CANDIDATE GUIDE

Preparation for the Entry-to-Practice Examinations in Generalist, Cardiac and Vascular Sonography

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1. Purpose of the Candidate Guide

This guide will provide candidates, who have registered for the national entry-to-practice certification exams, with information on exam eligibility, the application process, exam administration and delivery, scoring of exams and suggested preparation for candidates. The guide is designed for use by all exam candidates: students/graduates of Canadian accredited programs and Alternate Pathway candidates.

Candidates are responsible for reviewing this information prior to the exam date(s) and are required to review Section 15: Confidentiality and Security of Examinations/Dishonest Actions and agree to the terms of the *Candidate Statement of Understanding* before starting each exam.

Candidates must also review the relevant appendices related to the exam delivery method applicable for their examination(s). For exams administered using live remote proctoring, see Appendix A – Remote Proctoring and for examinations administered at an in-person test centre, see Appendix B – In-person Test Centre.

2. Defining Sonography Canada Credentials

Sonography Canada has established requirements that must be met by potential registrants who wish to acquire the Canadian credentials. These requirements include:

- Documented proof of successful completion of an accredited[1] diagnostic medical sonography educational program or an equivalent sonography educational program as recognized by Sonography Canada.
- Successful completion of the Sonography Canada Canadian Clinical Skills Assessment (CCSA™) for the desired credential.
- Successful completion of the Sonography Canada approved knowledge-based examinations for the desired credential.
- Payment of all required fees.

[1] An educational program that is accredited by Accreditation Canada, in effect at the time of graduation.

Sonographers applying for Sonography Canada certification may receive credentials in the following specialties:
- CRGS® Canadian Registered Generalist Sonographer
- CRCS® Canadian Registered Cardiac Sonographer
- CRVS® Canadian Registered Vascular Sonographer

In support of these requirements, Sonography Canada has established national entry-to-practice examinations that will ensure that Sonography Canada registrants meet the technical, ethical, and professional standards that are expected of a sonographer. For each credential, candidates must successfully complete a Core examination and a Credential-specific examination (Generalist, Cardiac or Vascular). Sonography Canada credentials are highly respected and required by many employers in Canada. In regulated provinces, successful completion of the Sonography Canada certification exams may be required for licensure. More information on the entry-to-practice exams required for each credential can be found on the Sonography Canada website.

3. Description of the Examinations

Sonography Canada examinations are computer-based and conducted either online using live remote proctoring by ProctorU (part of the Meazure Learning organization), or online in secure, proctored facilities contracted by Meazure Learning (Yardstick Assessment Strategies, contracted exam administrator).

- All exam questions will be in multiple-choice format, and many will include images or video clips that are displayed on-screen.
- Candidates will have the opportunity to move through the exam at their own pace (subject to the overall time limit) with the ability to answer questions, skip questions, flag questions for later review, and change their responses until they submit the exam.
- Candidates should be prepared to read and answer an exam question within a one (1) minute time frame.
- Reference materials and aids will not be allowed while taking the exam.
- The exam platform includes and allows the use of a built-in calculator during the exam.

4. Scoring of the Examinations

Sonography Canada examinations are computer-based; therefore, exam scores will be electronically generated. Exam items (questions) will either be marked as correct or incorrect. There will be no penalty applied for incorrect answers.

Each time an exam blueprint is updated, Sonography Canada works with a psychometrician to perform the Modified Angoff standard setting method and determine a passing score (also termed a "cut-score") for each Sonography Canada examination. In this method, a panel of subject matter experts reviews each item and estimates a candidate's expected level of performance. The average of these estimates results in an original passing score for the exams in each content area.

Once the original passing score is set, Sonography Canada uses a second psychometric process called equating to set the standard for subsequent exam forms under the same exam blueprint. This process involves a psychometrician running statistical analyses on any new exam forms to derive pass scores based on the original passing score.

Each exam form is created using a different selection of items; therefore, the passing score will vary from exam to exam. The level of difficulty of each exam form also varies based on the selected items. Thus, easier exam forms will have higher passing scores than more difficult exam forms. As a result, a candidate will not suffer any unintentional penalty due to challenging a more difficult exam form and likewise, a candidate will not gain any advantage from having taken the less difficult form of the exam.

Sonography Canada uses these psychometric methods to provide a valid and reliable testing mechanism that is fair to candidates and appropriate for a national credentialing process. Before the knowledge-based examinations are scored, exam questions undergo a statistical evaluation to ensure that poorly performing questions are excluded from the candidates' exam scores. These score adjustments occur before scores are released to candidates. The adjustments benefit the candidates and contribute to the reliability and fairness of the assessment.

