided to the College by the posted deadline date.

To streamline the accommodations request and review process, you may submit one request, with supporting documentation, prior to your first sitting of a College examination, setting out all required accommodations for each of the examinations where accommodation is being sought. For further information, please see the Examination Accommodations Policy.

You must submit the Exam Accommodation Request form, along with all supporting documentation, by the exam registration deadline noted on the exam's Fees & Schedule page. As this process may include the need for the College to obtain additional clarification, it's recommended that you submit your accommodation request and supporting documentation as soon as possible.

Requests received after the exam accommodation request deadline cannot be granted (this includes late requests for breast-feeding accommodation); however, you may apply for a deferral of the entire examination under the College's Examinations Policy.

You will be notified in writing of the College's decision within 30 calendar days from the date of receipt of the accommodation request, unless additional information is required either from you or the provider of your supporting documentation. If additional time is needed, you will be apprised of the revised timeframe for a decision on the request.

If the request is granted, you will receive additional details outlining the accommodation(s) that will be provided on the day of the exam(s); if the request is denied, the grounds for refusal will be disclosed. In instances where accommodation is denied due to reasons of undue hardship, the College may provide terms for an alternate form of accommodation where possible.

General Requirements for Supporting Documentation

Supporting documentation for an exam accommodation must:

- provide the anticipated length of time that you, the candidate, will require accommodation(s) based on the supporting documentation provider's assessment,
- be submitted with a completed and signed 'Exam Accommodation Request Form', prior to the exam accommodation request deadline,
- substantiate the reason/need for the exam accommodation and outline the specific exam accommodation(s) required (e.g., if requesting additional time, how much time, why it's required and what information was used in making this recommendation), and
- contain the contact information for the individual providing supporting documentation, and authorization to contact them should additional information be needed to validate the exam accommodation request.

Disability Accommodations

In addition to the general requirements, if requesting exam accommodation(s) due to a disability (i.e., cognitive, psychological, or physical), as defined in s. 10(1) of the *Human Rights Code*, your supporting documentation must:

- be provided by a Canadian-regulated health professional, as defined in the RHPA
- or equivalent provincial legislation outside of Ontario, who currently has or has previously had a practitioner/patient relationship with you, has performed an assessment of your disability, and is qualified and authorized, within their regulated scope of practise, to make an assessment or diagnosis on the disability. Only documentation from Canadian-regulated health colleges is accepted, as the College cannot always verify the scope of practice of international physicians,
- be provided on the Health Professional Recommendation form, which asks for the title, professional credentials and relevant qualifications of the regulated health processional who has made the assessment; and
- provide information regarding:
  - your functional limitations as they relate to your accommodation needs,
  - the accommodation(s) being recommended, and
  - how the recommended accommodation(s) assist(s) in mitigating your functional limitations during the exam.

A formal diagnosis is not required to be communicated.

- If requesting additional writing time to complete an exam due to a cognitive disability (learning disability, ADHD, etc.), you must provide the College with a copy of your psychological or psycho-educational

assessment report. The report must be recent enough to accurately reflect your current functional limitations (i.e., completed or updated no more than five years from time of requesting accommodation with the College). This report must:

- explain how you are impacted by the disability;
- explain how your functional limitations are caused by the disability;
- provide a measurable/objective basis connecting the disability to the amount of additional writing time being requested; and
- redact any highly sensitive personal information (e.g., detailed family history) not relevant to the accommodation request.

Religious Accommodations

In addition to the general requirements, supporting documentation for requests for an exam accommodation due to religious requirements must:

- be provided by one'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 a religious observance.

Pregnancy-related or Breast-feeding Accommodations

In addition to the general requirements, supporting documentation for exam accommodation(s), due to a pregnancy-related condition or issue, must:

- be provided by a Canadian-regulated health professional, as defined in the RHPA or equivalent provincial legislation outside of Ontario, who currently has or has previously had a practitioner/patient relationship with you and is qualified to assess the pregnancy related condition or issue (i.e., has appropriate training, holds a relevant professional credential or designation, and has the scope of practise, as authorized to that profession);
- be provided on the 'Health Professional Recommendation Form', which asks for the title, professional credentials and relevant qualifications of the Regulated Health Professional who has made the assessment; and
- provide information regarding:
  - your functional limitations as they relate to your accommodation needs,
  - the accommodation(s) being recommended, and
  - how the recommended accommodation(s) assist(s) in mitigating your functional limitations during the exam.

