



CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne des
organismes de réglementation
de la physiothérapie



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Physiotherapy Competency Examination

WRITTEN COMPONENT

Test Centre Information Package

Updated December 2024



Table of Contents

| | |
|---|----------|
| 1. Proctors | 3 |
| 2. Before Examination Day | 4 |
| 2.1 Login credentials | 4 |
| 3. Examination Day | 4 |
| 3.1 Arrival at Test Centre | 4 |
| 3.2 Registration Process | 5 |
| 3.3 Security Screening | 5 |
| 3.4 Required, Allowed, and Prohibited Items | 6 |
| 3.5 Storage of Personal Items | 9 |
| 3.6 Exam Room Setup | 9 |
| 3.7 Starting Part 1 | 11 |
| 3.8 Finishing Part 1 | 13 |
| 3.9 Break between Part 1 and Part 2 | 13 |
| 3.10 Starting Part 2 | 14 |
| 3.11 Finishing Part 2 | 16 |
| 3.12 Examination violations | 16 |
| 3.13 Troubleshooting issues | 17 |
| 3.14 Leaving the exam room/test centre | 17 |



1. Proctors

If you take the Written Component of the Physiotherapy Competency Examination (PCE) at a test centre, you will interact with proctors at different times during your exam. A proctor is a person whose role is to supervise and maintain the integrity and security of the exam.

During the exam, the proctors will:

- ensure that only registered candidates are admitted into the exam
- screen candidates and their personal belongings during check-in, after the break between Part 1 and Part 2 of the exam, and, if needed, at any time during the exam
- refuse admission to candidates who are unable to complete any stage of the check-in process
- monitor candidates throughout the exam, and
- communicate with candidates and/or conduct additional security checks related to any behaviour(s) or issues observed during the exam (note: the exam timer will not be paused during this time), and
- terminate a candidate's exam session if they violate the [Rules of Conduct and Examination Security](#) and/or commit any other [examination violation](#).

During the exam, the proctors will **NOT** be able to answer questions related to exam content.



2. Before Examination Day

2.1 Login credentials

CAPR will send you an Exam Appointment Confirmation email **21 days before your exam**. This email will contain the time that you must arrive at the test centre (“reporting time”), your start time for Part 1 of the exam, the address of the test centre, information about parking and the exam room, and the unique Username and Password that you will use to access the risr/assess platform on exam day.

NOTE: You **MUST** have a printed copy of this email with you on exam day to access your Username/Password because you will not have access to your cell phone or any other device after you complete the registration process and security screening. This printed copy will be inspected by your proctor and is the only piece of paper that is allowed in the exam room (i.e., any other piece of paper that has your Username/Password written down will not be allowed in).

3. Examination Day

3.1 Arrival at Test Centre

| Session | Reporting time | Part 1 start time |
|---------|----------------|-------------------|
| AM | 8:00 | 8:30 |
| PM | 13:30 | 14:00 |

All times are local time.

You MUST arrive at the test centre by the reporting time outlined in your Exam Appointment Confirmation email.

You will be registered as you arrive at the test centre. Registration may take place in a separate space outside the exam room or inside the exam room.

All candidates will start at the same time. There will be a waiting period between the time you complete the registration process / security screening and the start of Part 1 of your exam. During this waiting period, you are considered to be **under exam conditions** and must follow all instructions given by the proctors. You are not allowed to speak to or interact in any other manner with other candidates, access study materials or other personal belongings, or leave the exam room/holding area.

Late: If you do not arrive at the test centre by the reporting time, proctors, at their sole discretion, will determine if there is sufficient time to complete the registration process / security screening in time for the Part 1 start time.

If the proctor determines that there is not enough time to complete the process, you will not be permitted to take the exam, and you will forfeit your entire exam fee.



No-show: If you do not attend the exam, and did not submit a withdrawal or reschedule request in advance, you will be considered a no show and you will forfeit your entire exam fee.

NOTE: Late/No-show will **NOT** count as an attempt in your exam history.

3.2 Registration Process

During registration, the proctors will confirm your identity by comparing your appearance to the photo on your government-issued photo identification and your name with the information provided by CAPR.

Important notes:

- The following forms of government-issued photo identification are acceptable:
 - Canadian Driver's Licence,
 - Canadian Permanent Resident Card, or
 - Passport.

No other form of identification (even other government-issued photo identification such as a Provincial Health Card) is acceptable.

