College of Naturopaths of Ontario

HANDBOOK

ONTARIO CLINICAL SCIENCES AND ONTARIO BIOMEDICAL 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 Sciences Examination and the Ontario Biomedical Examination, two of four of the required examinations for registration in Ontario, 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.

The Ontario Clinical Sciences Examination and the Ontario Biomedical Examination are administered primarily online through a third-party administration and proctoring platform. For technical information for sitting an online administration of either exam, such as room set-up requirements, software needs, hardware needs, as well as required, permitted and restricted items during the exam, please refer to the Online Ontario Clinical Sciences & Biomedical Exam Guide.

For basic administrative information about the Ontario Clinical Sciences Examination or Ontario Biomedical Examination (such as the examinations application deadline date, and date of the examination), please visit the Ontario Clinical Sciences Examination page or the Ontario Biomedical Examination page, respectively, on the College's website, found under 'Applicants > Entry-to-Practise Exams'. Additional information regarding testable content on the Ontario Clinical Sciences and Ontario Biomedical Examinations is noted in the study reference guides, available on the ETP Exams Resources and Policies page.

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 416-583-5996.

About the College of Naturopaths of Ontario

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 Examinations under the College

The Ontario Clinical Sciences Examination and Ontario Biomedical Examination are both designed to test a candidate's entry-level competencies. These, along with the College's other entry-to-practise examinations (listed below), form an essential and mandatory part of the registration process.

In addition to the Ontario Clinical Sciences Examination and the Ontario Biomedical Examination, candidates must also successfully complete the following entry-to-practise exams:

1) The Ontario Clinical (Practical) Examinations, comprised of:

- **Acupuncture Exam:** a clinical practical examination in acupuncture and traditional Chinese medicine, and a written component concerning cautions and contraindications related to acupuncture.
- **Naturopathic Manipulation Exam:** a clinical practical examination in naturopathic manipulation, and a written component concerning contraindications (absolute and relative) related to naturopathic manipulation.

- **Physical Examination/Instrumentation Exam:** a clinical practical examination in physical examination/instrumentation, and a written component concerning contraindications (normal and abnormal) to physical exam/instrumentation findings.

2) The online Jurisprudence Examination.

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) or satisfying the Panel that exceptional circumstances exist that justify the candidate being excused from the requirement of first needing to complete completing another program of study in naturopathy.

Examination retakes and attempts are managed in accordance with the Ontario Clinical Sciences and Biomedical Examinations Policy.

Applying for the Ontario Clinical Sciences Examination and/or Ontario Biomedical Examination

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).

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 in 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 confirmation of 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.

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 the Examinations Team until after this period has elapsed. Forms will still be accepted and processed once exam registration opens, those waiting for their form to be processed run the risk of exam registration filling up 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 Application for Pre-Registration form.

Detailed information on completing each section of this form is available in the Application for Registration Handbook under the heading ‘Step 1: Application for 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

Candidates are responsible for ensuring the contact information provided, for the purposes of communication 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.

As acupuncture is part of the scope of practise in Ontario, both the Ontario Clinical Sciences Examination and the Ontario Clinical (Practical) Examinations assess candidates on acupuncture and traditional Chinese medicine knowledge and skill. As such, all candidates are required to have completed at least 220 hours of didactic and 30 hours of clinical training in acupuncture. If your CNME-accredited program of naturopathic study did not have integrated acupuncture content, you must provide proof of completion of adjunctive acupuncture training.