5. Eligibility for the Examinations

There are two pathways by which an applicant may be deemed eligible to challenge the Sonography Canada examinations: via the Canadian Accredited Sonography Program Graduates Pathway or via the Alternate Pathway. Refer to the information in sections 5.1 or 5.2 for specific eligibility requirements for each pathway.

5.1 Canadian Accredited Sonography Program Graduate Applicants

To be eligible to challenge the certification exam(s) through this pathway, applicants must have successfully completed a Canadian accredited diagnostic medical sonography program as per the *Accredited Program Eligibility Policy.* For information on how to determine whether an educational program is accredited, visit the Sonography Canada website related to educational programs and the Accreditation Canada list of accredited programs. Please note: A program MUST be listed as "Accredited" or "Accredited with Condition" in order for graduates to be eligible to challenge the Sonography Canada exams. *Registered* programs must be awarded an *Accredited* or *Accredited with Condition* status prior to a graduate's program completion date in order for graduates to be eligible to challenge the Sonography Canada certification exams.

Applicants must have successfully completed the Canadian Clinical Skills Assessment (CCSA™) for the same credential(s) as the examination(s) selected on the application. The CCSA™ is completed as part of the requirements of the accredited program.

Each educational program has a Program Representative who MUST submit documentation directly to Sonography Canada verifying that the applicant has successfully completed all program requirements. This includes: the *Verification of completion* and *Summary of Cases* pages from the CCSA™ manual as well as a letter which lists all eligible applicants for each certification exam.

For the Core examination only, an application *may* be submitted while an applicant is still a student in an accredited program, prior to program and CCSA completion. Educational programs will determine when students are eligible to challenge the Core exam and MUST provide documentation of student eligibility as described above.

More information is available on the Accredited Program Applicants webpage.

5.2 Alternate Pathway Applicants

Applicants who have not completed a Canadian accredited diagnostic medical sonography program (i.e., internationally credentialled or trained sonography professionals) *may* be eligible to challenge the certification exams through the Alternate Pathway, per the *Alternate Pathway Eligibility Policy*.

Applicants MUST first be assessed and approved as an alternate pathway candidate BEFORE being deemed eligible to apply for the certification exam(s). Potential applicants must submit an *Alternate Pathway Application form* to initiate this process. Those who plan to work in a regulated province should contact the provincial regulator before applying to the Alternate Pathway. Once approval into the alternate pathway has been granted by Sonography Canada or a provincial regulator, applicants can apply to challenge the certification exams.

Please note: Alternate pathway applicants who complete the assessment process successfully are eligible to apply for <u>only</u> the certification exams for which they were assessed and approved.

Alternate Pathway candidates will be approved to challenge the Canadian Clinical Skills Assessment (CCSA^{TM}) <u>only</u> if they successfully pass the relevant certification exam(s). More information is available on the [Alternate Pathway Applicants](#) webpage.

5.3 Number of Exam Attempts and Eligibility Timeframe

All eligible candidates are permitted a <u>maximum of four (4) attempts</u> to successfully complete each certification examination - one initial attempt and three (3) re-writes within their eligibility period.

For **Canadian Accredited Sonography Program Graduate** candidates, all credentialling examinations MUST be successfully completed within <u>four (4) years* of the date of program completion[2].</u> As well, any application to challenge an examination, <u>more than 18 months after program completion</u>, requires one of the following as proof of clinical competency*:

- • documented and verifiable evidence that the applicant has worked at least 500 hours in the discipline of the credential within the previous 12 months; or
- • successful repeat of the CCSA^{TM} at an external assessment site.

For **Alternate Pathway** candidates, all relevant credentialling examinations AND the associated CCSA^{TM} MUST be successfully completed within <u>four (4) years* of the date of eligibility.</u>

*In regulated jurisdictions, certification exam eligibility requirements indicated by the * may be superseded by eligibility requirements of the provincial regulator. Candidates seeking employment in a regulated jurisdiction, who do not meet the eligibility requirements as outlined above, must consult with the relevant provincial regulator to seek approval to challenge the Sonography Canada exams.

[2] Program completion date is considered the last day of the month within which all program requirements are completed.

