Pre-exam Candidate Webinar

Nicole Prieto and **Erin Gollaher**

Housekeeping

This webinar is being recorded

- Questions: Q&A function

Website: **www.alliancept.org**
Email: **exams@alliancept.org**

Remote Proctoring FAQs
Remote Proctoring of the Written Component and/risr

Preparing for the exam

Getting Started   +

Apply For Exam   +

Preparing for the Exam   —

Exam FAQs (Scoring and Reporting)

Essential Guide for Candidates

Exam Blueprint

Written Component Tutorial

Written Component Practice Questions

Remote Proctoring of the Written Component

PCE Key Reference list

Lexicon

Testing Accommodations

Changing Your Information

Illness or Other Extraordinary Circumstances

Rescheduling Exam Date

Post-Exam Services

CAPR | ACORP
Canadian Alliance | Alliance canadienne des
of Physiotherapy | organismes de réglementation
Regulators | de la physiothérapie

CAPR | ACORP
Canadian Alliance | Alliance canadienne des
of Physiotherapy | organismes de réglementation
Regulators | de la physiothérapie

Physiotherapy
Competency
Examination

WRITTEN COMPONENT

Remote Proctoring Information
Package

Updated January 2024

ver. Jan 2024

[Remote Proctoring Information Package](#)

Getting Started +

Apply For Exam +

Preparing for the Exam

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Written Component Tutorial

The Written Component Tutorial is an exam preparation tool that aims to give you an overview of the structure and content of the Written Component, and to orient you to the test-taking features that will be available to you on exam day within the exam platform.

It is strongly recommended that you access this resource before exam day. You can do so using the information below:

URL:	https://demo.capr.assess.risr.global/	
Username:	Candidate	
Password:	thisisademo	

You will have four hours of access to the tutorial once you log in. There is no limit to the number of times that you can access the Written Component Tutorial.

NOTE: You will not have access to the Written Component Tutorial after you have begun the process to launch your exam. We strongly encourage that you access the tutorial before the exam to ensure that you are familiar with how to use the exam platform.

Environment Requirements

Item	Requirement
Testing environment	An indoor, well-lit, uncluttered, and distraction-free room. You must be alone when you are taking the exam.
Workstation	Desktop or laptop computer on a clean desk or table. No other items in your workstation except for the required items.
Camera view	Your proctor must be able to see you and your surroundings well for the duration of the exam.

Tech and Network Requirements

Item	Requirement
Testing Device	Desktop or laptop computer, single monitor, mouse and keyboard
Hard drive (HDD) storage space	Minimum 20GB free space
Total memory (RAM)	8GB recommended (Minimum 4GB)
Operating system	Windows – minimum Windows 10; Mac – minimum 10.13
Internet connection	Stable connection, 3 Mbps download and 3 Mbps upload

Check your internet bandwidth – Speed test

alliancept.org

Tech and Network Requirements

Item	Requirement
Web browser	Google Chrome, ProctorExam plugin installed
Web camera	A functional internal or external web camera
Microphone and Speakers	A functional internal microphone and internal or external speakers
Remote proctoring device	Smartphone or tablet – Android 5.1 or higher or iOS 10.0 or higher. ProctorExam app installed
	Huawei P30, Samsung Galaxy A3 (2016), and Google Pixel 3 or newer are **not** compatible