Exam Registration Requirements

In registering for the examination, you are responsible for the following:

- meeting noted deadlines for registering for an exam, paying examination fee(s), and making any exam accommodation request(s). Dates are noted on the Ontario Clinical Sciences Exam Fees & Schedule page and/or the Ontario Biomedical Exam Fees & Schedule page. Late registrations and late exam accommodation requests cannot be accepted.
- completing and submitting required documents on time.
- reading the Ontario Clinical Sciences and Ontario Biomedical Examination Handbook and any associated examination documents (e.g., Examination Rules of Conduct [see Appendix 1], Ontario Clinical Sciences Examination Reference Guide, Ontario Biomedical Examination Reference Guide, Online Ontario Clinical Sciences & Biomedical Examination Guide); the answers to most examination questions can be found in these supporting materials.
- ensuring appropriate requests have been made to ensure the College receives the required transcript(s).
- ensuring your contact information is correct and up to date.
- complying with the requirements stipulated in the Ontario Clinical Sciences and Ontario Biomedical Examination Handbook and the Examination Rules of Conduct.

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.

Online Exam Agreement
As a candidate, you are required to have reviewed and returned a signed copy of the 'Online Examination Agreement' (either for the Ontario Clinical Sciences Examination or Ontario Biomedical Examination), available under the 'Upcoming Exam' section of the exam webpage (Ontario Clinical Sciences Examination or Ontario Biomedical Examination) upon exam registration opening, by the stipulated deadline. (Note: this step does not apply for candidates granted an in-person sitting.)

Registration for the examinations is a two-step process.

1) Register and pay for the exam by the exam registration deadline noted on the Ontario Clinical Sciences Examination Schedule and/or Ontario Biomedical Examination Schedule on the College website. The instructions to register for the exam will be posted at 9:00 a.m. ET under the Upcoming Exams heading on the Ontario Clinical Sciences Examination webpage and/or Ontario Biomedical Examination webpage.

2) Book an exam time with Meazure Learning by their noted deadline. Meazure Learning will email candidates confirmed by the College as having completed step one above detailed booking instructions, including their username and temporary password to access the booking system, and the deadline to book, approximately 4 weeks before the exam date (note: this step does not apply for candidates granted an in-person sitting).

A final Meazure Learning booking confirmation email will be sent directly to candidates who have completed both steps, a week prior to the exam date. This document will include information about your confirmed exam time, exam day, and online check-in procedures.

Failure to submit required documents, fees and complete all registration steps, which includes booking an exam time, by the noted deadlines will result in being ineligible to sit the exam and forfeiture of the exam fee paid.

Examination Fees – Ontario Clinical Sciences and Biomedical Examinations

Examination fees for the College are set out in Schedule 3 of the College by-laws, and are non-refundable. Exam fees must be paid in full by credit card (Visa or MasterCard), or by cheque or money order made payable to the "College of Naturopaths of Ontario". **A $75 NSF will be charged for any returned cheques or declined credit cards due to insufficient funds.**

The examination fee covers the costs of exam facilities and exam administration, including the post-examination processes. Candidates are charged for **each** attempt at the examination.

Examination fees related to the Ontario Clinical Sciences and Ontario Biomedical Examinations are listed on the Exam and Fees Schedule pages of the College website for each exam, and are available via the following links:

Ontario Biomedical Examination Fees
Ontario Clinical Sciences Examination Fees

Candidates who elect to complete the examination in person will be required to remit a testing centre surcharge of $75 + HST.

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 your required documents and exam fee, you will receive a confirmation email, confirming your registration for the examination. In cases where only a partial exam registration has been received, one follow-up email will be sent to you to advise you of the missing documents (or fee) along with a deadline date reminder for receipt of this information.

Booking confirmations with specific details regarding your exam time and date (and any accommodations being granted by the College) will be sent by email on the 'Timetable Notices Release' date noted on the College's Ontario Clinical Sciences Examination and Ontario Biomedical Examination Schedules, with a final reminder sent the week of the exam. These confirmations are sent from the College's partnered psychometric and test administration company, Meazure Learning (testingsupport@meazurelearning.com).

We recommend saving the above testing support email address to ensure booking confirmations are recognized by your email provider, which reduces the chance of booking confirmations being caught in email spam/junk filters.

Questions related to the booking confirmation should be sent to testingsupport@meazurelearning.com, referencing the exam type and date in the subject line.

Exam Format

The Ontario Clinical Sciences and Ontario Biomedical Examinations are computer-based multiple-choice assessments.

