



CAPR
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organismes de réglementation
de la physiothérapie

Pre-exam Candidate Webinar

Erin Gollaher, Marlee Shloush, and Nicole Prieto



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Housekeeping

This webinar is being recorded

- Questions: Q&A function

[Remote Proctoring FAQs](#)

[Preparing for the Exam](#)

Email: exams@alliancept.org



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Resources

[Essential Guide for Candidates](#)

[Remote Proctoring Information Package](#)

[Written Component Tutorial](#)

[Written Component Practice Exam](#)



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Written Component Update



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Exam Structure

- Four-hour exam
- 200 multiple choice questions
 - 90% vignette-based
 - 10% standalones



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Exam Structure

- TWO EQUAL PARTS
- Each part is two hours long and has 100 questions
 - 90% vignette-based
 - 10% standalones



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Exam Structure

- You **MUST** submit your answers for all questions in each part within the allotted time for that part

Submit Part 1 → Part 2



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Exam Structure

- You cannot return to either part after it has been submitted



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Break

- Breaks are **NOT PERMITTED** during Part 1 and Part 2



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Break

- An off-the-clock break is **PERMITTED** in the time between submitting Part 1 and starting Part 2



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Break

It is your responsibility to plan accordingly to ensure that you can complete each part of the exam without needing a break.



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Break

- After submitting Part 1 and before starting Part 2
 - You do NOT need to inform your proctor or wait for their confirmation before you leave
 - You may leave the camera view and testing environment



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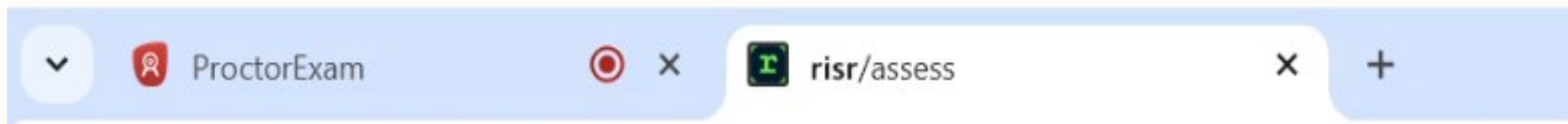


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Break

- After submitting Part 1 and before starting Part 2
 - Your testing and remote proctoring devices **MUST** stay connected and in your testing environment
 - ProctorExam and risr/assess tabs **MUST** stay open during the break



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Break

- After submitting Part 1 and before starting Part 2
 - There is no set amount of time for the break

You MUST begin Part 2 by the 'Part 2 – Latest Start time'



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Break

If you do not start Part 2 by the 'Part 2- Latest Start time', your exam will be considered ABANDONED.

Your exam will be scored based on Part 1 only.



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Break

- If you do not want to take a break, you may start Part 2 immediately after submitting Part 1



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Preparing for the exam



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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, ping under 25 ms
Web browser	Google Chrome, ProctorExam plugin installed





Tech and Network Requirements

Item	Requirement
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 8 or higher or iOS 15.8 or higher. ProctorExam app installed Huawei P30, Samsung Galaxy A3 (2016), and Google Pixel 3 or newer are not compatible





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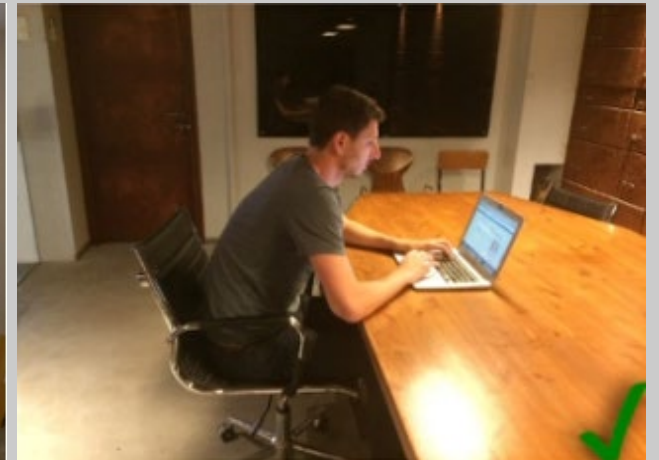
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Camera views

Testing Device Camera View



Remote Proctoring Camera View



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Your Exam Information



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Exam Information Emails

1. CAPR: Exam Appointment Confirmation
2. ProctorExam: 'Please register for your exam' email
3. ProctorExam: 'You are now ready to take your exam' email



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Dear **Your Name**,

Please see below for important details related to your Written Component exam on **Exam day, Exam date**. Please ensure that you print a copy of this email and bring it to your appointment on exam day.