Remote Proctoring Information Package
ProctorExam demo for candidates

Camera Views

Testing Device Camera View	Remote Proctoring Camera View
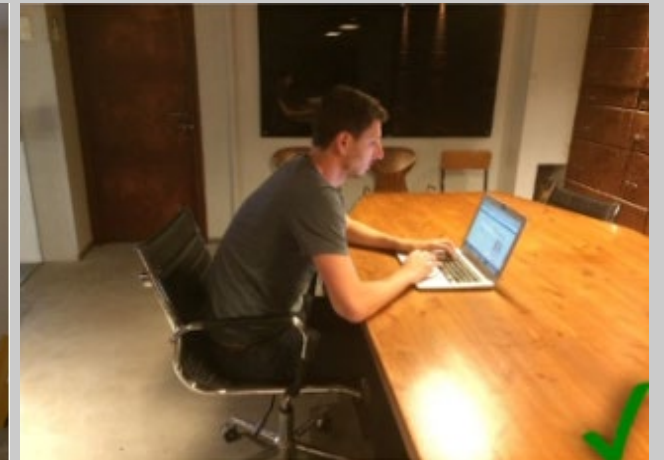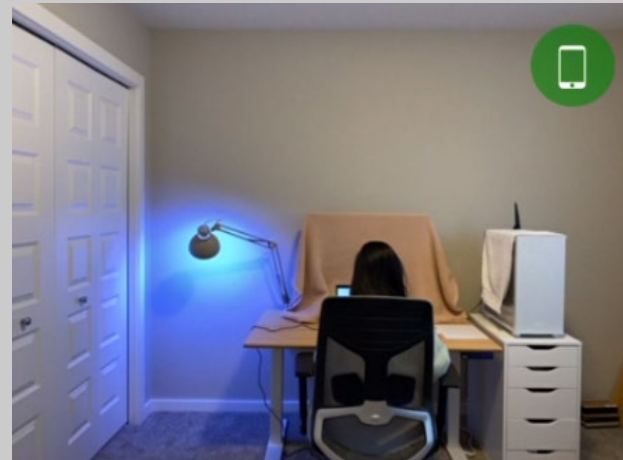
Your Exam Information

1. **30 days before your exam:**
   - Exam Appointment Confirmation from CAPR
2. **1 week before your exam:**
   - ProctorExam registration email
3. **After completing the system check:**
   - 'You are now ready to take your exam' email from ProctorExam

CAPR | ACORP
Canadian Alliance of Physiotherapy Regulators
Alliance canadienne des organismes de réglementation de la physiothérapie

Dear Nicole Prieto,

Please see below for important details related to your Written Component exam on Monday, January 15, 2024.

- **Exam Appointment Time**: 9:00 AM Eastern Standard Time

- **Login credentials:**
  - *Username*: XXXXX
  - *Password*: YYYYY

Before exam day:

One week before your exam date, you will receive an email from ProctorExam. The links in this email are unique to you; **do not share them with anyone else**.

At least 48 hours in advance of exam day, follow the instructions in the email to:

1. Download the ProctorExam Google Chrome plugin. This is required to successfully connect with a proctor and begin your exam.
2. Complete a System Check before exam day. You will be prompted to test your microphone, speakers, bandwidth, webcam, and screenshare.

For more information about these steps, go to Section 3.4.6 of the Candidate Information Package – Remote Proctoring.

Following completion of these steps, you will receive a second email from ProctorExam, which will contain the link that you will use to access the exam at your exam appointment time.

On exam day:

At the above time:

1. Click on the 'Step 2' link in the email received from ProctorExam after completing the System Check. **Note: Google Chrome is the only supported browser.**
2. Select 'Start exam'.
3. Follow the on-screen instructions and connect to a proctor.
4. Upon completion of these steps, you will be provided with a URL link. Access the link and enter the login credentials provided above.

Note: Your exam time will not begin until after you have completed the above steps and launched your exam.

Technical Difficulties: If you have difficulty connecting to your proctor or issues during your exam, contact CAPR at the exam day support number that will be provided in advance of the exam.

If you have any questions about your exam appointment, please contact exams@alliancept.org.

Sincerely,

CAPR | ACORP
Canadian Alliance of Physiotherapy Regulators/
Alliance canadienne des organismes de réglementation de la physiothérapie
1243 Islington Avenue, Suite 501, Toronto, Ontario, M8X 1Y9
416-234-8800 | www.alliancept.org

Exam Appointment Confirmation email

- Exam appointment time and timezone.
- Login Credentials: Username and Password.

- You MUST have a **<u>printed copy of the email</u>** with you on your exam day.

Please register for your exam

P ProctorExam <exams@proctorexam.com>
   To ✓ Nicole Prieto

Hi Nicole Prieto,

You are signed up for your online exam.

Exam name: CAPR

FOLLOW THESE STEPS:

STEP 1: Download the ProctorExam chrome plugin. Click here

STEP 2: Complete the System Check [48 hours in advance] Click here

STEP 3: Once you finish the System Check you will receive an invitation to your exam.