The Ontario Clinical Sciences Examination consists of 200 questions written over a 4-hour period. The 4-hour exam duration is broken up into two, two-hour components with a 15-minute break in between. Each two-hour component contains 100 questions.

The Ontario Biomedical Examination consists of 150 questions written over a 3-hour period. The 3-hour exam duration is broken up into two, one-and-a-half-hour components with a 15-minute break in between. Each one-and-a-half-hour component contains 75 questions.

Questions submitted before mid-session breaks may not be accessed or reviewed upon return for the second half of the exam. Outside of food and beverages, other objects, such as personal belongings and electronic devices, cannot be accessed during any break.

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, a 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 Sciences Examination and Ontario Biomedical Examination. Accommodation(s) will be made on an individual basis and will reflect the nature and extent of the identified need.

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

Exam Accommodation Requests

Exam accommodation requests will be handled in accordance with the Examination Accommodations Policy. To request exam accommodation(s), you must pay the Accommodation Request Fee of $25 + HST and complete and submit the 'Accommodation Request form' to the College. This form must specify the type of exam accommodation(s) being requested, address the grounds for the request, and include written authorization for the College to contact the 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 our 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 Accommodation Request form, along with all supporting documentation, by the exam accommodation deadline noted on the Ontario Clinical Sciences Examination Fees & Schedule and the Ontario Biomedical Examination Fees & Schedule page. As this process may include the need for the College to obtain additional clarification, it is recommended that you submit your accommodation request(s) and supporting documentation as soon as possible.

Requests received after the exam accommodation request deadline cannot be granted; 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(s) 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 ground for refusal will be disclosed. In instances where accommodation(s) 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 'Accommodation Request form', prior to the exam accommodation request deadline;
- substantiate the reason for the exam accommodation and outline the specific exam accommodation(s) required (e.g., if requesting additional time, how much time and why it is 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.

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.

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.

In-Person Exam Administrations

Sitting the Exam at a Test Center

If you are unable to sit the examination online as a result of an accommodation need (e.g., requiring assistive software that does not interface with the online administration and proctoring platform) or inability to meet the hardware, software, or physical exam set-up requirements noted in the Online Ontario Clinical Sciences & Biomedical Exam Guide, you may request to sit the exam at a test center. Test center administrations will be granted based on identified need and test center availability. Candidates granted the ability to sit the examination in person may be limited to sitting the exam in a city that has a test center that is open and/or which can provide the granted exam accommodation (e.g., specific software needs). Additionally, should the booked testing center close (e.g., due to provincial directive in relation to a health and safety need) you will be required to sit the exam at an alternate location. Requests to sit the exam in-person must be made in advance of registration closing for that examination session and set-out the rationale for the request. All granted the ability to sit the exam in-person will be required to comply with any and all health and safety screening requirements, test center admission requirements (including but not limited to wearing a mask) as well as the College's list of required, permitted, and restricted items for in-person exam sittings. Should a wide-scale closure of testing centers occur prior to the exam administration, candidates registered for an in-person sitting will be reimbursed the examination fee and invited to re-apply for the next regularly scheduled exam sitting.

Restricted, permitted and required materials for in-person sittings are provided to candidates who have been approved for an in-person sitting as part of their exam booking information. For these lists of items for online sittings, please refer to the Online Ontario Clinical Sciences Exam & Biomedical Exam Guide.

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), or environmental irregularity (e.g., being required to sit in an overheated room during the exam) or undue bias based on gender, ethnicity, creed, sexual orientation, etc. which had a material adverse impact on their performance during an examination, may file an Incident Reporting Form. It is the candidate's responsibility to report the incident within this timeframe to confirm the incident has been recorded. Examination 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 analysis 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 20 of this handbook and in the Examination Appeals Policy.

In cases of exam irregularities filed about an online exam administration, exam staff of the College may access and view video recordings and/or chat logs of the candidate's exam session to obtain additional information in relation to the appeal. Information obtained from video or chat log sessions may be provided to the Exam Appeals Committee as part of deliberating an appeal.