6. Applying for the Certification Examinations

6.1 Examination Fees and Dates

[Examination fees](#) and upcoming [examination dates](#), including the **exam registration periods** are posted on the Sonography Canada website. Examination fees are in Canadian dollars and subject to change without notice. Please note that the mandatory *Exam application fee* is **non-refundable**. Applicants must ensure they are aware of all deadlines associated with scheduling the examination(s).

6.2 Registering (Applying) for the Examination(s)

All applications for the Sonography Canada entry-to-practice exams MUST be submitted online along with FULL payment of the examination fees (credit card payment only). Online access to the exam application is available on the Sonography Canada website <u>during exam registration periods only</u>. The registration period for each exam can be found on the [examination dates](#) webpage. **ALL applications must be submitted prior to the last day of the exam registration period. Late applications will NOT be accepted.**

For **Canadian Accredited Sonography Program Graduate** applicants:
- The online exam application is ONLY accessible once Sonography Canada student membership has been activated. You can sign-up for student membership through this link. Input all mandatory fields (*****), email, home address and phone number. Once submitted, Sonography Canada staff will activate the student membership.
- Each educational program's Program Representative must provide a list of students to Sonography Canada for confirmation of student status.
- Once student membership is activated and the registration window opens, the application form will be accessible on the *Accredited program applicants* webpage in the section related to forms ONLY once the applicant logs-in with their student membership.

For **Alternate Pathway** applicants:
- The online exam application is accessible only once eligibility for the Alternate Pathway is approved. The *Alternate Pathway applicants* webpage includes a section related to *Completing the written certification exams*.
- Applicants MUST upload the approval letter from a provincial regulator *or* Sonography Canada at the time of application.

For ALL applicants (Program Student/Graduates and Alternate Pathway)
- Any request for testing accommodations (due to ability limits, religious obligation, or other barriers), along with required supporting documentation, MUST be included at the time of submission of the exam application. See section 7, *Exam Accommodations* for more information.
- By default, applications are for live remote proctoring. If an applicant wishes to a request to challenge at an in-person test centre, they **MUST** complete the relevant fields in the application. **We are unable to accept in-person test centre requests via email**. This request should be made in cases where the applicant does not have access to the required equipment or private space (see Appendix A - Remote Proctoring). The request must include preferred test centre locations (i.e., city); however, availability for any site cannot be guaranteed.
- Any adjustments to a submitted application(s) can be submitted using the Change Request Form for Examinations Applications. A change fee will apply.
- Please review Appendix A of the Candidate Guide and the equipment list for minimum equipment requirements and recommendations. You must meet **ALL** the system requirements listed under the **"minimum"** column to access the exam. **No exceptions**. Candidates who meet the minimum requirements may still encounter difficulty that will prevent access to the exam platform. Therefore, **candidates are strongly encouraged to ensure their equipment meets the details listed under the *"recommended"* column**. Exams will not be rescheduled due to technical issues.

Applicants MUST ensure that all contact information provided on the exam application is current and the email address is **accurate**. Important information about the examination and final exam results will be sent to the email address on file. Should your contact information change between when you submit your application and when examination results are issued, please advise the Sonography Canada office. **It is the candidate's responsibility to ensure Sonography Canada has your current contact information**.

Please note: Emails may divert to spam/junk email folders. It is the applicant's responsibility to check spam/junk email folders if they do not receive an email to an inbox. **Please ensure that your application is complete.**

6.3 Examination Application Approval and Notifications

On submission of an application, applicants will receive a **receipt email which contains important dates and information.** This email is confirming receipt of the application ONLY and does not mean the application has been approved. Sonography Canada will review the submitted examination applications as they are received and determine whether the application is approved.

Application approved:
If an applicant meets all the eligibility requirements and has submitted a complete application with payment of fees, then the applicant will be approved to challenge the requested examination(s). For approved applicants, an approval email for each exam will be sent closer to the exam date(s) confirming the applicant has been authorized to challenge the exam(s). This email will differ depending on whether the exam is being delivered using remote proctoring, or at an in-person test centre. Candidates should refer to either Appendix A – Remote Proctoring or Appendix B – In-person Test Centre for more information.

Application not approved:
If the applicant does not meet the eligibility requirements to challenge the Sonography Canada examinations or has provided an incomplete application, notification will be sent by email explaining why the application was denied. Please note that receipt of applicable documentation by the educational program must be received before an application will be approved.

If an applicant has not received either an approval or non-approval email by three weeks before the scheduled exam, please contact Sonography Canada immediately at examinfo@sonographycanada.ca.