ASSISTANCE

- Your exam schedule: Contact your institution Canadian Alliance of Physiotherapy Regulators (CAPR)
- General video instructions (can be different for your exam): Click here
- General exam rules (can be different for your exam): Click here
- Other questions: Click here

The ProctorExam Team

PROCTOREXAM

Email #2
ProctorExam
Registration

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

Smartphone issues :

1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

ProctorExam's services are offered in English. For the best experience it is recommended to continue in English.

Next

Need a translation?
These are automatic translations provided by Google and may contain mistakes.

G Select Language

Check Requirements

✅ Microphone
⭘ Speakers
⭘ Bandwidth
⭘ Webcam
⭘ Mobile
⭘ Screenshare

Hi there and welcome to your system check! You're about to start setting up your equipment for your upcoming exam. If you run into any difficulty, you can start a chat with us or check our troubleshooting guide by clicking this link http://bit.ly/3wDWHEB

ProctorExam   2 minutes ago

ProctorExam Support

Exam: CAPR Test

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

Smartphone issues :

1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Great! You have successfully registered for your exam.

You will find your exam link in the email we have just sent you (it might take a few minutes before you receive it).
You can now close this page.

Check Requirements

✅ Microphone
✅ Speakers
🟢 Bandwidth
✅ Webcam
✅ Mobile
✅ Screenshare

ProctorExam Support

You are now ready to take your exam

P ProctorExam <exams@proctorexam.com>
   To ✓ Nicole Prieto

Hi Nicole Prieto,

Below you will find the link to your online exam.

Exam name: CAPR Test

FOLLOW THESE STEPS:

STEP 1: Keep your **photo ID** at hand.

STEP 2: Check when your **exam** time slot opens: Click here

STEP 3: Once your exam time slot opens please go back to the link on **STEP 2.**

ASSISTANCE

- Your exam schedule: Contact your institution Canadian Alliance of Physiotherapy Regulators (CAPR)
- General video instructions (can be different for your exam): Click here
- General exam rules (can be different for your exam): Click here
- Other questions: Click here

The ProctorExam Team

PROCTOREXAM

Exam day

Required	Allowed	Prohibited
Documents and information: • Government-issued photo ID (Passport, Canadian Permanent Resident Card, Canadian Driver's Licence) • A printed copy of the Exam Appointment Confirmation email with your Username and Password from CAPR **Testing device:** • Desktop or laptop computer that has gone through the System Check and has the ProctorExam plugin installed • Web camera • Microphone and speakers • Mouse • Keyboard **Remote proctoring device:** • Smartphone / tablet that has the ProctorExam mobile app installed (in silent, airplane mode, and rotation enabled) NOTE: You may use a phone stand or tripod to ensure that your remote proctoring device will be upright for the duration of your exam	• Ear plugs (foam, no strings) • Ergonomic devices (e.g., device stands, footrests) • Eyeglasses (non-tinted) • Lip balm • Medical devices that are not dependent on the use of a communication device (e.g., cochlear implants, hearing aids, insulin pump, glucose monitor) • Medications (without packaging or paper inserts), including inhalers, EpiPens • Orthotic devices aids (e.g., arm slings, braces, casts, collars, canes, crutches, walkers, wheelchairs) • Plain sheet or blanket (to be used to cover items in the room if directed by the proctor) • Room or office furniture (including small fans or space heaters) • Snack (small, odourless, noiseless, removed from its original packaging and placed in a clear, unlabelled, zip-sealed bag) • Tissues (a few unpackaged sheets) • Water (one clear plastic bottle, label removed)	• Beverages (other than water) • Calculator of any kind • Headphones, earphones • Jewellery (unless for religious reasons), watch • Notebook, paper (apart from your printed copy of the Exam Appointment Confirmation email) • Outerwear, hat, non-religious head covering. • Pen, pencil, highlighter • Published materials, notes, and other studying/testing aids • Purse, wallet, bag, briefcase • Pager, any other electronic devices, including any wearable technology

Exam day requirements

Testing environment is ready

- Required items
- Door is closed/locked
- Alone
- Clutter- and distraction-free
- Comfortable

