

ONLINE EXAM TIP SHEET¹

Before for the Exam

Before the online exams, you must do the following to prepare:

- if you have not received details about the proposed start time of your exam a minimum of 2 days before the exam, please contact info@compassexams.ca
- find a quiet place to write the exam, so you won't be interrupted--it should have a desk or table that is clear of items, and a comfortable chair
- review the CRPO Registration Examination Candidate Agreement
- check out the proctoring video
- make sure your set-up meets all technical requirements
- test your hardware (computer system) and internet bandwidth at least 5 days before the exam and again on exam day. To do so, contact MonitorEDU (<https://monitoredu.com/faq>)

***Important note: It is your responsibility to meet the minimum standards for remotely proctored examinations as stipulated in the Candidate Agreement including, but not restricted to: testing your hardware with MonitorEDU as directed; ensuring functioning hardware, software, internet connectivity; following the directions of the proctor, and maintaining a safe and secure testing environment. Any failures that result from unmet minimum standards SHALL NOT be grounds for appeal.**

During the Exam

What you **CAN'T** do

- allow anyone into the exam room/space while you are writing
- use or have present any electronic tools or devices, other than those required for the exam
- wear a watch or wrist jewellery
- wear or have smartglasses in the exam room
- wear a hat, hood, coat, or bulky clothing (unless it is religious attire)
- wear headphones or earplugs (foam or silicone earplugs are permissible)
- have anything in your pockets
- have a pen, pencil, or any printed materials on your desk (e.g., notes, books, paper)
- disclose to anyone, or reproduce or publish, any of the exam content or exam materials

What you **CAN** do

- take breaks -- you are allowed breaks of up to 5 minutes each. First, notify the Proctor. The time for the exam continues to run during the breaks. If there is an unusual pattern in your breaks, the proctor may think it is a risk to the security or integrity of the exam. If so, the proctor typically asks you about your breaks. In rare circumstances, if breaks are unexplainable or there are rule violations, a brief video recording is taken. COMPASS and Yardstick Assessment Strategies may review video footage to determine if that is the case. Providers and Proctors may also take appropriate action
- have food and water (in clear containers) handy
- use the electronic notepad on the task bar of your exam to take notes

¹ Adapted with permission from Federation of Law Societies of Canada, National Committee on Accreditation (NCA)

- use the digital countdown clock on the task bar to manage your time

What you **MUST** do

- show 2 pieces of valid government-issued photo ID to the proctor before your exam
- respond to requests from the proctor
- log in to write your exam 10-15 minutes in advance

Technical Difficulties

Experiencing technical difficulties or can't access your exam? Contact us and let us know at info@compassexams.ca.