If requiring a scheduling accommodation to permit you to breastfeed or express breastmilk during the examination day, you **must** request this by the exam accommodation request deadline and provide information on the Accommodation Request form which speaks to the frequency (i.e., how often) and duration (i.e., how much time is needed) of feedings as this information will need to be considered with respect to the overall exam day schedule and feasibility of the request in comparison to the time constraints of each exam component.

Please note that breast-feeding accommodations will also be reviewed in the context of any health and safety measures in place and you will be required to acknowledge your understanding that any individual named by you to provide onsite childcare at the exam will be restricted to a designated area, for a specific period and must undergo all screening requirements mandated by the exam facility and/or the College for entry on exam day.

Accommodations Received from Academic Programs

The College requires up to date documentation to support a request for exam accommodation(s). Please refrain from submitting copies of documents related to accommodations granted by your educational program, and from seeking supporting documentation from academic advisors, supervisors, instructors, or other individuals associated with your academic program unless the individual meets the supporting documentation requirements as noted above.

Disclosure of Accommodation Information

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

Review of Accommodation Request Decision

If your accommodation request is denied and you believe it wasn't handled in accordance with the Examination Accommodations Policy, you can request a review by the Chief Executive Officer (CEO) by submitting a written request with supporting rationale to exams@collegeofnaturopaths.on.ca.

You may also file a complaint with the Human Rights Tribunal of Ontario.

Patient Modeling & Exemptions

Candidates are paired together for the practical examinations components so that they may act as patient models for one another during the Ontario Clinical (Practical) Examinations. You may decline consent from being a patient model for mobility, health, religious or other reasons when registering for the exam. In such instances, a stand-in patient model will be appointed by the College. As sufficient lead time is needed for securing patient models, **requests for patient modeling exemption received after the exam registration deadline has passed cannot be granted.**

Candidates who have declined to patient model during the exams, may be paired together in order to share a stand-in patient model. In these instances, you will take turns inside the clinic room performing the exams on the stand-in patient model and standing outside of the clinic room while your candidate partner completes their portions.

Wait Lists & Seat Swapping/Time Changes

Due to the administrative logistics involved, the College does not offer exam waiting lists. Registration for each session is handled through the online exam 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 Team 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 An administrative fee of $100 + HST is charged to process the withdrawal request, which must be paid within two weeks of the date the fee is issued to your College account.

If you wish to withdraw your registration following the exam registration deadline, you may do so; however, the exam fee paid will be forfeited.

Examination Deferrals

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

Deferral Requests – General Requirements

If unable to attend the exam for the reasons listed above, you must notify the College immediately, by telephone or by email, providing the reason for being unable to attend the exam. Exam deferral requests cannot be used to seek an exam accommodation that was previously requested and declined by the College.

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

Deferral requests on an individual basis and exam deferrals are granted provided the circumstances which prevented a candidate's attendance at the examination have been appropriately substantiated through supporting documentation.

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

Deferral Fees

An administrative fee of $100+ 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. Please refer to Fees and Schedule page of the College website for fees related to the Ontario Clinical Sciences or Ontario Biomedical examinations.

NOTE: Failure to appropriately notify the College of an inability to attend the examination, submit the

required documentation within the specified timeframe, or pay the required fee will result in denial of the deferral request and a forfeiture of the examination fee paid.

Illness or Emergency *during* the Examinations

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

Examinations which were not completed, due to a substantiated illness or medical emergency, will not be counted as an exam attempt, provided medical documentation is submitted. Candidates will be provided with an opportunity to re-attempt the examination at the next regularly scheduled exam session.

Routine Practices and Additional Precautions for Precenting the Transmission of Infection

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

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

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

Day of Examinations

Candidate Arrival on the Day of the Exams

Candidates are required to arrive at the exam site at the sign-in time noted in their **Exam Timetable letter** to complete exam sign-in procedures. **We ask that you not arrive prior to your scheduled sign-in time.**

Exam Access Requirement

Candidates *must* present valid (i.e., not expired) government-issued photo I.D. (i.e., 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 five minutes after their scheduled start time of the examination) will not be permitted entry, and the missed examination will result in a forfeiture of the exam fee paid. Arriving late creates a disruption for those already taking or waiting to take their examinations and may affect the exam day schedule.