Exam day requirements

Testing Device

- Computer – passed the System Check and has the ProctorExam plugin
- Webcam, microphone, and speakers

Exam day requirements

Remote Proctoring Device

- Smartphone or tablet – has the ProctorExam app installed
- On silent and airplane mode or equivalent, notifications muted, screen rotation on

alliancept.org

Exam day requirements

Government-issued photo ID
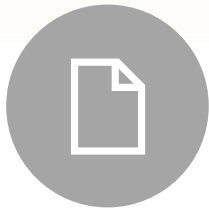
- Passport
- Canadian PR card
- Canadian driver's licence

Exam day requirements

A printed copy of the Exam Appointment Confirmation email from CAPR

Starting the exam

- Click on the link in Step 2 of the "You are now ready to take your exam" email from ProctorExam

FOLLOW THESE STEPS:

STEP 1: Keep your **photo ID** at hand.

STEP 2: Check when your **exam** time slot opens. Click here

STEP 3: Once your exam time slot opens please go back to the link on **STEP 2.**

Starting the exam

- Connect at your exam appointment time
- **Late:** if you do not start the check-in process within 30 minutes of your exam appointment time, you will be considered a **no show** and you will forfeit your exam fee

Starting the exam

- Your exam time (four hours) will start after you complete the remote proctoring steps
- Time taken to complete the remote proctoring process will **NOT** be deducted

Starting the exam

- You must be logged in to the exam platform **no later than 55 minutes after your scheduled start time**

Exam: CAPR Test

You can start the exam whenever you are ready.

Next Step

Hi there, welcome to your exam. In a few moments, your exam will be ready after completing the necessary setup process. Please make sure that you allow Chrome notifications during your exam, so that you can receive important notifications during your exam. To get support with turning on notifications, please follow this guide: https://tinylin[...]
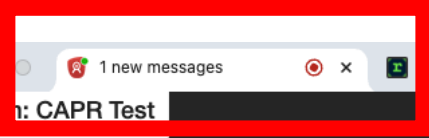
ProctorExam   just now

⚠ Issues?

Proctor 1

ProctorExam Support   Paint X lite

sr/assess

Exam: CAPR Test

You can start the exam whenever you are ready.

Next Step

×

Hi there, welcome to your exam. In a few moments, your exam will be ready after completing the necessary setup process. Please make sure that you allow Chrome notifications during your exam, so that you can receive important notifications during your exam. To get support with turning on notifications, please follow this guide: https://tinylin[...]
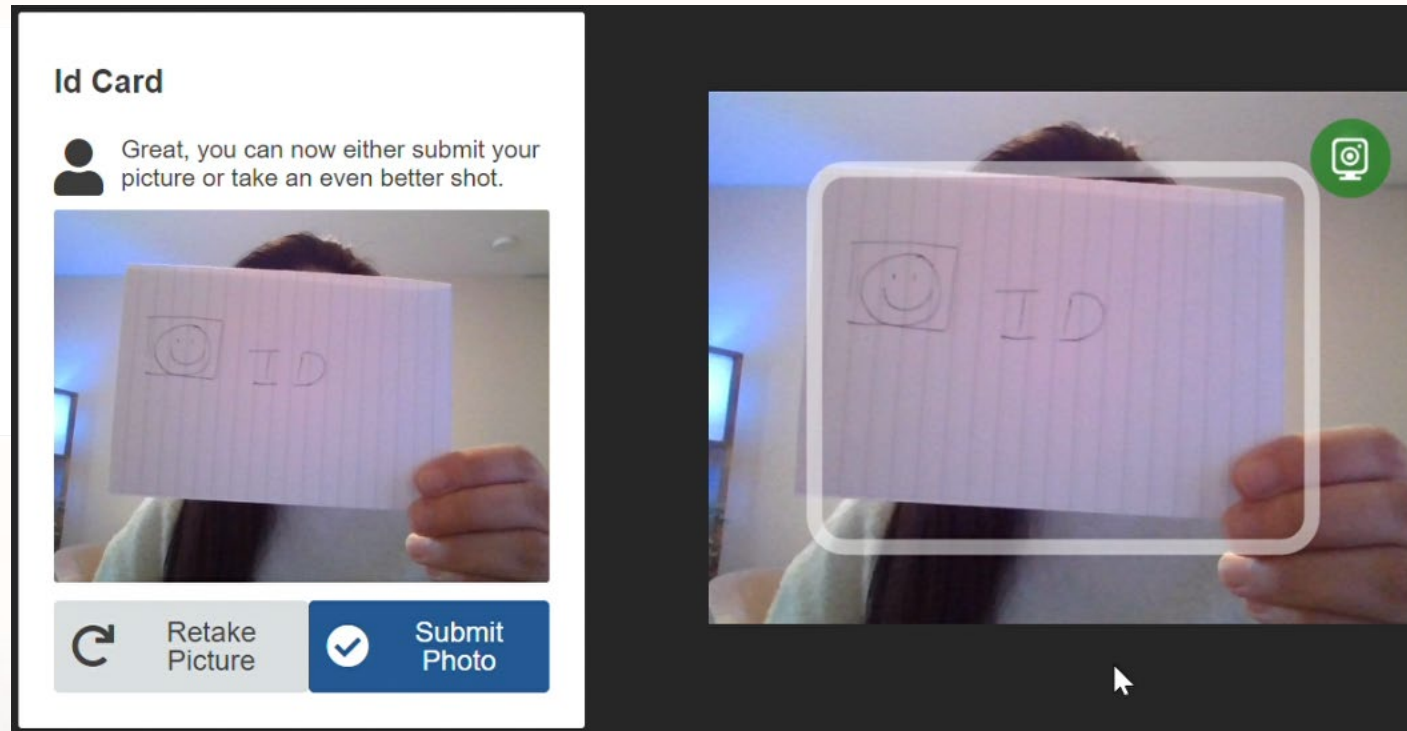
ProctorExam   just now