- The identification must be valid (i.e., not expired).
- The **name on your identification must exactly match the name on your CAPR client profile** (i.e., the name you used when you applied for the exam).
- Your current appearance must match the photograph on the identification.
- You are not allowed to have other people (parents, spouses, children, friends, etc.) with you when you enter the test centre.

3.3 Security Screening

After your identity is confirmed, you will go through a security screening where the proctor will perform a visual inspection of your:

- ears and face, including eyewear, hair ties/clips, and religious head and facial coverings and jewellery,
- hands, forearms, and wrists,
- pockets, and
- layers of clothing and religious garments.

Your proctor will also inspect all items that you intend to take into the exam room.

If, during the inspection, the proctor identifies that you have an item that is prohibited, or an allowed item that may compromise exam integrity and/or security, you will **NOT** be allowed to take that item into the exam room.



3.4 Required, Allowed, and Prohibited Items

The list below details the required, allowed, and prohibited items during the exam.

- Prohibited items are not allowed at any time during the exam. The proctor will ask you to place prohibited items with your other belongings in the bag drop area. If a prohibited item is brought into or found in the exam room during the exam, this violation will be reported to CAPR, and may lead to your exam being terminated immediately.
 - A terminated exam means that you cannot continue with your exam and you may face one or more of the consequences outlined in the '[Rules of Conduct and Examination Security](#)'.

- To ensure that you will be comfortable with the temperature in the exam room, you are encouraged to wear light clothing layers (such as cardigans or sweaters). If you remove layers of clothing during the exam, they must be hung on your chair, not placed on your lap or on the workstation.

NOTE: outerwear (jackets, coats) will not be allowed in the exam room.

- If you adhere to or are required to wear religious attire or have religious items on you **on a daily basis**, you are allowed to wear and have these items in the exam room.
 - Religious head and facial coverings and garments may include, but is not limited to, hats, turbans, hijabs, scarves, yarmulkes, sashes, face veils, and burkas.

You may be asked to remove any religious head or facial covering(s) and/or garments, or any part thereof, if necessary, to establish your identity or for security or examination integrity purposes. If this is required, the proctor conducting the security screening will take all reasonable measures to respect your dignity, including, where appropriate, conducting the screening in a separate room and asking you to indicate whether you prefer a male or female proctor to conduct the screening.

In addition, when removal is requested, you are encouraged to provide the proctor with information regarding any restrictions on the method or manner by which your religious beliefs permit you to remove the religious head or facial covering and/or garment(s), and the proctor will ensure that your dignity is respected in that regard.

- Religious objects and jewellery may include, but is not limited to, religious necklaces, bracelets, beads, or a kirpan.



| Required | Allowed | Prohibited |
|--|--|--|
| <p><u>Documents and information:</u></p> <ul style="list-style-type: none">• Government-issued photo ID (Canadian Driver's Licence, Canadian Permanent Resident Card, or Passport)• A printed copy of the Exam Appointment Confirmation email from CAPR with your Username and Password | <ul style="list-style-type: none">• Ear plugs (standard foam, no strings)• 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, labels or paper inserts), including eye drops, EpiPens, inhalers• Orthotic devices and aids (e.g., arm slings, braces, casts, collars, canes, crutches, walkers, wheelchairs)• Snack (small, odourless, noiseless, nut-free, removed from its original packaging and placed in a transparent, unlabelled, zip-sealed bag) Small fruits and vegetables are acceptable, provided they comply with the above description.*• Tissues (a few unpackaged sheets)• Water (one transparent, unlabelled bottle) | <ul style="list-style-type: none">• Bag, wallet, keys• Beverages (other than water, e.g., coffee, tea, smoothie)• Calculator of any kind• Communication devices (cell phone, smartphone, pager)• Electronic devices (including medical devices that are dependent on the use of a communication device**)• Headphones, earphones (or ear plugs that look like earphones [e.g., loop or similar]), earbuds (wired or wireless)• Jewellery (unless for religious reasons), watch• Notes and other study/testing aids• Outerwear (e.g., jackets, coats), hat, or head coverings (unless for religious reasons)• Paper (apart from the printed copy of the Exam Appointment Confirmation email), notebook, whiteboard• Pen, pencil, highlighter• Wearable technology (smartwatch, smart jewellery, fitness/activity trackers) |



*If, during the exam, a proctor deems that your snack is disruptive to other candidates, you will not be allowed to consume it.

**If you need to use a medical device during the exam that requires the use of a communication device, you must submit a [Testing Accommodations Request](#).

