2023 Spring Case-based Assessment (CBA) Guide

Introduction

The CBA is part of CRPO's Quality Assurance Program and is the first step in a peer and practice review. Information about peer and practice reviews is available on our website. There are several FAQs and resources available to help you prepare.

The CBA consists of 30 situational judgement cases that are based on the CRPO Professional Practice Standards. If you prefer to have a hard copy, you can download a PDF version of the Standards.

This guide is about how to access and complete CRPO's CBA. The CBA is hosted on a secure website called "FastTest"

Accessing the CBA

The day before the CBA opens, you will receive an email from QAassessments@crpo.ca with a unique code and instructions on how to access the CBA.
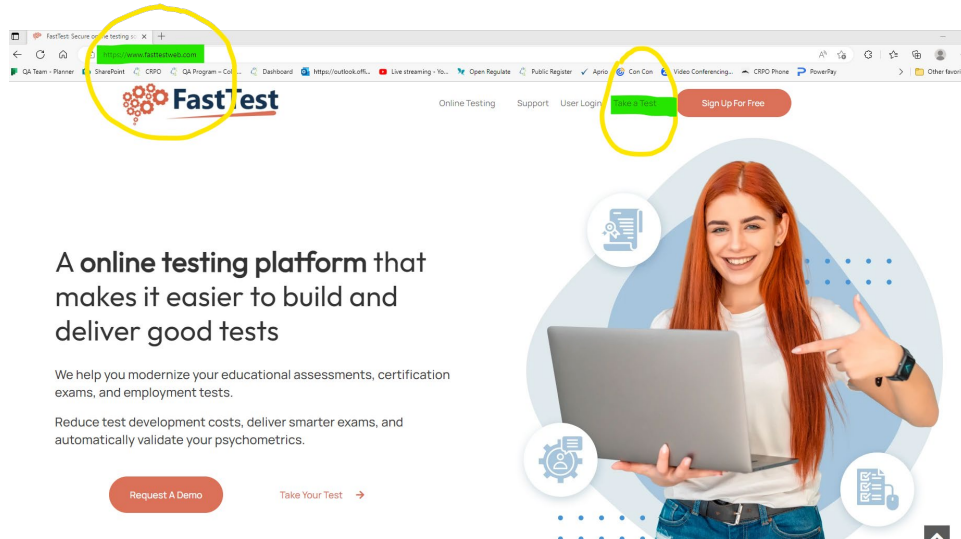
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You can access the CBA at any time during the assessment window, and you will have 4 hours to complete the 30 cases. Because the 4 hours begin once you enter the code and select Login, please login when you have 4 hours of uninterrupted time available to you.

Go to www.fasttestweb.com.

1. Select "Take A Test" from the menu bar at the top of the page.
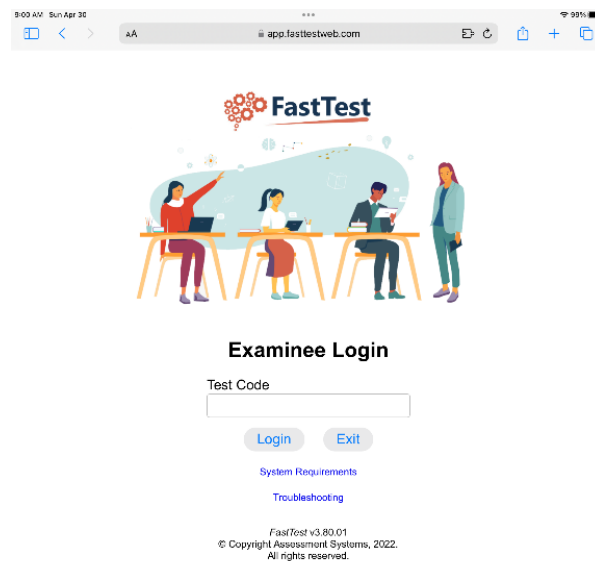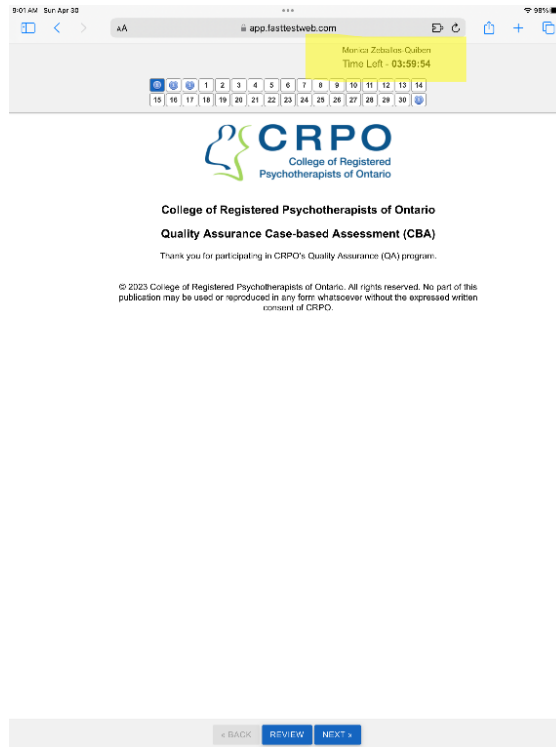2. Enter your test code: XXX-XXX-XXX-XXX
3. Select "Login."