⚠ Issues?   Proctor 1   ProctorExam Support Paint X Lite

Identity verification

- The proctor will verify your image and ID

Environmental and Candidate check

- You will follow instructions on the ProctorExam page and from your proctor on how to do the 360° scan of your room and the personal check using your remote proctoring device

Environmental and Candidate check

Environment setup

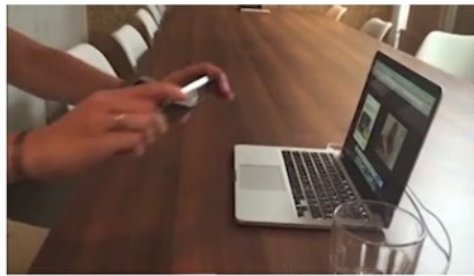⚠ Slowly show us your computer and keyboard. See video for demonstration.

Step 1/5

Environment setup

⚠ Slowly show us your desk and the area behind your computer. Nothing is allowed on your desk unless otherwise stated by the institute.

Step 2/5

Environment setup

⚠ Slowly show us the space under your desk and your ceiling. See video for demonstration.
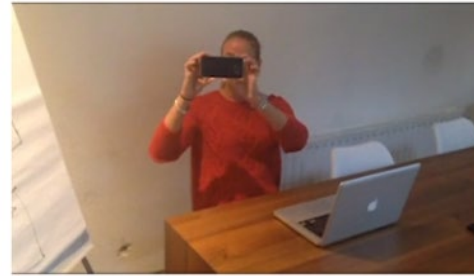
Step 3/5

Environment setup

⚠ Slowly show us the four corners of your room. See video for demonstration.

