

## **ONTARIO COLLEGE OF PHARMACISTS (OCP) JURISPRUDENCE EXAMS CANDIDATE PROTOCOL**

To be distributed by OCP to the exam candidate along with exam confirmation, location, driving directions.

### **1.0 GENERAL**

1.1 An examination candidate must apply for an examination using the Examination Application provided by OCP following the deadlines below. Late applications may be accepted after the deadline but no later than 15 business days prior to the exam date with payment of the late fee. However, special requests (i.e. French exam or testing accommodations) and choice of site location cannot be guaranteed for late applications. Examinations are non-transferable. OCP will determine eligibility on a case by case basis.

- January 1st for February exam
- April 1st for May exam
- July 1st for August exam
- October 1st for November exam

The exam may be offered in French if a candidate provides advanced notice by making the request at the time of application. Please note that the reference materials provided for use during the exam are only available in English.

1.2 Candidates will receive an electronic Confirmation from OCP informing them of the acceptance of their application and confirming the following information regarding their examination:

- Examination Name;
- Exam Language (English or French);
- Location including room #;
- Date;
- Start time;
- Driving and Public Transportation Directions (if available);
- Examination Protocol Document

1.3 Candidates must be present at the examination 30 minutes prior to the examination start time in order to sign-in with the Invigilator. Sign in must clearly identify appropriate candidate type (i.e. pharmacist or pharmacy technician) in order to ensure that the appropriate exam is distributed. Please note that the environment of this examination is to be 'scent-free' since candidates may have allergies to strong scents or perfumes. Therefore, candidates and invigilators are asked to refrain from wearing any strong scents or perfumes on the day of the examination.

1.4 Candidates must show at least one piece of recent government-issued Identification (driver's license, passport, age of majority, permanent resident card) bearing a photograph and signature, in order to receive an examination package containing their examination papers and materials. If the photo identification is not government-issued (e.g. current student card, PEBC identification card), the candidate must also show at least one piece of recent government-issued identification (SIN card, health card) with a signature.

1.5 The examination packages are to be left unopened until otherwise instructed by the Invigilator.

1.6 Each examination is 2.5 hours in length and contains 120 multiple-choice questions.

1.7 Each multiple-choice question contains a choice between three or four possible answers, of which the candidate is to select the one best answer.

1.8 Part of the examination is open-book. Candidates may only use the reference material provided by OCP. Candidates may bring only the following:

- Pencils
- Erasers
- Photo identification
- Bottled water (with labels removed)

1.9 All material required to write the examination will be supplied in the examination package, which includes an examination booklet and reference materials (National Drug Schedule and OCP Summary of Laws Chart) only available in English, as well as the following:

- Answer sheet (Instructions on how to complete the answer sheet will be provided prior to the start of the exam);
- Pencil; and
- Eraser

1.10 All material supplied to a candidate must be returned at the completion of the examination.

1.11 Candidates may NOT use any other items than those listed above during the examination, including:

- Any unauthorized book, manuscript, manual, circular or similar document; and
- Electronic communication devices (including, but not limited to, calculators, cell phones, pagers, Blackberrys, and PDAs)

1.12 All electronic communication devices must be turned off throughout the examination.

1.13 Candidates will be asked to place their personal effects at the front or back of the room prior to the commencement of the examination and until their examinations are complete. Neither the Invigilator, the Exam Site nor OCP are responsible for lost, stolen or misplaced articles.

1.14 Candidates that complete their examination prior to 15 minutes before the end of the examination period may hand in their examination package to the Invigilator and fill out the sign-out sheet prior to leaving the examination room.

1.15 Candidates are not permitted to leave the examination room in the last 15 minutes of the examination. Candidates who complete their exam during the last 15 minutes must remain quietly seated until the Invigilator announces the end of the examination period.

1.16 The Invigilator will collect the examination packages at the end of the session and will require each candidate to fill out the sign-out sheet. Candidates are to remain seated until dismissed and are NOT to hand-in their examination and materials during the last 15 minutes of the examination period.

1.17 Remaining candidates must remain seated and are not permitted to leave the examination room until all exams are collected and accounted for.

## **2.0 TESTING ACCOMMODATIONS**

2.1 Candidates should refer to “OCP Guidelines for Special Needs Testing Accommodations” available on the OCP website, if candidates have special needs that may require an accommodation. A written request for the accommodation along with supporting documentation must be submitted to OCP no later than 6 weeks before the examination sitting. The request will then be reviewed by OCP staff. Candidates will be notified and provided with written confirmation of accommodations, to be provided where appropriate.