Snack example:



Water example:





3.5 Storage of Personal Items

Your personal belongings will be stored in a secure bag drop area during the exam. You will not be allowed to access your personal belongings during the exam. You must ensure that **all your devices are turned off** to prevent any disruption during the exam.

CAPR will not be liable for lost, stolen, broken, or misplaced property. Other than essential items (e.g., your cell phone or wallet/purse), you are strongly advised **NOT** to bring items that are valuable, have sentimental value, or are difficult to replace.

3.6 Exam Room Setup

Generally, exam rooms are set up as rows of tables. Each table is 6 ft (1.8 m), with two candidates per table.



After you complete the registration process and security screening, your proctor will assign you a seat. You will not be able to choose where you sit.



Proctors will monitor candidates from a table located at the front of the room, and by walking around the exam room.

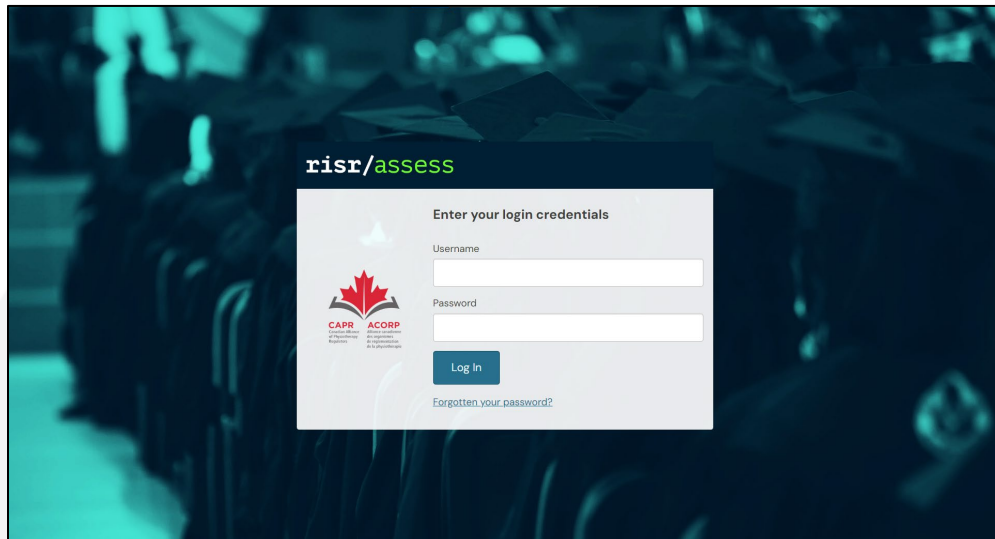




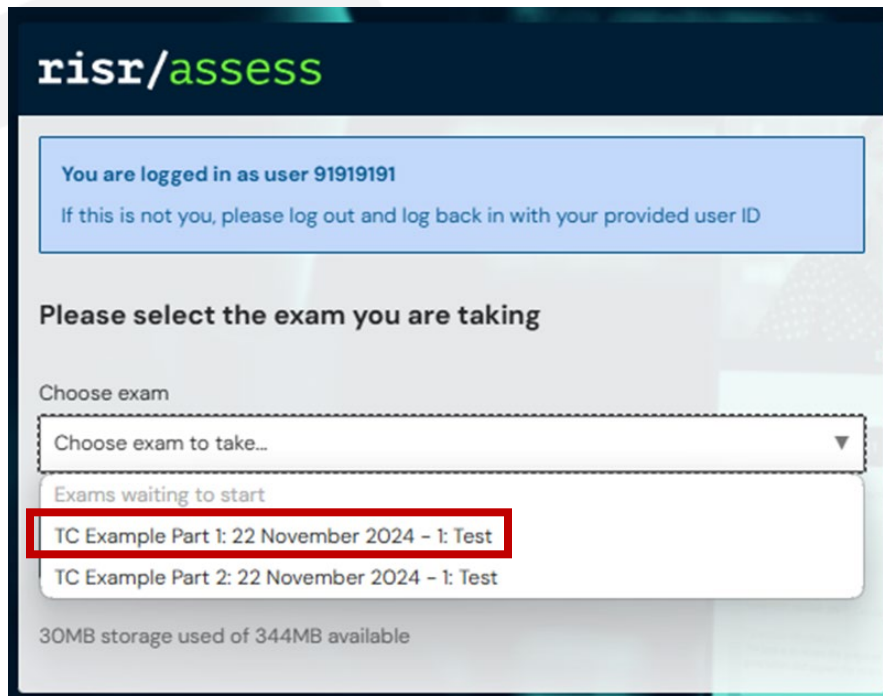
3.7 Starting Part 1

Your computer will have the login screen to risr/assess open.