Step 4/5

Environment setup

⚠ Slowly show us your ears to make sure you have no devices plugged in.
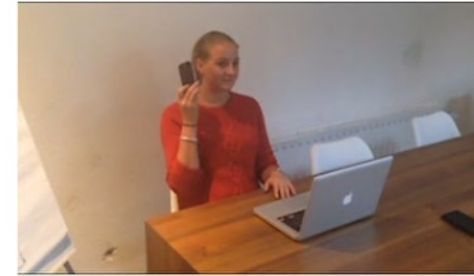
Step 5/5
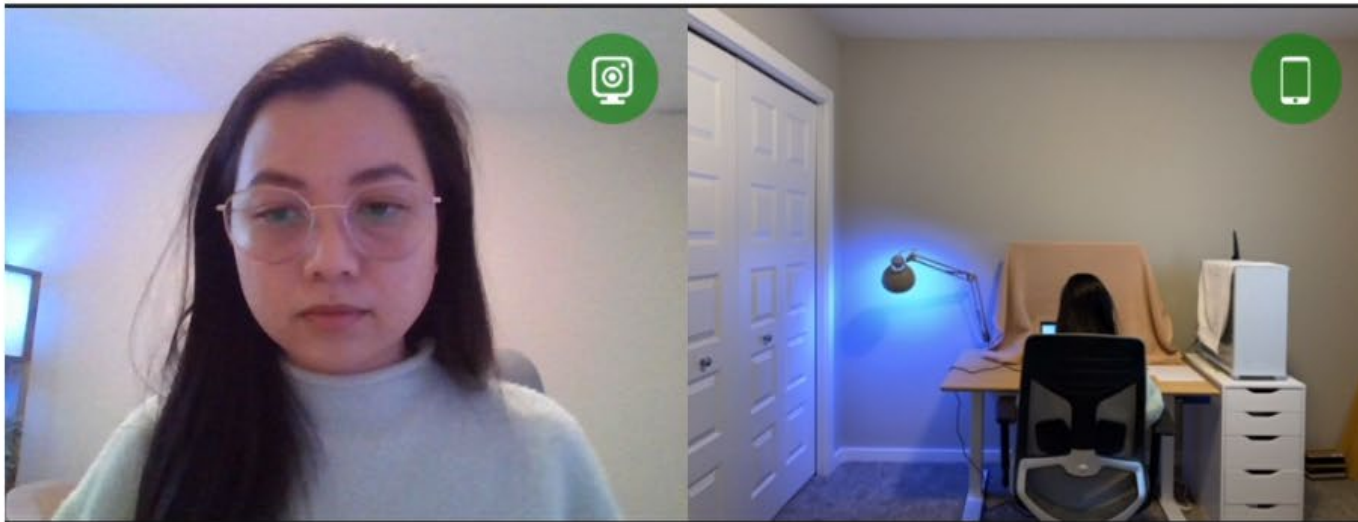
Environmental and Candidate check

- Exam Appointment Confirmation email printout
- Your hands, forearms, and wrists
- Your pockets
- Clothing (layers)
- Any other items on your workstation and testing environment

DONE!

Before you proceed:

Check your cameras. Are they positioned correctly and is the room light enough?

If you are ready click start.

Start Exam

ProctorExam Support

fry-it.proctorexam.com/student_sessions/34a50b9d0529fdab3b957fdac1a2de79

Exam instructions

Finish Exam

PROCTOREXAM

Exam instructions

You are now ready to begin your exam

CAPR Test Exam: 15 January 2023 - 1

Click here to begin your exam

Individual Information

Important

You can now start your exam. Please make sure that when you are done:

- You first close the exam website(s) and document(s)
- You click the 'Finish Exam' button above **before closing this tab!**

After doing this, you can safely close this tab.

ProctorExam Support

risr/assess

demo.capr.assess.risr.global

p4b-2.12.3

risr/assess

Enter your login credentials

Username

Password

Log in

CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne
des organismes
de réglementation
de la physiothérapie

0MB storage used of 152,833MB available

Exam day

- You **MUST** have two tabs open for the duration of your exam: the **ProctorExam** tab and the **risr/assess** tab
- Do **NOT** put your browser in full screen mode
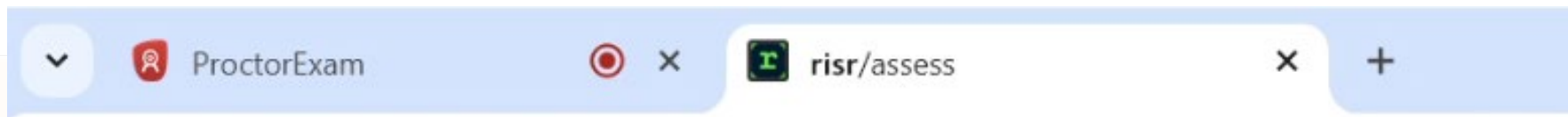
Exam day

- You will have access to the first question and your timer will start immediately once you log in
- You have **four hours** to complete the examination

OVERVIEW   FINISH   COLOUR   **03:59:59** TIME REMAINING   NOTES   (UN)HIGHLIGHT   Candidate USER ID   ← PREVIOUS   → NEXT

Exam time: 4 hours

Overview	1	Answer
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Communicating with your proctor

- Your proctor can interact with you via chat only
- **You MUST address your proctor's messages within 5 minutes**

risr/assess

The exam has been paused remotely by an administrator.