Please note: Emails may divert to spam/junk email folders. It is the applicant's responsibility to check spam/junk email folders if they do not receive an email to an inbox.

6.4 Language Options for the Examinations

The Sonography Canada Core and Generalist examinations are offered in English and French. The Cardiac and Vascular examinations are offered in English only at this time.

For candidates who wish to write the Sonography Canada exams in English but for whom English is not their first language, Sonography Canada recommends candidates have one of the following:
- internet-based (iBT) TOEFL (Test of English as a Foreign Language) with a minimum total score of 73, and a minimum score of 21 in speaking;
- paper-based TOEFL with a minimum score of 500, and TSE with a minimum score of 40;
- IELTS (International English Language Testing System) test – academic (AC) with a minimum overall score of 6 and a minimum score of 6 in speaking;
- IELTS (International English Language Testing System) test – general training (GT) with a minimum overall score of 6 and a minimum score of 6 in speaking;

- the MELA (Michener English Language Assessment) test with a minimum score of 8 in each of reading, listening, and speaking and a minimum score of 7 in writing.

Please note: Sonography Canada's language fluency <u>recommendations</u> are consistent with the language fluency <u>requirements</u> for registration with the provincial regulators in jurisdictions where sonography is a regulated province. Candidates applying for registration in a regulated province <u>must</u> demonstrate language fluency and are strongly encouraged to review the registration requirements in the specific jurisdiction where they intend to seek employment.

7. Examination Accommodations

Sonography Canada strives to make their examinations available to any person who has met the prerequisites and is deemed eligible. Sonography Canada recognizes the diversity of candidates and strives to facilitate access to the Sonography Canada exams regardless of ability, religious obligation, or other barriers.

If a disability or an impairment, religious obligation or other barrier limits the candidate's ability to participate in the exam as intended, a request for exam accommodations can be submitted to Sonography Canada.

Exam accommodations may be an adjustment or modification of the standard testing conditions designed to allow for a candidate's participation without compromising the validity or integrity of Sonography Canada examination(s) or providing an unfair advantage to the candidate or imposing undue hardship for Sonography Canada.

The *Exam Accommodation Request Form* must be completed and <u>submitted along with the required supporting documentation at the time of exam application.</u> Please include a description of the accommodation required and suggestions for its achievement. For accommodations related to disability or impairments for accredited program candidates, the following MUST be provided as supporting documentation:

- A letter on official school letterhead and signed by a Program/School Representative describing similar accommodations that were provided to you when writing examinations during your diagnostic medical sonography educational program.

For Alternate Pathway candidates or those who have new accommodations post graduation, please submit the following:

- A letter on official office letterhead signed by a healthcare or counselling professional specializing in your disability which:
  - Indicates that this specialist completed an assessment of your disability within the last five (5) years.
  - Describes clearly your current functional limitation(s).
  - Both recommends and supports your request for the accommodation as indicated in this form.

Sonography Canada reserves the right to request additional documentation, if necessary, to complete its assessment of an accommodations request. Submissions will be reviewed in full, and Sonography Canada will collaborate with the candidate and the exam administration organization in an attempt to ensure that the accommodations can be made available.

A final decision regarding the accommodations request will be forwarded to candidates by email no later than 2 weeks prior to the examination date. Each request will be handled on a confidential and individual basis.

Please note that incomplete forms and documentation will not be processed by Sonography Canada. Candidates must ensure that they have provided all the requested information and that forms are fully completed and legible at the time of application.

8. Preparing to Challenge the Sonography Canada Examinations

Aside from independent study, several resources are provided to assist candidates in preparing for the certification examinations.

8.1 Examination Blueprints and National Competency Profiles

In preparation for the exam, candidates should review the National Competency Profiles along with the Core, Generalist, Vascular and Cardiac Exam Blueprints available on the Sonography Canada website. Suggested reference material lists are also available on the Blueprints page.

8.2 Exam Platform Tutorial

Prior to the exam date(s), candidates will be provided with a link to a 'Tutorial exam' which is designed to demonstrate navigation through the computer-based platform that is used for the Sonography Canada exams. **Please note** that this is NOT a sample exam and is intended solely to provide familiarity with the computer-based exam platform prior to the exam date.

These questions are presented in the Sonography Canada exam question style and will demonstrate either a 'stand-alone' question layout or a question layout referencing an associated image or video clip. Candidates are required to review the tutorial to familiarize themselves with the tools of the exam interface.