1. Enter the Username and Password from your Exam Appointment Confirmation email, and then click 'Log in'.



2. After logging in, select 'Part 1' from the "Choose exam" dropdown menu.





NOTE: while Part 2 will show in the dropdown menu, it is not possible to access Part 2 until Part 1 has been completed.

3. After selecting 'Part 1', you will be directed to a holding screen. You do not need to do anything after selecting 'Part 1'. Do **NOT** attempt to enter an 'Offline PIN'; doing so may cause a delay in starting your exam.

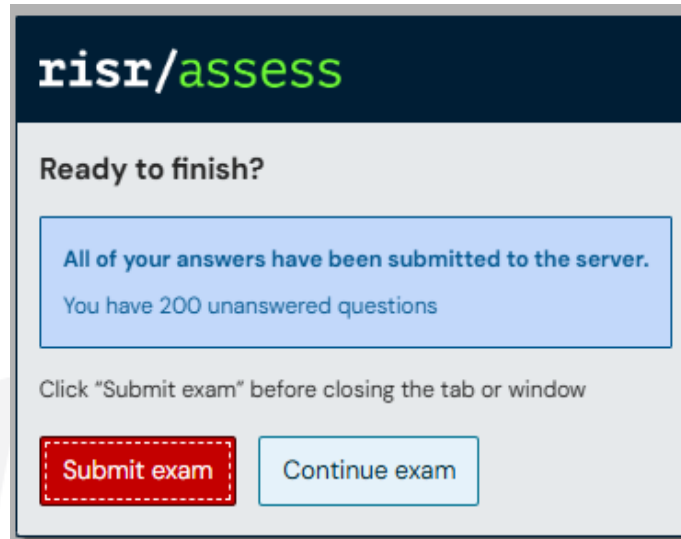
Your exam will start automatically at the designated Part 1 start time.

The screenshot shows the 'risr/assess' interface. At the top, it says 'You are logged in as user 91919191' and 'If this is not you, please log out and log back in with your provided user ID'. Below this, a message reads 'Please wait, you will be automatically connected when your exam is opened'. There is a 'Choose exam' section with a dropdown menu currently showing 'TC Example Part 1: 22 November 2024 - 1: Test'. Below the dropdown is an 'Offline PIN' input field. A blue 'Logout' button is located at the bottom left. At the bottom of the screen, it indicates '30MB storage used of 344MB available'.



3.8 Finishing Part 1

1. When you are ready to finish Part 1, click the 'FINISH' button in the exam platform. A pop-up window will appear and ask you to confirm that you are ready to submit your exam; it will indicate the number of unanswered questions (if any).



NOTE: If your exam time expires, this pop-up window will automatically appear.

2. In either instance, you must click the 'Submit exam' button to submit your answers. You will then be re-directed to the page with the 'Choose exam' dropdown menu.

IMPORTANT: Do **NOT** close risr/assess after finishing Part 1.

3.9 Break between Part 1 and Part 2

Breaks are **NOT PERMITTED** during Part 1 or Part 2 of the exam. You must remain at your workstation in the exam room for the duration of each part. Leaving your workstation / the exam room during either part will lead to your exam being terminated.

Once all candidates have finished Part 1, there will be a **MANDATORY** off-the-clock break before the start of Part 2. This break is intended to give candidates an opportunity to use the washroom, if needed. It is during this time **only** that you are permitted to use the washroom.

To take a washroom break, you must raise your hand to let the proctors know and wait for a proctor to come to your seat. The proctor will check that you have finished Part 1 before you are allowed to leave your seat. You will be escorted to and from the washroom by a proctor. When you return to the exam room, you will need to go through the security screening process before you return to your seat.



There is no set amount of time for the break. The duration will be determined by the number of candidates needing to use the washroom at the relevant test centre and the number of washrooms available. If you do not need to use the washroom, you may choose to remain at your workstation to rest and practice relaxation techniques, or take a mobility break within the exam room. Part 2 will start after the break.