All of your answers have been submitted to the server.

You have 3 unanswered questions

Technical difficulties

- Contact CAPR at the exam day support number that will be provided to you before your exam

Issues on Exam Day

If you are unable to complete your exam

- Issues outside of your control: reschedule to another available exam date without charge

- Issues within your control: reschedule to another exam date, subject to the 'Less than 3 days prior to the exam date' fee

Finishing the exam

Step 1

risr/assess tab:
- click the **FINISH** button
- then the **Submit Exam** button

OVERVIEW | FINISH | COLOUR | 03:04:59 TIME REMAINING | NOTES | (UN)HIGHLIGHT | Candidate USER ID | PREVIOUS | NEXT
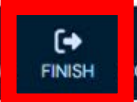
20

Finishing the Exam

You can end the exam by clicking on the **FINISH** button in the Control Panel. A notification window will appear that will ask you to confirm if you are ready to finish, and will let you know how many questions you have not answered (if there are any).

You must click the **Submit exam** button in the notification window to confirm that you are ready to submit your exam before closing your browser tab or window.

This action will end your exam session. You will not be able to re-launch the exam once it has been submitted.

NOTE: Do not click the **FINISH** and **Submit exam** buttons until you are completely done with your exam.

This is the end of the PCE – Written Component Tutorial.

You may revisit any question on the tutorial before closing your browser.

PRACTICE THE FOLLOWING:

Answer the question in the 'Answer' pane, then click the **NEXT** button to continue.

Once you are ready to leave, click on the **FINISH** button in the Control Panel, and then the **Submit exam** button in the notification window.

We wish you all the best with the rest of your exam preparation!

Answer

What should the PT candidate expect to happen after clicking the **Submit exam** button?

Their responses will be saved, and they can resume the exam at a later time. ×

THEIR RESPONSES WILL BE SUBMITTED, AND THEY WILL LOSE ACCESS TO THE EXAM PLATFORM. ×

Their responses will be saved, and they can change their responses if there is time remaining. ×

Their responses will be submitted, and they can stay on the exam platform if there is time remaining. ×

Sidebar: 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Overview

2

Answer

Exam Platform Navigation

Click on the **OVERVIEW** button in the Control Panel to open and close a pane on the left-hand side of the screen that contains the question numbers.

Click on the relevant number to move between questio

The colour and appearance of the numbers indicate th

- Bold font – the question that you are currently vie
- White – the question has not been answered.
- Green – the question has been answered and sub
- Yellow – the question has been answered, but has
- Flag – a flag icon will appear beside the number o

We strongly recommend that you keep the 'Overview' p

PRACTICE THE FOLLOWING:

Answer the question in the 'Answer' pane, then click the **NEXT** button to continue.

Which of the following changes to a number in the 'Overview' pane indicates that an answer for that question has been submitted to the server?

THE NUMBER WILL TURN GREEN.

number will be italicized.

number will turn yellow.

number will be bolded.

risr/assess

Click "Submit exam" before closing the tab or window

All of your answers have been submitted to the server.

You have answered all the questions

[Submit exam]   [Continue exam]

OVERVIEW   LANGUAGE   FINISH   NOTES   (UN)HIGHLIGHT   Candidate
USER ID

PREVIOUS   NEXT

Overview

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

risr/assess

Exam Finished

All of your answers have been submitted to the server.