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You will see the time left in the upper right-hand corner of the screen. The time begins counting down as soon as you select "Login."

The first three pages are for information purposes only.
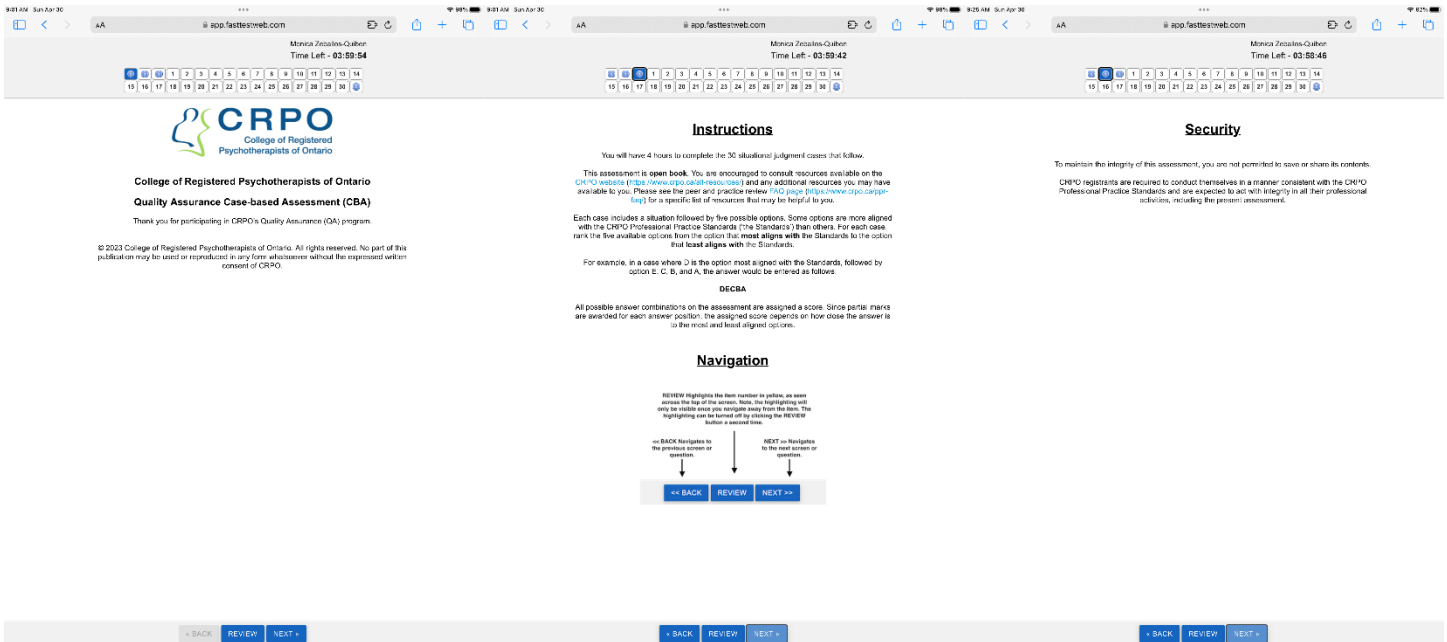
Click "Next" to navigate to the next page. You will see that the blue box at the top of the page highlights where you are.