If you are delayed, due to unforeseen or dire circumstances (e.g., a car accident), you may apply for an exemption to be deferred to the next regularly scheduled exam session. 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 Examinations Team at exams@collegeofnaturopaths.on.ca within two weeks of the examination date, along with the deferral fee.

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

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 scented products on exam day.

Required Items & Equipment

The following items are required for the exam:

- valid (i.e., not expired), government issued, hard-copy photo identification (see Exam Access Requirement),
- a printed copy of the exam confirmation and timetable letter,
- pens for the written exam components,
- a patient gown,
- a bath-size towel for patient draping, 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.

Candidates who fail to bring required items and equipment (with the exception of pens, extras of which will be on hand) will be ineligible to sit the exams.

Exam staff will still be on hand to mind personal belongings in the reception area during the practical exam components.

Attire for the Practical Component

You must arrive at the practical check-in area appropriately dressed for the practical component. If you have agreed to patient model, you are to wear 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. For the comfort of other candidates and examiners alike, candidates (and stand-in models) may not patient-model in their underwear.

Each candidate must bring and wear their own patient gown (practical component only) and closed-toed shoes. To ensure that all candidates are being examined under similar conditions, a patient gown must also be worn regardless of whether you are patient modeling for another candidate or not. While not required, you may also bring a soft tie to belt your gown for ease of movement when not patient modeling.

Please make sure that long hair is tied back, and that watches, dangling earrings, and/or other pieces of jewelry that have the potential to snag are either not worn to the exams or removed prior to the practical components.

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 (i.e.., 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

Candidates are permitted to bring/use:

- Foam earplugs during the course of the written exam.
- A face mask (these are not required, however may be worn, and will be available from the College staff at check-in for any exam attendees who wish to wear one).
- Bottled water or water in a clear, shatter-proof container.
- Disposable gloves (these are not required, however may be worn; gloves will not be available on site).

Hand sanitizer is available at all entry points of the exam site (including classrooms and clinic). During the practical component, sanitization stations are placed in each clinic hallway if you wish to sanitize high touch surfaces in your clinic room (.e.g., patient bed, supplies table) prior to your examination.

Restricted Items

The following items are restricted during the exams (including any break periods in between components):

- Food unless granted by the College as part of an exam accommodation.
- Books, papers or any hardcopy study reference material.
- Cellular phones, pocket PCs, and audio and/or video recording or transmitting devices.

Electronic devices must be turned off at check-in and stored with your personal belongings in the designated areas. Possession of any of these devices during an examination (including breaks in-between components) may be considered an examination violation and may result in your 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 need to make a call, you must seek permission from the exam invigilator or exam staff to access your phone prior to the start of the exam.

Leaving the Examination Room

You are not permitted to leave the examination room or sequestering area without the permission of exam staff, an exam invigilator or examiner. Outside of an emergency or granted accommodation, washroom use will be limited once the exam has begun. In the case of an emergency, exam staff, an exam invigilator or examiner will accompany you to the washroom and back to the examination room. Only a short amount of time will be permitted.

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

Leaving the Exam Site

Once you have completed all exam components, you must 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 an irregularity (.e.g., not being provided with the full allotted amount of time to complete the exam, being required to sit the exam at an exam location not required of other examination candidates, or undue 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 by speaking with an exam invigilator, or an exam staff member or by using the College's online Incident Reporting Form. It is the candidate's responsibility to report the incident within this timeframe to confirm the incident has been recorded. Exam invigilators, exam staff and examiners are required to document all incidents that they witness during the exam.

Incidents must be reported within 48 hours of the examination using the College's forms (please do not report incidents to the College via email), and it is each candidate's responsibility to ensure this timeline is met. All Incident Reporting Forms are reviewed following each exam session as part of the College's post examinations analyses and retained 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 outside of the 48-hour validity period after the exam, and/or those for which no substantiating incident report had been filed. Additional information about the Appeals process is noted on page 28 of this handbook and in the Exam Appeals Policy.