8.3 Practice Examinations

Practice exams are now available for purchase here on the Sonography Canada website. Candidates should be prepared to read and answer an exam question within a one (1) minute time frame. **Please note:** Currently, there is only **ONE** practice exam for each content area. Do not attempt to purchase a second exam in any area as the questions will be the same.

9. Examination Withdrawal and Refunds

Candidates who wish to completely withdraw their application to challenge a Sonography Canada examination must notify Sonography Canada **by the withdrawal dates specified on the _Exam dates webpage._** Candidates will receive a refund of fees paid (less the mandatory non-refundable Application Processing Fee).

The _Examination Withdrawal and Refund Request_ form is available on the Sonography Canada website. The completed form must be submitted by the relevant posted deadlines.

10.   Notification of Examination Results

Sonography Canada will provide examination results to candidates approximately 4-6 weeks after the date of administration, in the form of a *Notice of Results* letter which will indicate a pass or a failure.

If a candidate is successful on the examination(s), and has a valid, completed CCSA, they will be granted the applicable credential(s), which will also be outlined in the *Notice of Results* letter. Along with this letter, successful candidates will receive an official *Sonography Canada Certificate* indicating Registration and the Credential(s) granted.

If the candidate is unsuccessful in passing the examination(s), they may be eligible to re-challenge the examination at a future exam sitting. Eligible candidates are encouraged to take remedial action to improve their chance of success, prior to applying to re-challenge the examination. Unsuccessful candidates will receive a performance report demonstrating their performance in each competency area compared to other writers. These reports are sent approximately 2-3 weeks after the notification of results.

11.   Reporting Examination Results to Accredited Programs

Sonography Canada provides a statistical report on student/graduate success to accredited sonography programs. This report is a summary of all candidates who wrote the exam from the accredited educational program. The report does NOT include individual student names or scores and is provided to programs in support of continuous quality improvement.

12.   Appealing Examination Results

Computerized multiple-choice examinations are generally not subject to scoring errors. If an item on the exam is poorly constructed or wrongly coded as to the correct answer, statistical analysis is used to identify the situation and take corrective action, which may include removing the question from the scoring of the exam. This analysis is completed prior to the exam results being released to candidates. Consequently, there is no room for adjustment or discretion in determining a candidate's score.

Candidates whose fees have been forfeited for non-attendance, or who fail the exam, may initiate an appeal on the following grounds:
- Circumstances beyond the candidate's control affecting attendance.
- Disruptive testing conditions on the day of the exam.
- A medical situation affecting the performance of the candidate.

Candidates who wish to appeal must complete the *Examination Results Appeal Request* form, which is available on the website. The form, along with any supporting documentation, must be fully completed and submitted with the fee of **$300 within ten (10) calendar days of email notification of results**. The appeal review is conducted by the Sonography Canada Appeals and Discipline Committee and will be completed within 30 calendar days of the closing date for appeals. Candidates will be notified of the decision within five business days of the appeal review.

Should the decision of the Committee result in an expunging of a knowledge-based exam attempt, the appellant will be reimbursed the appeals fee and may also be reimbursed the examination fee. Reimbursement is made to the credit card on the original application form unless otherwise directed by the appellant.

13.   Sonography Canada Registration and Renewal

Upon successful completion of the Sonography Canada certification exam(s) and CCSA™, candidates will have met the highest of Canadian standards and qualify for Sonography Canada registration in the relevant credential(s). This ensures employers across Canada that Sonography Canada registrants meet those standards for entry level practice.

Registrants must maintain their credential(s) by adhering to the Continuing Professional Development (CPD) Program. The CPD program requires registrants to complete 40 CPD credits every three years (each triennium begins January 1st of the first year and ends December 31st of the third year). New registrants officially enter the first triennium January 1st of the year following the successful completion of the credential(s). Details regarding the CPD Program can be found on the Sonography Canada website.

The annual Sonography Canada registration renewal and payment deadline is April 30th. At that time, a new Sonography Canada registry card will be issued. Professional Liability Insurance is also available to members. For details, please visit the following link related to PLI. In provinces where sonography is regulated, credentialed sonographers will need to register with the provincial regulatory body in order to practice in that province.

14.   Professional Practice Guidelines

The Sonography Canada Professional Practice Guidelines are intended as the entry-to-practice standard for Canadian sonographers in the delivery of safe, effective, high quality and ethical patient care. The guidelines are based on the Sonography Canada National Competency Profiles, national practice surveys, and review of national and international practice standards and guidelines and should be considered as a reference document for all Canadian workplace guidelines.