You can return to any of these information pages by clicking on the corresponding "i" at the top of the page.

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NAVIGATING THE CBA

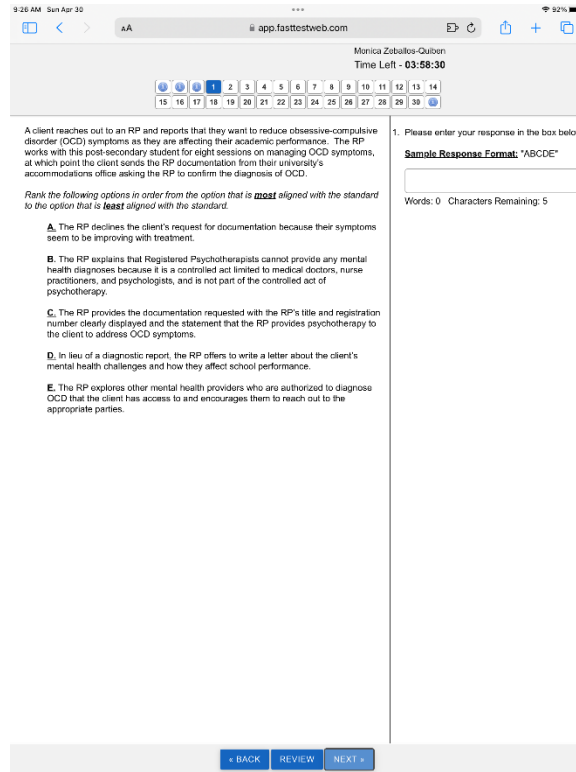The cases are numbered 1 to 30. You can look at a case by clicking on the number at the top of the page, or you can use the "BACK" and "NEXT" buttons at the bottom of the page to move through the cases.

You can also flag a case if you would like to review it later. When you are viewing a case, click the "Review" button at the bottom of the screen. When you navigate away from the case, the case number at the top of the screen will be highlighted yellow. To remove the highlight, return to the case and click the "Review" button.

ANSWERING THE CASES

Each case has five answer options. Registrants are asked to rank the five options from **most** aligned to the Standards to the **least** aligned with the Standards.

After you read the case and the five response options, type your answer sequence in the box on the right-hand side of the page.

The CBA is an open-book assessment. This means that you are welcome to review any resources you choose to use during the assessment. For example, consider having the Professional Practice Standards open on another tab in your browser. You can review a Standard or other resource, and then return to the CBA. If you accidentally log out, do not worry. Simply log back in using your unique code.

Tips

- Depending on the device and browser you are using, you might need to scroll down a bit to see the entire page.

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- When you are entering the answer sequence, remember to enter each letter once and make sure you enter all five letters.
- Think about how you might approach the cases. For example, consider using the process of elimination. First determine which option is the most aligned with the Standards and which is the least aligned. Then look at ordering the remaining three options.
- You can refer to resources at any time.
- If you get stuck, consider leaving the case and coming back to it later. If you like, use the "Review" button to flag the case.
- You can return to a case any time and review and change your answers at any time up to the point where you select "I am done"

COMPLETING THE CBA

When you complete Case 30 and click on "Next", a message box appears on the screen. You can still go back and review your answers by clicking on a question number, or by using the "Back" or "Next" buttons.
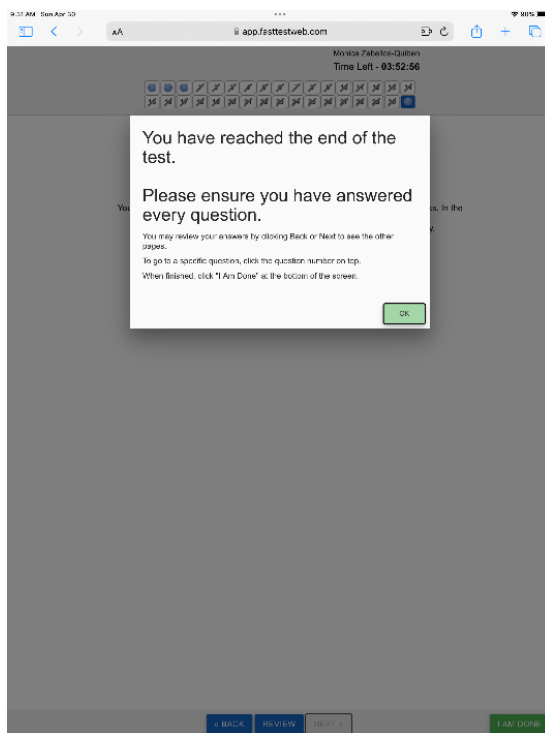

When you have finished reading the message, click on the OK button.