Conduct During the Exams

Expectations of Candidates

The behaviour of all exam candidates during the examinations is expected to be professional and respectful (i.e., demonstrating the qualities of a regulated health care practitioner) at all times. Hostile, disrespectful, or otherwise aggressive behaviour (whether verbal or physical) will be treated as an exam violation, and you will 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/assessor'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 restricted or unauthorized items during the examination or any break period therein, including but not limited to written or electronic information or devices,
- 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 examination has begun,
- tampering with examination materials or devices used in the administration or monitoring of an examination,
- 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 or termination of the examination session.

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

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

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

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

Exam Violations Consequences

A finding that an exam violation has occurred will result in a failing result being issued and will be recorded as one of three attempts to successfully complete the Ontario Clinical Sciences Examination or Ontario Biomedical Examination, as applicable.

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 (i.e., skin swabbing and appropriate needle disposal).

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 foam "tissue" base.

Each candidate will be assessed on:

<u>Selection of the correct Zang-Fu syndrome; candidates must be familiar with the following syndromes:</u>
Full exterior: Invasion by Wind-Cold; Invasion by Wind-Heat.
LUNG Full Interior: Heat; Damp-Phlegm; Cold-Phlegm; Phlegm-Heat; Dry-Phlegm; Phlegm Fluids Obstructing.
LUNG Empty: Qi Deficiency; Yin Deficiency; Dryness.
LARGE INTESTINE Full: Damp-Heat; Heat; Heat Obstructing; Cold Invasion.
LARGE INTESTINE Empty: Dry; Cold; Collapse.
STOMACH Full: Qi Stagnation; Fire (or Phlegm-Fire); Cold Invasion; Stomach Qi Rebelling Upward; Damp-Heat; Food Retention; Blood Stasis.
STOMACH Empty: Qi Deficiency; Yin Deficiency.
SPLEEN Full: Cold-Damp Invasion; Damp-Heat Invasion.
SPLEEN Empty: Qi Deficiency; Yang Deficiency; Qi Sinking; Spleen not Controlling Blood.
HEART Full: Fire Blazing; Phlegm-Fire Harassing Heart; Phlegm Misting the Mind; Qi Stagnation; Vessel Obstructed.
HEART Empty: Qi Deficiency; Yang Deficiency; Yang Collapse; Blood Deficiency; Yin Deficiency.
HEART Empty/Full: Blood Stasis.
SMALL INTESTINE Full: Full-Heat; Qi Pain; Qi Tied (Qi Obstruction).
SMALL INTESTINE Empty: Deficient and Cold.
BLADDER Full: Damp-Heat; Damp-Cold.
KIDNEY Empty: Yang Deficiency; Yin Deficiency; Qi deficiency; Failure to Receive Qi; Essence Deficiency.

KIDNEY Empty/Full: Yin Deficiency with Empty-Heat Blazing.
PERICARDIUM Full: Blood Stasis.
GALL BLADDER Full: Damp-Heat; Dampness.
LIVER Full: Qi Stagnation; Rebellious Qi; Blood Stasis; Fire Blazing; Damp-Heat; Cold Stagnation.
LIVER Empty: Blood Deficiency; Yin Deficiency.
LIVER Full/Empty: Yang Rising; Wind Agitating.

Correct point selection; candidates must be familiar with the following points:
Lung (LU) 1, 2, 3, 4, 5, 7, 9, 10, 11
Large Intestine (LI) 1, 4, 5, 10, 11, 14, 15, 17, 20
Stomach (ST) 1, 7, 8, 17, 25, 29, 30, 34, 35, 36, 37, 38, 40, 41, 42, 44, 45
Spleen (SP) 1, 3, 4, 6, 8, 9, 10, 15, 21
Heart (HT) 1, 2, 3, 5, 7, 8, 9
Small Intestine (SI) 1, 3, 4, 8, 9, 10, 11, 12, 13, 15, 16, 17, 19
Urinary Bladder (BL) 1, 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, 53, 57, 60, 62, 67
Kidney (KI) 1, 2, 3, 6, 7, 10, 13, 14, 16, 27
Pericardium (PC) 1, 3, 5, 6, 7, 9
Triple Energizer/Triple Burner/Triple Warmer (TE) 1, 3, 4, 5, 6, 10, 13, 14, 15, 16, 17, 19, 21, 23
Gall Bladder (GB) 1, 2, 12, 14, 20, 21, 24, 25, 26, 28, 29, 30, 33, 34, 37, 39, 40, 41, 43, 44
Liver (LR) 1, 2, 3, 4, 5, 7, 8, 13, 14
Conception Vessel (CV) 1, 2, 3, 4, 5, 6, 8, 12, 13, 14, 15, 17, 21, 22, 24
Governing Vessel (GV) 1, 2, 3, 4, 8, 9, 10, 14, 20, 24, 28