These evidence-based policies, position statements and practice guidelines are intended for use by practicing sonographers, educators, and employers in ensuring that high quality, safe and ethical sonography is practiced with excellence across Canada.

Credentialed Sonography Canada members are expected to respect and abide by the *Sonography Canada Code of Ethics*, *Code of Conduct* and *Scope of Practice* which are all available for review in this document.

Members are subject to suspension or expulsion for failure to comply with these requirements and policies, for being in contravention of their professional code of ethics, scope of practice or the criminal code of Canada, or actions contrary to the interests of Sonography Canada.

15.   Confidentiality and Security of Examinations/Dishonest Actions

Sonography Canada is committed to maintaining strict confidentiality and security over its examination process and materials. This policy and agreement are intended to apply before, during and after the exams to eliminate the possibility of a candidate obtaining an unfair advantage and to avoid the expense of replacing examination materials in the event of a security breach.

All Sonography Canada examination materials are the property of Sonography Canada and are protected by copyright. Stringent security measures have been put in place to ensure that the integrity of the

examination process and the examination materials are always maintained. These measures were created to ensure that examination materials are always protected while being developed, reviewed, reproduced, transported, disposed of, presented on exam day, executed, and while undergoing evaluation for scoring purposes.

Sonography Canada strictly enforces its examination security policy as presented herein. Candidates who violate the policy as presented herein and may be asked to discontinue the exam and may not receive their results and/or may have those results declared null and void.

If a candidate knowingly presents fraudulent information or misrepresents the facts in his or her examination application or other related request forms, Sonography Canada will take the appropriate action, which may involve permanent refusal or withdrawal of authorization to challenge Sonography Canada examinations, exam results being declared null and void, and/or cancellation of their Sonography Canada registration.

Sonography Canada has monitoring and surveillance procedures in place to detect and document examination misconduct, which includes addressing candidates who complete the examination via fraudulent means.

Candidates must review and agree to the terms of this *Candidate Statement of Understanding* before starting each exam. If they do not agree to the terms of this *Candidate Statement of Understanding*, they will not be permitted to take the exam and will forfeit the sitting fee.

- *I have read and fully understand and agree to abide by the terms of the Sonography Canada Candidate Guide and all sections and appendices therein.*
- *The Sonography Canada Certification Examination is highly confidential. The examination questions are the property of Sonography Canada and unauthorized disclosure of the examination questions is strictly prohibited as is any recording or memorization of the exam questions, regardless of intent. By agreeing to this statement of understanding, you agree to maintain the confidentiality of the Sonography Canada Certification Examination questions.*
- *You must therefore keep the exam content confidential, even after the exam. This includes but is not limited to not discussing the content with anyone who wrote the exam before you, with you or who has not challenged the exam yet.*

16.   Contact Information

Should you have any questions or concerns regarding the Sonography Canada Credentialing Examinations or the instructions in this Candidate Guide, please contact the Sonography Canada Certification Coordinator or Administrator by email at examinfo@sonographycanada.ca.

Sonography Canada wishes you every success in challenging the Sonography Canada Credentialing Examinations and hopes to welcome you to the ranks of Canadian Credentialed Sonographers.

Appendix A: Remote Proctoring

Information for remote proctoring candidates

Sonography Canada contracts Meazure Learning's ProctorU Inc. to provide live remote proctoring services for all of the sonography certification examinations. Live remote proctoring allows candidates to write their examination in a quiet, private space, usually in their own home, rather than at an in-person testing centre. Candidates are required to use their own personal computers and must ensure that their equipment meets certain technical requirements. It is the responsibility of each candidate to read the technical requirements listed below and test their system capabilities PRIOR to test day.

Candidates who do not have access to a quiet, private space or a personal computer that meets the required technical parameters, can request accommodation at an in-person test centre. In-person test centre requests **must** be made during the time of application. For more information on writing at an in-person test centre, please see Appendix B – In-person Test Centre.

Please note: Requests for adjustments to standard testing conditions (i.e., extra time, movement breaks etc.) due to a diagnosed limitation must be included at the time of exam registration by submitting the *Examination accommodation request* form and supporting documentation. For more information on exam accommodations, please see Section 7, Examination Accommodations.

Please note: any adjustments to applications required by candidates after their application(s) have been submitted may be subject to an Exam Adjustment fee.