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Exam Appointment

- *Part 1 - Connect to Proctor Time (your time zone*):* **Time Your Time zone**
(Note: it is not possible to log in before this time)
- *Part 2 - Latest Start Time (your time zone*):* **Time Your Timezone**

**According to your address on file*

You must complete the check-in process by 40 minutes after your *Part 1 - Connect to Proctor Time* or you will be considered late. Where this occurs, you will have to move to another exam date, and this will be subject to the 'Cannot Test Service Fee' of \$200.

Exam Day Login Credentials

- *Username:* **12345**
- *Password:* **xxxxxxxx**

Before exam day, review Section 3.2.1 of the [Remote Proctoring Information Package](#) for information related to completing the required system check. **On exam day**, follow the steps in the 'You are now ready to take the exam' email to access the exam.

Technical Difficulties: If you have difficulty connecting to your proctor or issues during your exam, contact CAPR at 647-945-5425.

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

Email #1

Exam Appointment Confirmation



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Dear **Your Name**,

Please see below for important details related to your Written Component exam on **Exam day, Exam date**. Please ensure that you print a copy of this email and bring it to your appointment on exam day.



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Exam Appointment

- *Part 1 - Connect to Proctor Time (Canada):* **Time Eastern Standard Time** (Note: it is not possible to log in before this time)
- *Part 1 - Connect to Proctor Time (your time zone*):* **Time Your Time zone**
- *Part 2 - Latest Start Time (Canada):* **Time Eastern Standard Time**
- *Part 2 - Latest Start Time (your time zone*):* **Time Your Timezone**

**According to your address on file*

You must complete the check-in process by 40 minutes after your *Part 1 - Connect to Proctor Time* or you will be considered late. Where this occurs, you will have to move to another exam date, and this will be subject to the 'Cannot Test Service Fee' of \$200.

Exam Day Login Credentials

- *Username:* **12345**
- *Password:* **xxxxxxxx**

Before exam day, review Section 3.2.1 of the [Remote Proctoring Information Package](#) for information related to completing the required system check. **On exam day**, follow the steps in the 'You are now ready to take the exam' email to access the exam.

Technical Difficulties: If you have difficulty connecting to your proctor or issues during your exam, contact CAPR at 647-945-5425.

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

Email #1 Exam Appointment Confirmation



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Please register for your exam



ProctorExam <exams@proctorexam.com>
To

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Hi Candidate,

You are signed up for your online exam.

Exam name: PCE Written Component

FOLLOW THESE STEPS:

STEP 1: Complete the System Check (at least 48 hours before your exam start time) [Click here](#)

STEP 2: Once you have completed your System Check, you will receive an email invitation to your exam.

ASSISTANCE

- Your exam schedule is provided and managed by your institution, Canadian Alliance of Physiotherapy Regulators (CAPR)
- General exam instructions and support: [Click here](#) (some rules may vary depending on your exam)

The ProctorExam Team



PROCTOREXAM

Email #2 **ProctorExam** **Registration**

System Check Video



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You are now ready to take your exam



ProctorExam <exams@proctorexam.com>

To nicole.prieto+1@alliancept.org

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Hi Candidate,

Below you will find the link to your online exam.

Exam name: PCE Written Component: TESTING

FOLLOW THESE STEPS:

STEP 1: Keep your **photo ID** at hand. You will need it during the setup process.

STEP 2: [Click here](#) to access your exam session. If your exam is not yet open, the exact start time will be shown.

ASSISTANCE

- Your exam schedule is provided and managed by your institution, Canadian Alliance of Physiotherapy Regulators (CAPR)
- General exam instructions and support: [Click here](#) (some rules may vary depending on your exam)

The ProctorExam Team



PROCTOREXAM

Email #3

**You are now ready
to take your exam**



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Exam Day



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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)



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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. You will need it during the setup process.

STEP 2: [Click here](#) to access your exam session. If your exam is not yet open, the exact start time will be shown.



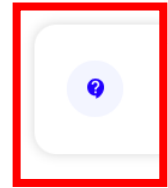
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Welcome to the remote proctoring session for PCE Written Component: TESTING

Before we get started, we must first set up ProctorExam for your remote proctoring session. This will take a few minutes. Select the button below to begin setting up.