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.

Post-Examinations Procedures

Exam Scoring

Each multiple-choice question on the exam is equally weighted. When scoring the exam, each correct response is worth one mark; incorrect responses receive no marks; and no marks are deducted for incorrect responses. Total scores for candidates are calculated by summing their correct responses on all operational items.

The score that candidates receive is expressed using a standardized scale. Specifically, candidates' raw scores (out of 200) are converted to a "scaled score", which ranges from 200-800 with a pass mark of 550. 550 is the scaled score expression of the cut score, which a candidate must achieve to pass the exam. Candidate scores are expressed in this format so that scores can be effectively compared across different exam administrations (even if there are differences in the difficulty of the exam and the raw score pass mark between specific exam administrations). **In no instances will the College release raw score information.**

Three separate scorings of the examination are conducted. First, the exam is scored automatically using our psychometric company's proprietary software. For quality assurance purposes, the exam goes through two independent scorings by individuals with psychometric expertise, who each use a separate data analysis platform to score the exam. Manually scored exam marks are then compared to those produced by the software to ensure that candidates' scores were calculated correctly.

How is the Pass Mark Decided?

The pass mark (or cut score) for the exam is established using a process called the "modified Angoff method." This is a criterion-referenced process that is used to set a pass score that accounts for two key elements: (1) the difficulty of the exam content; and (2) the 'profile' of what a Naturopathic Doctor can be expected to know and be able to do at an entry-to-practise level. Using this process, candidates are

evaluated against pre-determined criteria.

There are two steps to the modified Angoff method. First, the Exam Committee meets to review the competency profile that the exam tests candidates on. While doing so, each Exam Committee member creates a list of the specific knowledge, skills, and behaviours that characterize "minimal competence" (i.e., what a Naturopathic Doctor can be expected to know and be able to do at an entry-to-practice level). This list is then reviewed by the entire Committee, until all Committee members agree on a shared definition of the minimally competent candidate.

It is this hypothetical candidate for which the pass mark is set. After reviewing this list and agreeing on a "profile" of the minimally competent candidate, the Exam Committee reviews every question in the exam and make ratings for each question (called "Angoff ratings"). These ratings represent the percentage of minimally competent candidates who the Exam Committee believes would answer that question correctly (based on the agreed-upon definition of minimal competence). For example, if an Exam Committee member believes that 70% of minimally competent candidates would answer Question 6 correctly, they would make an Angoff rating of 70 for Question 6.

When making these ratings, Exam Committee members are required to read each question carefully and then make judgments about the difficulty of that question. These judgements consider both the 'structure' of the question (e.g., phrasing, effectiveness of distractor options), as well as the difficulty of the competency that is assessed.

In most cases, these judgments will be made over two rounds (which allows the Exam Committee to refine and calibrate their ratings). The results of the standard setting are based on the Exam Committee's 'Round 2' ratings. Specifically, the mean of all Exam Committee members' 'Round 2' ratings for each question becomes the standard (i.e., Angoff score) for that question. To calculate the pass mark (or cut score) for the entire exam, the Angoff score for each question is averaged across the number of operational questions.

Understanding your Performance Report

For the purposes of providing candidates with exam performance feedback, candidates receive a performance report with their results and transcript letter. The performance report displays a candidate's overall total scaled score, scaled score performance by competency category and scaled score performance by patient condition.

The main bar graph on your report (i.e., your overall total scaled score), which is your achieved raw score converted into a scaled score, is based on the **overall pass mark** for the exam.

Each graph below the main results bar graph, displaying scaled score performance information for competencies and patient conditions, is based on the **average Angoff** for that competency or patient condition. The average Angoff is determined using all of the Angoff ratings for each item in that competency or patient condition on the exam form. This information is provided in addition to information about how a candidate faired overall, to assist candidates in focusing remediation efforts.

How are scaled scores calculated?