Although Sonography Canada strives to provide candidates with up-to-date information, because remote proctoring is provided by a third-party provider, the details provided below are subject to change. This video provides an overview of what to expect during a remote proctored exam https://youtu.be/5gdh46rBvbU. Candidates are strongly encouraged to watch this video. Some details may be slightly different; therefore, candidates must also review the material in this appendix and any emails provided by ProctorU.

Meazure Learning provides the following link to mandatory information Remote Proctoring candidate MUST review FAQ - Online Proctoring through the Guardian Browser for Candidates Using the Meazure Exam Platform - Meazure Learning

Candidates can also refer to the Meazure Learning and ProctorU websites for the most recent information: https://www.meazurelearning.com/ and https://support.proctoru.com/hc/en-us/categories/115001818507-Test-Taker.

Required equipment for remote proctoring

Please review this equipment list for minimum equipment requirements and recommendations. You must meet **ALL** the system requirements listed under the **"minimum"** column to access the exam. **No exceptions**. Candidates who meet the minimum requirements may still encounter difficulty that will prevent access to the exam platform. Therefore, **candidates are strongly encouraged to ensure their equipment meets the details listed under the *"recommended"* column**. Exams will not be rescheduled due to technical issues.

If a candidate does not have adequate equipment, they must request to write at an in-person test centre. Candidates will NOT be able to request an in-person test centre after the registration period has closed. Candidates must also have a handheld mirror/reflective device or cellphone with camera capability for the purpose of showing the proctor the computer monitor (cellphones will need to be removed after this step)

Scheduling the exam

All candidates who will be challenging an exam with remote proctoring will receive an email **about 1 month prior to the exam** with instructions for booking the exam. This email will be delivered to the email address that a candidate provided when they applied for the examination. The email may filter to a junk or spam inbox. **Candidates must ensure they check their email, including junk or spam folders regularly during this time**.

The email will include dates for the booking window, which is the period within which candidates must schedule the exam. The booking window is typically open for approximately 1 week. Candidates must book their remote proctored exam by 11:59pm ET (midnight Eastern time zone) of the last day of this booking window. **If a candidate does not complete this booking process during this timeframe, an exam spot and a proctor will NOT be booked, and candidates will NOT be able to participate in the examination sitting. Candidates will have to wait for a future exam session to write their exam.**

The steps for booking a remote proctored exam are included below. Please refer to the details in the booking email as this information is subject to change:
1. **Log-in to the exam site** using the link provided in the booking email.
2. Enter the **username** provided in the booking email.
3. **Reset your password** by clicking the link provided in the booking email. Once the password is reset, ensure it is memorized or saved. This is the password that will be required on exam day. In the event candidates forget their password, it can be reset on exam day; however, be aware that this can will delay the start of the exam.

Once logged in to the "Assessments" dashboard:
1. In the "Assessments" dashboard", **click on "*Book*"** for the available assessment.
2. In the "New booking" dashboard, **select "*Remote proctoring*"**.
3. **Select your time zone** from the available drop-down menu.
4. Available dates will be shown in dark grey. **Select the appropriate date.**
5. **Select a time** from the drop-down menu. **Note: Bookings must be made for between the hours of 6:00am and 5:00pm MT to ensure proper support during the examination. If an exam is booked outside of this window, it may be subject to rescheduling.**
6. **Click "*Submit booking*"** to complete the booking.

Candidates may find this short video helpful: https://vimeo.com/611947671. Should a candidate have any troubles booking their exam, please contact ProctorU using the support contact information provided in the booking email.

Testing/preparing computer equipment before exam day

Candidates MUST test their computer equipment before the exam date. This is a MANDATORY step. Follow these steps to ensure personal computer equipment is appropriate:
1. **Ensure you have the correct browser:** Download either Chrome (preferred) or Firefox and make sure you're using the latest version.

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2. **Disable the pop-up blocker** in your Chrome or Firefox browsers.
3. **Candidates will be required to install a program upon connection to a proctor. Candidates must** confirm they can install programs on the computer they intend to write the examination on.
4. **Download the Guardian Secure Proctoring Browser:**
   Windows Download
   Mac (Intel) Download
   Mac (M1) Download
   Need help identifying which Apple download to use? Read this support article to determine if you are on an Intel or M1 Mac.
5. Confirm your webcam is installed, functioning, and turned on.
6. **Check your equipment:** Test your equipment to make sure your system is compatible with ProctorU. Navigate to the Exams page on your Candidate Portal and click "Test it Out" at the bottom. This will test your camera, speaker, microphone, internet speed and confirm if there are external devices connected to your computer.
7. **Test your internet:** If candidates choose to use a wireless connection, ProctorU recommends a speed of **at least 10Mbps**. Candidates should test their internet speed before the exam using one of the following tests: http://speedtest.googlefiber.net/ *or* http://beta.speedtest.net/ *or* https://fast.com.