Your exam won't begin until you have finished setting up and select the Start Your Exam button at the end of this procedure.

[Set up ProctorExam](#)



[Exam day check-in video](#)



Exam: PCE Written Component: TESTING [Getting started](#)

Welcome to the remote proctoring session for PCE Written Component: TESTING

Before we get started, we must first set up ProctorExam for your remote proctoring session. This will take a few minutes. Select the button below to begin setting up.

Your exam won't begin until you have finished setting up and select the Start Your Exam button at the end of this procedure.

[Set up ProctorExam](#)

Help guide ×

Quick tips

If you have questions related to the exam, please contact your institution.

If you have any technical issues, please contact one of our support agents using the button below.

1. Computer related issues? Try to restart your computer or refresh the page.
2. Mobile phone related issues? Try to restart your phone.

If the problem persists, contact our live chat support below.

[Contact Us](#)

Welcome to the remote proctoring session for PCE Written Component: TESTING

Before we get started, we must first set up ProctorExam for your remote proctoring session. This will take a few minutes. Select the button below to begin setting up.

Your exam won't begin until you have finished setting up and select the Start Your Exam button at the end of this procedure.

[Set up ProctorExam](#)


Hi there. Need help? Just start a conversation or use our [Troubleshooting Guide](#). We are here 24x7

First, please let us know how can we help you.

How can I help you?

- I have a general question
- General test taker support
- Microphone
- Webcam
- Screen share
- Smartphone

[Start Chat](#)

 Add free live chat to your site



PCE Written Component: TESTING

Important notice

⚠ Keep this page open throughout the duration of your exam. When you have finished your exam, select the 'End Exam' button at the top of the screen.

⊗ Things that you are not allowed to do during the exam

- Browse the internet
- Use external applications
- Use textbooks
- Use a calculator
- Use additional materials

General instructions

You are now ready to begin your exam

PCE Written Component: TESTING

[Click here to begin your exam](#)

Vertical sidebar with icons: chat, camera, mobile, chat, help





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Starting Part 1 of the exam

- You must complete the security check-in process and be logged in to Part 1 of the exam by **40 minutes after your “Part 1 - Connect to Proctor Time”**



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risr/assess

Enter your login credentials

Username

Password

Log in



OMB storage used of 152,833MB available

p4b-2.12.3



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risr/assess

You are logged in as user 1909090

If this is not you, please log out and log back in with your provided user ID

Enter the exam PIN you have been provided with

Choose exam

PCE Example Part 1: 05 December 2024 - 1: Session 1

Exam PIN

Logout



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risr/assess

You are logged in as user 1909090

If this is not you, please log out and log back in with your provided user ID

Choose exam

✓ Exams already started

PCE Example Part 1: 05 December 2024 - 1: Session 1

Exams waiting to start

PCE Example Part 2: 05 December 2024 - 1: Session 1





risr/assess

You are logged in as user 1909090

If this is not you, please log out and log back in with your provided user ID

Click "Take chosen exam" to start

Choose exam

PCE Example Part 1: 05 December 2024 - 1: Session 1

Exam PIN

123456

Take chosen exam

Logout



- 1
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1 YOU HAVE 5 MINUTES OF READING TIME TO READ THE IMPORTANT INFORMATION BELOW.

Your exam time is **NOT** impacted – your exam timer will start automatically after the 5 minutes of reading time.

You will **NOT** be able to answer questions during the reading time.

Paused Exam:

CAPR will pause your exam if we need to communicate with you.

If you see a message that states that “The exam has been paused remotely by an administrator.” please go to the ProctorExam tab where you will be able access the chat function to communicate with CAPR. You will not be able to continue with the exam until after you do this.

Your exam timer is stopped when the exam is paused.

Taking a break:

Breaks are **NOT PERMITTED** during Part 1 or Part 2 of the exam. You must remain in view of the camera in an upright, sitting position in your testing environment for the duration of each part. Leaving the camera view / your testing environment during either part will lead to your exam being terminated.

An optional off-the-clock break **IS PERMITTED** in the time between submitting Part 1 and starting Part 2. There is no set amount of time for the break, and you do not need to inform your proctor before taking a break, as long as you have submitted Part 1. You may leave the camera view / your testing environment during this time, but your testing and remote proctoring devices **MUST** stay connected and in your testing environment for the duration of the break.