2.2 OCP will notify CONNECT, the exam administrator, of all special accommodations that need to be provided on the exam day. This will allow CONNECT sufficient time to arrange for the special accommodation prior to the examination sitting.

## **3.0 MISCONDUCT**

3.1 The Invigilator may require a candidate to leave the examination if, in the opinion of the Invigilator, that candidate’s conduct is disturbing to other candidates or is disrupting the smooth progress of the examination. This includes:

- Communicating with other candidates during the examination period;
- Passing materials to other candidates during the examination period; and
- Smoking, eating or drinking during the examination period. Bottled beverages with lid is acceptable as long as label has been removed.

3.2 Candidates will be assigned a Fail mark and may not re-write that particular examination until the matter has been reviewed, if they do any of the following:

- Cheat;
- Use unauthorized materials; or
- Impersonate an examination candidate.

Candidates will be referred to a panel of the Registration Committee at OCP to determine the appropriate course of action.

#### **4.0 DURING THE EXAMINATION**

4.1 Candidates are to leave their identification on their desk throughout the duration of the examination.

4.2 Candidates are to confirm they have the correct examination before the start of the exam. Should a candidate claim that the examination supplied is not the examination they registered for, they are to notify the Invigilator immediately and prior to the start of the exam. If an extra copy of the requested exam is available, the candidate can choose to write the exam. If no extra copies are available, the re-registration fee will be waived if CONNECT supplied an erroneous examination.

4.3 Candidates must complete their answer sheets by including their name and the name of the examination on the form. Candidates must enter their OCP number in the space provided where it indicates I.D number. Although the form has a space for a phone number, this information is not required. The sections on the form indicated as “test form” and “code” are to remain blank. To identify which exam is being written, candidates will fill in the “Subj Score” in the middle of the sheet as follows: for pharmacist exam, “000”; for pharmacy technician exam, “999”. When completing the answer sheet, candidates must make sure to fill in the bubble completely and correctly using a pencil. Instruction will be provided before the start of the examination and invigilators will scan answer sheets during examination to ensure they have been properly completed. Incomplete or inappropriate documentation of the answer sheet may

not be read correctly by the computerized scanning system. Ensure that the proper bubble number is completed to correspond with the question on the exam. Only the answer sheet is scored by the computer and therefore must be completed within the time frame provided for the examination. No extra time will be provided to complete the answer sheet.

4.4 Time will be called out at the end of 1 hour, 1.5 hours, 2 hours, as well as when 15 minutes are remaining in the allocated examination period.

4.5 No candidate is permitted to enter the examination room if it is more than 45 minutes after the commencement of the examination. Candidates who choose to enter after the examination has begun and within the 45 minute grace period will not be given any additional time to write the examination.

4.6 Candidates wishing to leave from the room to use the washroom must raise their hand and have their papers collected by the Invigilator. Their papers will be returned upon their return. Additional time will not be allocated for the time the candidate was away. If, in the Invigilator's opinion, examination security has not been maintained, the candidate's examination will be stopped.

4.7 Only one candidate will be permitted to be temporarily out of the examination room at any particular time.

4.8 Candidates are not permitted to be temporarily out of the examination room during the last 30 minutes of the examination period.

4.9 When so instructed, candidates **MUST** stop writing and await the Invigilator to collect the examination material. Failure to do so may result in a Fail mark.

4.10 In case of emergency, the following will occur:

- a. If a Fire Alarm sounds and/or the building must be evacuated for any reason:
  - i. Candidates must turn over their papers and leave all exam materials on their desk.

- ii. Candidates are to take any personal belongings at their desk, but are not to attempt to get personal belongings from any other part of the room and are to exit the building immediately.
  - iii. A "no talking" rule will be enforced during the evacuation. If more than one Invigilator is present, one Invigilator will remain with the candidates to enforce the "no talking" rule while the other requests assistance from Building Security.
  - iv. If re-entry to the building is permitted within 30 minutes, then the Invigilator will contact OCP and decide whether or not to continue their exam.
  - v. After 30 minutes, candidates should wait until the Invigilators have announced that they may leave and should check with OCP for announcements regarding their exam(s).
- b. Power Outage:
- i. Candidates must turn over their exam papers and remain in their seats.
  - ii. Candidates will be asked to remain silent.
  - iii. The Invigilator or designate, will contact Security to find out an estimated time for the duration of the blackout.
  - iv. At that time and in consultation with OCP, it will be determined whether or not the exam will continue.