Extra points
Head and Neck: Sishencong, Yintang, Taiyang, Bitong, Anmian, Dingchuan.
Back: Huatuojiaii, Yaoyan.
Arm and Hand: Shixuan, Baxie, Jianneiling, Yaotongxue.
Abdomen: Zigong Xue, Bafeng.
Leg and Foot: Biochongwo, Heding, Xiyan.

- 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, and
- 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.

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-CNXII), 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,
- 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, 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 Interactions

Two examiners will be present in the examining room for each practical examination. Examiners rather than candidates will rotate between a set of three clinic rooms. Examiners are instructed to refrain from providing candidates with any prompts, or any feedback during or after the examinations, and to avoid personal conversation.

Examiners will:

- Be polite and professional,
- will introduce themselves as your manipulation, acupuncture or physical exam/instrumentation examiners only (no names will be used),
- use their prepared schedule in determining which candidate goes first,
- provide you with basic directives (e.g., *"Auscultate the heart describing your actions, including what you are listening for, and your findings at each position"*),
- repeat directives as requested, with the same or similar wording,
- use a timer during your exam and provide you with a verbal alert when there are five minutes remaining in the exam,
- stop you and prompt you to disinfect your hands, equipment or put down table paper if you've not done so (refer to Appendix 2 of this handbook for information on practical exam stop points),
- provide a gentle prompt to move you along onto another portion of the exam should it become evident that you are spending too much time on one given portion based on the time remaining, and
- provide ONE reminder to you, to verbalize your actions and findings.

Examiners cannot:

- validate whether what you did was "correct" or "accurate",
- engage in casual conversation with any candidates; or
- provide accommodations not granted by the College.

Candidates in turn will:

- refrain from asking their examiners for feedback, or validation of actions performed during the examinations (you may ask an examiner to repeat or clarify an instruction),
- refrain from performing any set-up for their exam until instructed by their examiners, and
- refrain from engaging in casual conversation with any examiners at the exam.

Practical Exam Structure

Following check-in at the practical exam sign-in table, you will be sequestered in the cafeteria until 5 minutes prior to your practical exam rotation. At five minutes to, exam staff will escort the group into the clinic, instruct you to leave all personal belongings not being used in the exam inside the clinic waiting room and will then call out candidate partners and provide candidates with their assigned clinic room number. Candidates who have been appointed a stand-in patient model will be also paired with their patient model at this time or will be advised that your patient model is in the clinic room waiting.

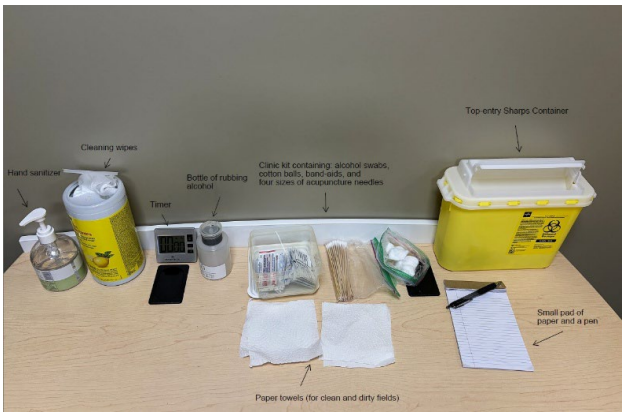
Once you have been provided with your room number, you will proceed down to your clinic room to wait for your examiners. Do not perform any set-up for your exams while waiting for your examiners. Once examiners enter the room, they will introduce themselves, designate which candidate will go first (if partnered with another candidate), provide opening instructions for the exam, ask you to select your card(s) and then start the timer. Each candidate has 15 minutes per examination (manipulation, acupuncture and physical exam/instrumentation) unless otherwise granted due to an accommodation.