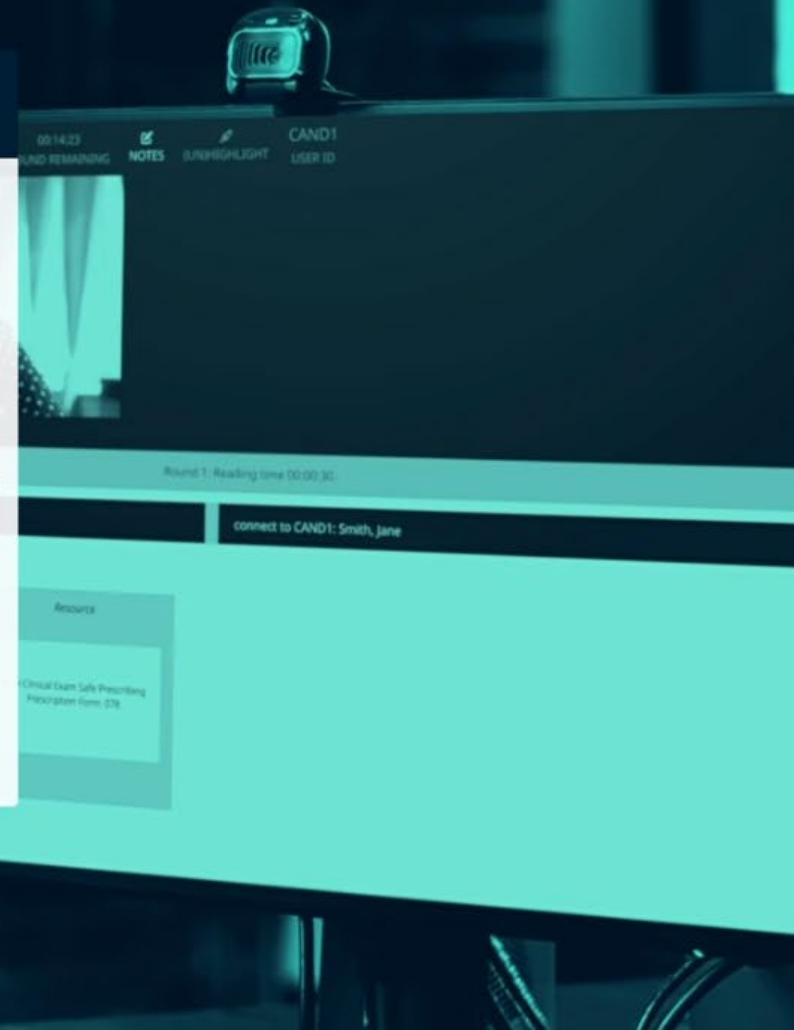You have answered all the questions

Cleaning up, please wait...

demo.capr.assess.risr.global

p4b-2.12.3

risr/assess

Enter your login credentials

Username

Candidate

Password

•••••••••••

Log in

33MB storage used of 152,833MB available

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of Physiotherapy
Regulators

ACORP
Alliance canadienne
des organismes
de réglementation
de la physiothérapie

Finishing the exam

Step 2

ProctorExam tab:

- click **Finish Exam**

- then the **Submit** button

alliancept.org

Finish Exam

Exam instructions

PROCTOREXAM

Exam instructions

You are now ready to begin your exam

CAPR Test Exam: 15 January 2023 - 1

Click here to begin your exam

Individual Information

Important

You can now start your exam. Please make sure that when you are done:

- You first close the exam website(s) and document(s)
- You click the 'Finish Exam' button above **before closing this tab!**

After doing this, you can safely close this tab.

ProctorExam Support

Finish Exam

Exam instructions

PROCTOREXAM

Exam instructions

You are now ready to begin your exam

CAPR Test Exam: 15 January 2023 - 1

Click here to begin your exam

Individual Information

!

Are you sure?

Once submitted, you will no longer be allowed to change exam answers. Make sure you have first submitted your exam in the other tab.

Cancel   **Submit**

Important

You can now start your exam. Please make sure that when you are done:

- You first close the exam website(s) and document(s)
- You click the 'Finish Exam' button above **before closing this tab!**

After doing this, you can safely close this tab.

ProctorExam Support

fry-it.proctorexam.com/student_sessions/7f9cc922c99e76775b3cc3450fc4adb3

Exam Completed

You have successfully submitted your exam.

ProctorExam Support

After the exam

1. Candidate feedback survey

2. Results within 6 weeks

Thank you!