

RULES OF CONDUCT FOR CEHPEA EXAMINATIONS

CONFIDENTIALITY AND SECURITY OF EXAMINATION MATERIAL

The security issues for examinations such as those administered by CEHPEA include eliminating unfair advantages among the candidates, and also avoiding the high human and financial costs of replacing examination materials should security be breached. CEHPEA endeavours to maintain strict security of the examination content before, during and after the examination.

All examination materials are protected by copyright©. CEHPEA has stringent security measures in place to protect all items of examination material during all phases of development and execution including: development and review of material; reproduction, transportation and disposal of examination materials; and presentation of material on examination day.

Candidates are rigorously subjected to the Rules of Conduct. Candidates who are found to have contravened the Rules of Conduct for CEHPEA may be denied eligibility or, if eligibility has been awarded, may have that eligibility withdrawn. CEHPEA may deny re-admission to the examination.

Candidates are advised that monitoring and surveillance technologies may be used to detect and document 'examination misconduct'.

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By participating in a CEHPEA examination, each candidate agrees to abide by the following Rules of Conduct:

- 1) Candidates acknowledge that CEHPEA Examinations and the items therein are the exclusive property of CEHPEA.
- 2) Candidates acknowledge that they can remove no part of CEHPEA examination materials from the test site, nor can they give or receive assistance during the examination.
- 3) Candidates acknowledge that their behaviour before, during and after the examination must be such that it does not disturb other candidates or cause other candidates anxiety. This includes unnecessary questioning of examination policies and procedures, disruptive comments about the examination, talking to other candidates, or other behaviour that, in the opinion of the examination site staff, could be disruptive to other candidates.
- 4) Candidates acknowledge that their participation in any act of 'examination misconduct', as described below, may be sufficient cause for CEHPEA to terminate their participation, to invalidate the results of their examination or to take other appropriate action.
- 5) 'Examination misconduct' refers to any act or omission by a candidate that could affect the result of that candidate, another candidate, or a potential future candidate. 'Examination misconduct' includes, but is not limited to, the following acts:
 - a) non-registered individuals posing as registered candidates;
 - b) bringing study materials to the test centre;

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- c) giving or receiving assistance during the examination in any form or manner;
- d) any conduct during the examination that disturbs other candidates;
- e) removing or attempting to remove examination material from the testing site;
- f) receiving or giving information about the CEHPEA Examinations either before or after¹ the examination (e.g. information about questions such as diagnosis, task or activities requested).

Note: This includes discussing examination information with other candidates during or after the examination.

CEHPEA PROTOCOL IN THE EVENT OF SUSPECTED 'EXAMINATION MISCONDUCT'

1) If the examination staff suspect 'examination misconduct', they may confiscate a candidate's test materials, as well as any other document or object or materials that could be used for 'examination misconduct', and require the candidate or other person(s) to leave the examination site. (CEHPEA reserves the right to use monitoring and surveillance technologies to detect and document 'examination misconduct'.)

2) The examination staff reports any suspected 'examination misconduct' to the Executive Director of CEHPEA (herein known as 'Executive Director').

3) The Executive Director shall conduct appropriate investigations of the alleged 'examination misconduct' and shall make one of the following decisions:

- a) Declare that the occurrence of 'examination misconduct' was not established;
- b) Declare that 'examination misconduct' did occur.

4) If the Executive Director declares that the occurrence of 'examination misconduct' was not established, the candidate's score shall be released, if possible, or the candidate shall be permitted to sit the next available CEHPEA examination.

5) 'Examination misconduct' may be declared at any time after a candidate has registered and includes the time after the examination as well as after results have been released.

6) If the Executive Director declares that 'examination misconduct' did occur, **one or more** of the following may occur:

- a) The candidate will be deemed to have failed the examination;
- b) Special measures will be taken, at the candidate's expense, at any repeat examination to prevent the reoccurrence of 'examination misconduct';
- c) The Executive Director shall report findings to the provincial regulatory authorities;
- d) CEHPEA will prosecute the candidate;
- e) CEHPEA will deny future access to the CEHPEA examination.

N.B. The Executive Director will not be obliged to hold a hearing as long as CEHPEA gives the candidate at least two weeks to respond in writing to the allegations of 'examination misconduct'. The decision of the Executive Director is final.

7) On examination day, each candidate will need to sign an undertaking, similar to the one outlined below.

"I verify that I have read, reviewed, understand and will abide by the RULES OF CONDUCT FOR CEHPEA EXAMINATIONS, and further understand that I am subject to those rules. I also understand that I am taking a confidential exam and am personally and professionally responsible to maintain the confidentiality of the exam and all of its content."

In order to assist applicants with their CaRMS applications, CEHPEA will be releasing the CE1 scores directly to CaRMS. This will assist all candidates with the application process.

¹ Discussing questions after the examination increases the understanding of examination questions. Information gained in discussion can be used by unsuccessful candidates to have unfair advantage on future examinations (i.e. passing an examination because they knew about the examination). Confidentiality of examination information should be considered in the same way as confidentiality of patient information - the duty to maintain confidentiality never ends.