

Confidentiality and security of exam material

The College maintains strict security over exam content before, during and after the exam to eliminate unfair advantages among applicants and to avoid the costs of replacing exam questions. All exam materials are protected by copyright and cannot be removed from the exam site or copied in any form or through any medium.

Cheating

If invigilators have proof that an applicant has cheated in any way, including giving or receiving assistance or copying any exam materials, the invigilators are authorized by the College to dismiss the applicant immediately. If an invigilator believes that cheating may have occurred, this will be reported to the College and all exam answer sheets from that site will be reviewed.

The College defines cheating as any of the following:

- Finding out, or trying to find out, the contents of any exam to gain an unfair advantage.
- Impersonating an applicant or letting someone impersonate an applicant during the exam.
- Stealing, buying, or obtaining through bribery or conspiracy exam questions.
- Trying to gain an unfair advantage or helping others to gain an unfair advantage.
- Sharing details of the exam with others, through any means, before, during or after the exam.
- Copying or allowing someone to copy work during the exam.
- Having or using notes or any other tools or sources of information during the exam.
- Copying, disclosing, publishing, reproducing or transmitting the exam in whole or in part, in any form or by any means, whether verbal, written, electronic or mechanical for any reason.

If an applicant suspects cheating, they are encouraged to contact Yardstick's cheating hotline toll-free at 1 (888) 900-0005 or email cheating@yas.getyardstick.com. All calls and emails will be handled confidentially and discreetly. Yardstick is the College's exam administrator.

Any breach of security on exam day will result in the applicant's automatic dismissal. Any applicant who is removed from the exam site for a breach of security forfeits, in full, the exam fee, whether removal takes place before or during the exam.

Any applicant who cheats, including giving or receiving assistance, or who is removed from the exam site is deemed to have failed.

If a candidate is dismissed because of cheating, they must make a request to the Examination Appeals Committee before they are permitted to re-write. The request should provide details on the cheating incident from the applicant's perspective.

The Committee's review will have one of two outcomes:

1. If the Committee is convinced that the applicant understands the seriousness of the infraction and is prepared to re-write the exam without cheating, the Committee may recommend that the applicant be permitted to re-write.

If the Committee permits an applicant to re-write following an incident of cheating, this does not prevent the Registration Committee from considering whether the incident makes the applicant unsuitable for registration.

2. If the Committee is not convinced that the applicant understands the seriousness of the infraction and if the Committee does not believe the applicant is prepared to re-write the exam without cheating, the Committee may recommend that the applicant not be allowed to re-write for one year. After one year, the applicant will be required to provide another request to the Committee for review.

Accessing exam materials

Under no circumstance will applicants be provided the exam materials after they have written. Potential breaches of an exam become greater if applicants are given the opportunity to view the materials. The College's exam is used to determine if an applicant has the minimum skills, knowledge and judgment to practise. It is purely an evaluation tool. Having an applicant go through their questions to identify gaps in knowledge would mean that the exam also serves a formative purpose, which is not the purpose of the exam.