After your last practical exam, you will dispose of any refuse in the room (table paper, package wrappers etc.), gather up your clinic room belongings, head back to the clinic reception area to collect your personal belongings and then depart the clinic. Changing out of practical exam clothes may be done in one of the washrooms outside of the clinic.

Exam Set Up and Supplies

The clinic room will be set up with a multipurpose patient bed and small table for candidate use. The following exam supplies will be provided:

1. 2 vinyl pillows.
2. Roll of table paper.
3. Hand sanitizer.
4. Can of cleaning wipes.
5. Paper towel (for use to establish clean and dirty fields).
6. Top-entry sharps container.
7. Timer.
8. Bottle of rubbing alcohol.
9. Clinic kit containing alcohol swabs, cotton balls, band-aids, and four sizes of acupuncture needles.
10. Stick swabs.
11. Small pad of paper and a pen.





Communication & Verbalizing the Process

To enable examiners to "see" the candidate's thought process, you will be directed to talk (i.e., "verbalize") throughout the practical component of each exam. You 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 you are doing (e.g., "I'm listening for *insert what you are listening for* which would indicate *insert issue*") and your findings to your 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 (please refer to each exam blueprint for additional details on what you will be assessed on and required to do in each exam) however; you are 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 designated College staff.

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

Exam Results

Results are sent out by email as of the 'Results Release' date noted on the Examinations Schedule page; approximately four weeks from the date of the examination. The College will send the examinations transcript to the most recent email address on file for the candidate.

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

In accordance with the exam policies of the College, scoring information is not released to exam candidates. A "pass" or "fail" result will be provided. Candidates will not receive a percentage or numerical mark on their exam transcript.

Exam Remediation

Candidates who make two unsuccessful attempts of the exams must undergo a mandatory review conducted by a panel of the Registration Committee (the Panel) to determine any additional training or education that must be completed prior to being allowed to register to sit a third and final attempt of the exam. You may initiate this review by emailing examinations staff at exams@collegeofnaturopaths.on.ca.

Reviews are conducted as a paper-based review only; no in-person meetings occur between the candidate and the Panel. The Panel will be provided with detailed information regarding a candidate's exam performance from both examination attempts and will include copies of written examinations, exam transcript comments and examiner grading forms.

You may include a letter to the Panel to note 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 only.

Following the review, the candidate will be provided with the Panel's decision regarding any mandatory 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 irregularities (procedural or environmental) or perceptions of undue bias (please refer to the Incident Reporting section in this Handbook). Appeals must include facts demonstrating that irregularity or perception of undue bias had a material adverse impact on the candidate's performance on the examination.

The Examination Appeals Committee does not review complaints regarding the content of the exam, possible responses to examination questions or requests for review or a remarking of the exam. Therefore, the content of the examinations is not subject to appeal. In no instance will a candidate who has failed an examination be deemed to have passed the exam. For additional information, including possible outcomes, please continue reading about the appeals process below.

Appeals Process

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

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

Requests and payment of the appeals fee must be received within 30 calendar days following the release of exam results (i.e., 30 days from the date noted on your transcript). Appeals received after this period cannot be considered. Any supporting documentation you wish to have reviewed must be submitted at the time of

submission of the exam appeal request. Approved appeals are charged the examination appeal fee for review of the appeal by the Exam Appeals Committee.

Grounds for an appeal

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

Notification of Appeal Review

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

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

- the procedures and/or requirements outlined in this policy were not followed,
- the procedures and/or grounds of the appeal are not based on the circumstances or grounds necessary for a valid appeal, or
- the request to appeal does not possess sufficient information or facts necessary to support those circumstances or grounds.

Timelines for Decisions

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

Possible Outcomes

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

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

Additional information about examination appeals is noted in the College's Examination Appeals Policy.