NOTE:

- You will remain under exam conditions during the break – you are not allowed to speak to or interact in any other manner with other candidates, access study materials or other personal belongings. All candidates will be monitored by proctors for the duration of the break.
- The overall exam time is **NOT** affected by taking a break; all candidates will have a maximum of two hours for each part of the exam, whether they take a break or not.

3.10 Starting Part 2

1. Select 'Part 2' from the "Choose exam" dropdown menu.

The screenshot shows the 'risr/assess' web interface. At the top, it displays the user's login status: 'You are logged in as user 91919191'. Below this, there is a prompt: 'If this is not you, please log out and log back in with your provided user ID'. The main section is titled 'Please select the exam you are taking'. Underneath, there is a 'Choose exam' dropdown menu. The dropdown is open, showing a list of exams under the heading 'Exams waiting to start'. The selected exam is 'TC Example Part 2: 22 November 2024 - 1: Test'. At the bottom left, there is a 'Logout' button. At the bottom, it shows '38MB storage used of 343MB available'.



2. After selecting 'Part 2', you will be directed to a holding screen. You do not need to do anything after selecting 'Part 2'. Do **NOT** attempt to enter an 'Offline PIN'; doing so may cause a delay in starting your exam.

Your exam will start automatically at the designated exam start time.

risr/assess

You are logged in as user 91919191
If this is not you, please log out and log back in with your provided user ID

Please wait, you will be automatically connected when your exam is opened

Choose exam
TC Example Part 2: 22 November 2024 - 1: Test

Offline PIN

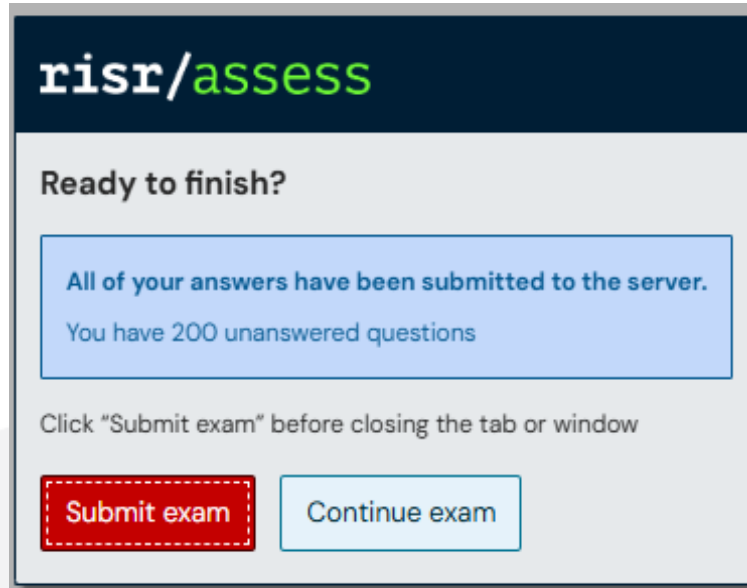
Logout

38MB storage used of 306MB available



3.11 Finishing Part 2

1. When you are ready to finish Part 2, click the 'FINISH' button in the exam platform. A pop-up window will appear and ask you to confirm that you are ready to submit your exam; it will indicate the number of unanswered questions (if any).



NOTE: If your exam time expires, this pop-up window will automatically appear.

2. In either instance, you must click the 'Submit exam' button to submit your answers. You will then be re-directed to the risr/assess login page.

3.12 Examination violations

The proctors have the right to communicate with you and/or conduct additional security checks if they suspect and need to investigate an examination violation.

Your proctor will communicate violations to CAPR. CAPR may **TERMINATE** your exam if you:

- refuse to follow any part of the registration process or security screening
- refuse to follow the proctor's instructions
- leave your desk at any time during Part 1 or Part 2 of the exam
- engage in behaviour that is suspicious or inappropriate (see the [Rules of Conduct and Examination Security](#))

A terminated exam means that you cannot continue with your exam and you may face one or more of the consequences outlined in the [Rules of Conduct and Examination Security](#).



3.13 Troubleshooting issues

If you experience technical issues on exam day, raise your hand and wait for a proctor to come to your seat.

3.14 Leaving the exam room/test centre

You are **NOT** allowed to leave the exam room at any time during Part 1 or Part 2 of the exam. If you choose to submit either part before the time for that part expires, you **MUST** remain quietly seated until the end of that part of the exam.

Once Part 2 of the exam has ended, follow the proctor's instructions to sign out and retrieve your personal belongings. You cannot leave the exam room until you have been released by the proctor(s).