From this screen you have three choices:

1. Go back and review your answers by clicking on the back button or selecting a case number at the top of the screen.
2. Complete a feedback survey.
3. Complete the assessment by clicking on "I AM DONE" at the bottom of the screen.

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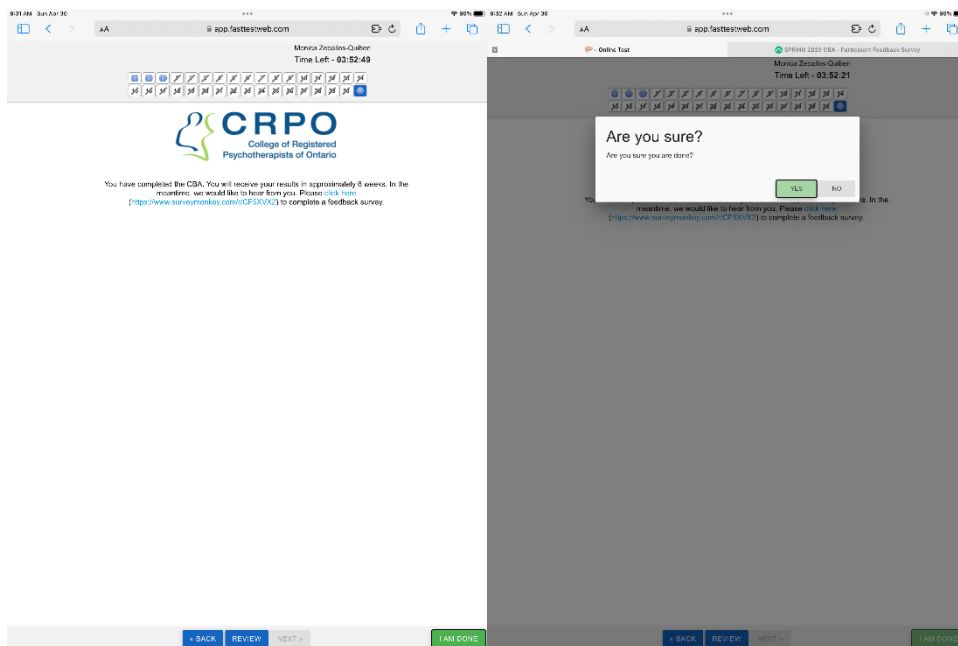
When you click on the link for the feedback survey, a new tab will open in your browser. If you go to the new tab to complete the survey, **please remember to return to the Fasttest website and click on "I AM DONE" to submit your assessment.** After you click on I AM DONE, a message box appears asking if, you are sure. Click "Yes" to complete the assessment or "No" to go back and review your answers.
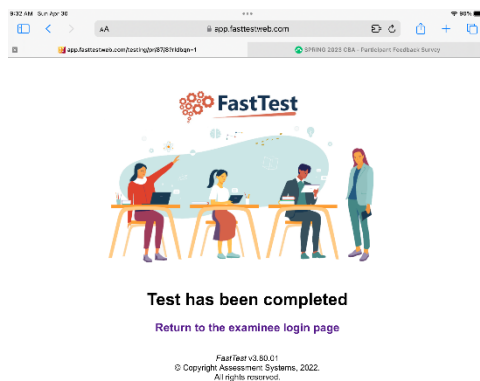
After your CBA answers have been submitted, you will see a FastTest page confirming you have completed the assessment. CRPO welcomes respectful and constructive feedback. We hope you will consider completing the feedback questionnaire linked at the end of the CBA. If you missed clicking the link, or if you'd rather not complete the survey right away, be assured that we will send a link to the survey in our follow up communications.