If you choose to take a break, you must ensure that you are ready to begin Part 2 by the ‘Part 2 – Latest Start Time’ outlined in your Exam Appointment Confirmation email. If you choose not to take a break, you may begin Part 2 immediately after submitting Part 1. To start Part 2, let your proctor know that you are ready through the Proctor Chat.

NOTE: 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.

Answer

Starting Part 1:

You may begin answering questions once the reading time ends. Good luck!

Reading time: 5 minutes

82
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1

YOU HAVE 5 MINUTES OF READING TIME TO READ THE IMPORTANT INFORMATION BELOW.

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NOTE: 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.

Answer

Starting Part 1:

You may begin answering questions once the reading time ends. Good luck!

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Finishing Part 1 of the Exam

The screenshot shows a web browser window with two tabs: 'ProctorExam' and 'risk/assess'. The address bar displays 'capr.assess.risr.global/html5/'. Below the address bar is a dark navigation bar with several icons and text. The 'FINISH' button, represented by a square icon with a right-pointing arrow, is highlighted with a red box. Other visible elements in the navigation bar include 'OVERVIEW', 'English', 'CLOCK', '01:59:24', 'TIME REMAINING', 'NOTES', '(UN)HIGHLIGHT', and '90909090', 'USER ID'. On the right side of the navigation bar, there are 'PREVIOUS' and 'NEXT' navigation arrows.



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Finishing Part 1 of the Exam

risr/assess

Ready to finish?

All of your answers have been submitted to the server.
You have 6 unanswered questions

Click "Submit exam" before closing the tab or window

Submit exam Continue exam



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risr/assess

You are logged in as user 1909090

If this is not you, please log out and log back in with your provided user ID

Please select the exam you are taking

Choose exam

Exam PIN

Logout



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Starting Part 2 of the exam

- You can start Part 2 at any time after submitting Part 1 and **no later than the Part 2 – Latest Start Time**



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Starting Part 2 of the exam

- You must let your proctor know that you are ready to start Part 2 using the proctor chat



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You are logged in as user 1909090

If this is not you, please log out and log back in with your provided user ID

Please select the exam you are taking

Choose exam

Exams already started

PCE Example Part 2: 05 December 2024 - 1: Session 1

Logout



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risr/assess

You are logged in as user 1909090

If this is not you, please log out and log back in with your provided user ID

Click "Take chosen exam" to start

Choose exam

PCE Example Part 2: 05 December 2024 - 1: Session 1

Exam PIN

987654

Take chosen exam

Logout





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Finishing the exam

Step 1

risr/assess tab:

- click the **FINISH** button
- then the **Submit Exam** button



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risr/assess

Enter your login credentials

Username

Password



33MB storage used of 152,833MB available

00:14:23
ROUND REMAINING

NOTES HIGHLIGHT

CAND1
USER ID

Round 1 - Reading time 00:00:30

connect to CAND1: Smith, Jane

Resources

Clinical Exam Safe Prescribing
Prescription Form: 278



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Finishing the exam

Step 2

ProctorExam tab:

- click **End Exam**
- then the **End Exam** button in the pop-up



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PCE Written Component: TESTING

Important notice

⚠ Keep this page open throughout the duration of your exam. When you have finished your exam, select the 'End Exam' button at the top of the screen.

⊗ Things that you are not allowed to do during the exam ^

- Browse the internet
- Use external applications
- Use textbooks
- Use a calculator
- Use additional materials

General instructions

You are now ready to begin your exam

PCE Written Component: TESTING

[Click here to begin your exam](#)

Vertical sidebar with icons: camera, microphone, mobile, chat, help

- Use textbooks
- Use a calculator
- Use additional materials

End exam

Are you sure you want to finish your exam? Only select End Exam if you are confident you have finished as you will not be able to restart.






[Cancel](#) **End Exam**

Gener

You are

PCE Wri

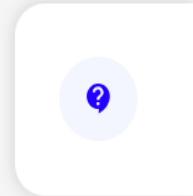
[Click here to begin your exam](#)

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Exam ended

You have finished your exam. You can now close this page.





CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne des
organismes de réglementation
de la physiothérapie

Issues on Exam Day

If there is an issue during your exam

- Your proctor will communicate with you through the proctor chat on the ProctorExam platform
- **You MUST address your proctor's message(s) within 5 minutes**



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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



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Issues on Exam Day

If you have lost contact with your Proctor

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



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Readiness on Exam Day

- Illness or any other extraordinary circumstance before exam day



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After the exam

1. Candidate feedback survey
2. Results within 6 weeks



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Thank you!



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