

KEY TIPS

Print and Review:	Print a copy of this document and keep it available during your exam.
Internet Stability:	Ensure you will have a stable, uninterrupted internet connection for your exam. If your internet access fails during the exam, your results may be lost, and you will need to retake the exam.
Navigation Warnings:	Once you start the exam, <i>do not</i> refresh your browser, use browser buttons, or navigate away from the exam screen until the exam has been submitted. If you navigate away from the exam, your progress may be lost and cannot be recovered. Carefully follow the Exam Guidelines in the Knowledge Base.
Starting an Exam:	<i>Do not</i> click the 'Attempt exam now' button until you are prepared to begin the exam and your invigilator is ready with your PIN. Your attempt and the exam timer will begin once the invigilator has entered the PIN, and you press the 'Start attempt' button. Click here for more information on starting the exam.
Submitting an Exam:	You <i>must</i> click 'Finish attempt' on the final exam question to record your exam answers in the system. You will then be prompted to confirm exam submission twice. Once you click 'Submit all and finish' the second time, you <i>cannot</i> return to review your answers. Click here for complete details.
Exam Study Guides	Additional information on the exam, including time allotted and study techniques, is available on our Study Resources webpage.

EXAM RULES

Selecting an Invigilator	<p>Sponsors are responsible for exam invigilation. Read this entire document for details.</p> <p>In cases where a sponsor cannot perform this particular duty, sponsors and their enrolled member must agree on a member-designate to invigilate the exam on the sponsor's behalf.</p> <ul style="list-style-type: none">• Member-designates can be an RPF, RFT, or NRP on active or retired status who is not a subordinate of, or related to, the applicant by blood or marriage.• Member-designates must be approved by the sponsor <i>ahead</i> of the exam time.• The sponsor must provide the member-designate with the enrolled member's confidential PIN <i>before</i> the exam is started. Read the <i>Confidential PIN</i> section below.
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Invigilation

The invigilator is responsible for overseeing the enrolled member's conduct during the exam.

- Appropriate monitoring should be done to ensure that no other software is running and that no other electronic devices are available at the time of the exam. See *Closed Book* section below.
- The invigilator should ensure the examinee follows all Exam Guidelines noted herein and [here](#).
- The invigilator must enter the confidential PIN on the enrolled member's exam screen at the start of the exam, and
- The invigilator should be present until the enrolled member submits the exam or the time allotted expires.

Confidential PIN

Confidential PINs **must not be shared** with the examinee or any other individual, and must be kept with the sponsor or member-designate.

The invigilator **must** be ready with the PIN before the exam starts. Please note that confidential PINs are changed regularly to ensure security. The invigilator must retrieve the confidential PIN in a timely manner, prior to invigilating an exam.

Sponsor Access to PIN: Sponsors need to sign-in separately to the LMS to find the exam confidential PIN. Confidential PINs are specific to each exam. The PIN is displayed on the exam module page and is only visible to sponsors. Read the [Sponsor Exam Instructions](#) for details.

Closed Book

You cannot access any resources during the exam unless noted in the table below*.

This means no resources of any kind are allowed, including LMS modules and LMS module resources, external websites, other software applications, or any other hard-copy resources. All other web browser tabs must be closed during the exam. Cell phones and all other electronic devices must be turned off for the exam.

***Exceptions: Only unmarked, printed copies** of the specific documents listed in the table below are allowed during the exam as noted. The invigilator must ensure that only these approved resources are used during the exam and that they are unmarked before starting the exam. Online or digital resources are not allowed in any circumstance.

Resource	Exam Module
Translation dictionary (if needed)	All Exams
ABCFP Bylaws	1b Regulation and Ethics: Exam Only
Foresters Act	1b Regulation and Ethics: Exam Only

Conduct

The examinee may not receive assistance from the invigilator, or anyone else, during the exam. The examinee may not ask questions of the invigilator except in cases where there are technical issues with the LMS (i.e. user navigation, etc.). The invigilator must not interpret exam questions for the examinee as exam questions require the examinee to make his/ her own interpretations or assumptions.

Cheating

Cheating is a serious offence and subject to disciplinary action under [Bylaw 11](#) (Code of Ethics). The invigilator overseeing the exam is responsible for ensuring that the exam rules are strictly followed. If an examinee or invigilator is uncertain about a particular scenario or situation before the exam, contact the Registrar or Registration Dept. staff to get clarification.

Any evidence of cheating that occurs during the exam should be noted in detail by the invigilator. The invigilator, member-designate or any other individual who knows or becomes aware that an examinee may have cheated or have failed to follow the exam rules in any way, is obligated to notify the Registrar. Any member who is aware of an invigilator neglecting his/her invigilation obligations must immediately notify the Registrar.

Some examples of this offence are:

- Any recording of the exam screens, including taking screenshots, pictures, or video,
- Copying the exam questions or answers,
- Leaving mobile devices/smart phones, other web browsers, software applications, or other computers on during the exam,
- Bringing in resource materials other than those noted above (Closed book section),
- Allowing other individuals (other than examinee and invigilator) to come in and out of the room during the exam.

Confidentiality

The exam is confidential. It cannot be copied, printed, saved, recorded, or reproduced in any manner, at any time. The exam questions and answers cannot be disclosed or disseminated to anyone before, during, or after the exam. Exam copies will not be provided for failed or passed exams.

Time Allotted

Exams must be completed in one sitting. Each exam has a specific amount of time allotted and a specific number of questions. Exams must be submitted *within* the time allotted *before* the online exam timer expires. Once the timer expires, the exam will be automatically submitted, even if you did not click the 'Submit' button. Invigilators must be present for the entirety of the exam. For more information on the time allotted, refer to the Exam Overview section in the exam module in the LMS, the [Time Allotted and Attempts](#) article in the Knowledge Base, and/or review our [Exam Study Guides](#).

Attempts

Once you press 'Start attempt' your attempt will begin. The exam instructions in the Knowledge Base include important details on [starting an exam](#), [submitting your exam answers](#), and [viewing your results](#).

You may retake the exam multiple times; however, you are only permitted one attempt at a time. Read the 'Failing the Exam' section below.

Once you receive your exam results, the exam is considered complete and cannot be restarted.

Failing the Exam

Examinees who fail must wait a minimum of 30 days before they can retake the exam. This time should be spent reviewing the learning module. The system will automatically prevent you from retaking the exam until this time has passed. [Click here](#) for more information regarding exam retakes.

Special/Other Requests

If you have a medical condition, learning disability, language barrier, or other extraordinary circumstances that may affect your exam, please see Section 3.1.5 of the [Registration Procedures](#) for details.

Problems with the Exam

If you encounter any difficulties in accessing or navigating the exam, please refer to the exam instructions in the [Knowledge Base](#), or contact:

LMS administrator at 604.639.8102 or LMShelp@abcfp.ca