## **5.0 APPEAL OF EXAM ADMINISTRATION**

5.1 Any comments, complaints or incidents with respect to exam environment, administration and invigilation must be made immediately to the invigilators on site. Wherever possible, immediate action is taken by the invigilators to resolve the issue or concern. In the event that a candidate is not satisfied with the response and/or requests further follow up, the candidate may submit a written appeal by completing an Incident Report before leaving the exam. Only reports made and submitted on the exam day will be considered.

5.2 The candidate must submit a written request for an administrative appeal at the exam. The invigilator will provide the candidate with an Incident Report and ask the candidate to document the incident and provide information. The report must cite the reason(s) for the appeal including any issues or concerns with the exam environment, administration or invigilation, and

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how these were addressed at the time of the exam. Input from the invigilator is also requested on the report. The report will be submitted to the College for review and follow up. Late requests submitted after the exam date will not be considered.

5.3 Administrative appeals are carefully reviewed and thoroughly investigated by OCP. Site invigilators and exam facilities staff are contacted to gather more information as necessary. Processes and procedures are reviewed with the exam administrator to determine if there are any significant incidents, procedural errors or discrepancies that could have impacted the candidate's exam performance.

5.4 If it is confirmed that the correct processes and procedures were followed and appropriate measures were taken at the exam when concerns were first raised by the candidate, then no further action is required. If it is confirmed that there were some discrepancies in exam processes or procedures but appropriate actions were taken at the exam, no further action is required. In such cases, the investigation reveals that the measures taken were sufficient enough to have addressed the concerns and the candidate's performance on the exam should not have been significantly impacted. However, if significant errors or discrepancies in exam administration or process are confirmed that may potentially impact the candidate's exam performance, the exam sitting is waived. The candidate is granted a 'no standing' status and the exam is not counted towards the number of allowable attempts at the exam. The candidate will be offered to take the following exam at no cost.

## **6.0 WITHDRAWAL FROM EXAMINATION**

6.1 If candidates wish to withdraw from the examination, they may do so only in writing.

6.2 Examination fees are non-refundable unless candidates withdraw in writing at least 15 business days prior to the date of the examination. Please note, there is a 20% non-refundable fee for all exam withdrawals, regardless of the timing of the withdrawal, to cover administrative costs.

## **7.0 FAILED OR MISSED EXAMINATIONS**

7.1 If a candidate fails an examination, the candidate may apply to retake the examination. Candidates must reapply for the examination and pay the full examination fee for all examinations that are retaken as a result of failure. Candidates have three attempts at the exam within a 24 month time period.

7.2 If a candidate cannot attend a scheduled examination due to an illness or other emergency, the candidate must notify OCP prior to the date of the examination with a letter from a qualified medical professional or other approved notice. Such situations will be considered on a case by case basis.

7.3 If a candidate misses an examination without notifying OCP, the candidate will be identified as a “No Show” on the register and will forfeit the examination fee. The candidate may reapply for the examination and pay the examination fee.

## **8.0 AFTER THE EXAMINATION**

8.1 Examination results will be issued in writing by OCP through email within 4 to 6 weeks of the examination to all candidates who complete the examination. Results will not be disclosed by telephone or in person.

8.2 Candidates may take an examination more than once if unsuccessful, but not more than three times within a 24 month period, and must reapply and submit payment each time with proper advanced notice.

- January 1<sup>st</sup> for February exam
- April 1st for May exam
- July 1st for August exam
- October 1st for November exam

## **9.0 RE-SCORING OF THE EXAMINATION**

9.1 The College will accept written requests from unsuccessful candidates for a re-scoring of the Jurisprudence examination within 30 days of the release of the examination results. The re-scoring is completed by hand and will only serve to confirm the accuracy of the answer sheet and total score. A request is made by submitting a Request for Re-Scoring of Answer Sheet along with the appropriate fee. Requests for re-scoring of previous exams will not be accepted.

9.2 The review is completed by an external consultant who will review the answer sheet by hand to detect any markings or erasures that may have caused coding issues. A report of the findings will be provided to the candidate. If the manual review of the answer sheet detects no extraneous markings, omissions or coding issues, the total score is confirmed as correct and remains unchanged. The re-scoring fee covers the administrative costs for this service. However, if the manual review of the answer sheet detects extraneous markings, omissions or coding issues that have been incorrectly transcribed, the total score would be adjusted accordingly and reported to the candidate. The re-scoring fee is refunded to the candidate if an error in the tabulation of the total score is detected.