When converting a raw score into a scaled score, standard formulas with "fixed" maximum and pass score values are inputted, as well as the total raw score (i.e., the number of scored items) and the raw pass score for that session. The fixed maximum is always 800, the pass score value is always 550, and 200 is used as an effective "minimum" that all final scaled scores are generally constrained to.

Do candidates need to achieve a minimum of 550 in each competency category to pass the exam?

Achieving a minimum of 550 in each competency category does not necessarily equate to passing the exam; conversely, having scored under 550 for any competency category does not necessarily mean a candidate will fail the exam, as hypothetically, a candidate could do relatively poorly on one condition and still pass the exam. Bar graphs for competency areas that fall below 550 are areas where additional study is particularly recommended.

I need more information about how I performed; can you provide me with the cut score for this exam or the number of questions I answered incorrectly for a certain section?

In no instances will the College release raw score information, which includes the cut score for the exam. As a regulatory College, whose mandate is public protection, feedback provided to an examination candidate must be general in nature so as not to provide too much guidance or risk compromising the integrity and viability of the examination testing process.

Why is there no bar graph displayed?

No visible bar graph indicates an achieved scaled score of 200.

Exam Results

Results are released by email, on the results release date noted for that session on the Ontario Clinical Sciences Examination Schedule and Ontario Biomedical Examination Schedule; approximately four weeks after the date of the examination.

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

In accordance with the College's Examination Policy, exam results are valid for two years from the date the examination was successfully completed. After two years, results are considered null and void and the examination must be re-attempted.

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 Team at exams@collegeofnaturopaths.on.ca.

Reviews are paper-based and conducted within the Panel only; no in-person meetings occur between the candidate and the Panel. As part of this review, the Panel is 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 performance improved between the initial and subsequent attempt, and areas where additional study would be beneficial.

You may include a letter to the Panel addressing any training completed that they would like the Panel to take into consideration as part of their review. Please note that the Panel does not have the authority to waive the remediation review requirement, nor is it an Exam Appeals body.

Following the review, the decision from the Panel regarding additional training or education, or combination thereof which must be successfully completed (within the specified timeline) prior to being permitted to sit a third, and final, attempt of the exam will be sent by email.

Why doesn't the College offer a prep course like those that are available for the NPLEX series of exams?

Examinations are a tool used by the College to assess a candidate's entry-level competencies for the provision of safe and competent naturopathic care (i.e., ensuring public protection). While the College is not opposed to a prep course being offered by an external body, as a regulatory body the College cannot collaborate or participate in the development or administration of a prep course as training candidates on how to be successful on an exam invalidates our ability to use the exam to assess competency.

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 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.
2. 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.
3. Access to the exam site (defined as any exam rooms, and sequestering areas designated for use for the purpose of administering an examination) is restricted to examination candidates, support persons approved by the College in advance of the examination, examination invigilators, College staff and agents of the College.
4. 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.
5. Examination invigilators have the authority to designate the desk/table/computer terminal at which a candidate sits while writing an examination. Candidates are expected to comply with such designations.
6. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their examination invigilator, examiner/assessor or a College pre-approved support person.
7. Candidates may not assist or obtain assistance from other candidates or from any unauthorized source during the examination (or any break period therein).
8. 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 timerbased) of the exam. Failure to do so may result in the invalidation of the candidate's examination results.
9. 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.
10. 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 examination invigilators, examiners or exam staff the day of the examination.
11. No additional time is provided over the time allotted to the candidate by the College.
12. During an examination, candidates are not permitted to leave the examination room without the permission of an exam invigilator.
13. 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.
14. Candidates must comply with requests made or instructions given by examination invigilators, examiners/assessors and other exam staff.
15. 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 examination invigilator or exam staff.
16. 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.

17. 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.
18. Candidates must not tamper with any examination materials or devices used in the administration or monitoring of an examination.
19. 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.
20. Candidates must not cause disruption of the examination for other candidates.
21. 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.
22. 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.