Candidate Feedback

The College considers all constructive feedback and concerns of our stakeholders. Following the completion of the Ontario Clinical Sciences Examination or Ontario Biomedical Examination, a short survey will appear on the screen of each candidate's computer. If you wish to provide the College with constructive feedback on the exam reference materials, exam process and/or testing experience, please send your suggestions to the Examinations Team 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 necessary. Feedback received following an exam is taken into consideration as part of these reviews.

Appendix 1: Examination Rules of Conduct

In additional to the information that has been provided in this handbook, it is understood that all examination candidates will comply with the following general procedural and conduct requirements established by the College of Naturopaths of Ontario (the College). Contraventions of these rules may result in the candidate's immediate removal or disqualification from the examination, in addition to other appropriate consequences.

1. Candidates must check-in with their exam invigilator at their assigned check-in location at least ten (10) minutes prior to the exam commencement time noted on their exam booking confirmation.

2. Candidates must bring a piece of valid photo identification (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 room, and sequestering areas designated for use for the purpose of administering an examination) is restricted to examination candidates, support persons approved by the College in advance of the examination, examination invigilators, College staff and agents of the College.

5. Candidates must turn cellular devices off and may not access them for the duration of their time at the exam site.

6. Prior to the commencement of an exam, candidates are to place bags, purses and other personal belongings in an area designated by the exam invigilator. Only those materials expressly authorized by the College are permitted to be with the candidate during the exam. Please note that the College is not responsible for lost, stolen, or broken items or items left at the exam site.

7. Candidates may only have/access to permitted items during the examination and any break periods therein and are expected to have reviewed all related documentation (handbooks, guides, booking confirmation or timetable letter etc.) to familiarize themselves with permitted and restricted items for the exam.

8. 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.

9. 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.

10. Exam invigilators have the authority to designate the desk/table/computer terminal at which a candidate sits while writing an examination. Candidates are expected to comply with such designations.

11. 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 examination invigilator.

12. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their exam invigilator, examiner/assessor or a College pre-approved support person.

13. Candidates may not assist or obtain assistance from other candidates or from any unauthorized source during the examination (or any break period therein).

14. Candidates may not commence any part of the exam until instructed to do so by the examination invigilator or examiner and must cease the examination at the announcement of conclusion (whether verbal, or a timer-based) of the exam. Failure to do so may result in the invalidation of the candidate's examination results.

15. After the announcement of the conclusion of any written examination or exam component, candidates are to refrain from adding information to, erasing information from or otherwise altering their exam documents. Exam invigilators have the authority to seize the exam documents of candidates who fail to cease writing after the announcement of the conclusion of an examination.

16. Examination times are monitored by exam invigilators and/or examiners/assessors. No additional time is provided over the time allotted to the candidate by the College.

17. Accommodations must be requested in accordance with the Examinations Policy and approved by the College in advance of the exam. Accommodations cannot be requested from exam invigilators, examiners or exam staff the day of the examination.

18. During an examination, candidates are not permitted to leave the examination room without the permission of an exam invigilator.

19. Candidates may not retain any exam materials; this includes, but is not limited to exam sheets, response booklets, and scrap paper. All exam materials must remain with the exam invigilator.

20. Candidates must comply with requests made or instructions given by exam invigilators, examiners/assessors and other exam staff.

21. Candidates who are being sequestered prior to the commencement of an exam component must remain in the designated sequestering area unless otherwise authorized by an exam invigilator or exam staff.

22. 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.

23. 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.

24. Candidates must not tamper with any examination materials or devices used in the administration or monitoring of an examination.

25. Candidates are required to comply with any health, safety and security screening procedures as posted in the exam centre or as directed verbally by exam personnel.



26. Candidates must not cause disruption of the examination for other candidates.

27. Candidates consent to exam personnel checking any personal belongings at any time or confiscating personal belongings including electronic devices such as cell/smart phones if found after the exam has started. Candidates understand that the confiscated item may be sent to the College office, is subject to full inspection and may not be returned until an investigation is complete. The College is not responsible for any damage or loss that may occur during this period.

28. Candidates must sign-in for their exam at the time noted in their exam booking confirmation or timetable letter. Candidates arriving more than 5 minutes after the commencement time noted in the booking confirmation 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.

29. Candidates must follow all directives (verbal or written) for accessing the examination. Failure to do so will result in being denied the ability to complete the examination.