Please note: The automated equipment check does not guarantee the equipment's functionality on exam day. Candidates are encouraged to run an equipment test on exam day, prior to beginning the exam. **Technical issues encountered during the exam, which are a result of the candidate not testing equipment, and which require rebooking of the exam, may result in additional exam fees payable by the candidate.**

Preparing the space/materials for exam day

Aside from the computer equipment required for writing an exam using remote proctoring, candidates must also ensure their exam space and materials are adequately prepared prior to the exam day.

1. **Find an acceptable space to take the exam:** The environment needs to be quiet, well-lit, and private (away from other people). The workspace area needs to be free of any materials not allowed on the exam. It is required to use a hard surface for a workspace rather than a bed or couch.
2. **Become familiar with materials allowed/needed for the exam:** Candidates must have:
   - a **government issued ID** (i.e., driver's license, passport, student ID, etc.) readily available. The identification must be valid (not expired) and include your signature.
   - a handheld mirror/reflective device/cellphone (used during the security check [room scan]). Cellphones are not permitted during the exam, but must be shown to the proctor and then will be secured prior to beginning the exam.

   Candidates are also permitted to have:
   - a drink which must be in a clear, label-free, spill-proof container and will need to be shown to the proctor during the room scan. Food is NOT permitted on exam day unless candidates have a medical accommodation.
   - a small white board and erasable marker will be permitted for candidates to make notes during the exam. Paper/pen/pencils are NOT permitted. **Candidates MUST show their whiteboard is clear before exiting the exam upon completion.**
   - a calculator is included in the exam software and can be accessed during the exam.

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Candidates can review a [full list here](#) outlining what ProctorU requires.

What to expect on exam day

COVID-19 impact notice: Because of an increase in the demand of remote proctoring services, wait times can be longer. In some cases, they can be upwards of 45-60 minutes. While waiting to connect to a proctor, please **do not** attempt to refresh the browser or to close the window and try to reconnect again. <u>By doing so, the exam may be marked as missed.</u> Please remain patient.

1. **Prepare the computer station** 30 minutes prior to the scheduled connection time to reduce potential connection issues. Only one (1) computer monitor is allowed to be running during the exam. Other monitors must be disconnected and turned around so that the screen is not facing the candidate.

2. **Test equipment requirements** [here](#). It is **mandatory** that all candidates test their exam day computer PRIOR to the examination date to ensure all requirements are met. **If a candidate is unable to access their examination due to a failure to complete the computer readiness check prior to the exam, they will forfeit their booking. Candidates will be required to install a program upon connection to a proctor. Prior to exam day, candidates must** confirm they can install programs on the computer upon which they intend to write the examination.

3. **Pre-checks:** If you don't already have the Guardian Browser installed, you'll be prompted to download it. You'll be required to accept exam guidelines, terms of service and privacy policy. The browser will prompt you to share your screen, a required part of being proctored online. You'll be automatically guided through a series of equipment checks to make sure your system meets minimum requirements.

4. **Chatbox download:** You will be prompted to download and run a LogMeIn Rescue applet file that will bring up a chat box allowing you to text with your proctor. When prompted, be sure to click "open" or "allow" to give the file permission to run. When the chat box says "waiting," it means that you are in the queue waiting for your proctor. If your status shows "waiting," do not re-download the applet file as that will put you back at the end of the queue.

5. **Photos & Authentication:** You'll take a photo of yourself as well as your I.D. for identity verification purposes.

6. **Proctor Connection & Confirmations:** Up until the scheduled start time, the examination will not allow candidates to connect to a proctor, but a countdown timer will be shown. At the scheduled connection time, the examination status will change to "*write exam*". Click this to connect to the proctoring interface. At this time, candidates will be connected to a virtual/online proctor who will walk them through the registration process. Your proctor will greet you and confirm that you passed your identity verification steps. You'll review the exam rules with your proctor and they'll ask to see any permitted resources allowed to use during your exam.

7. **Remote System Check:** Your proctor will ask to take remote control of your mouse and keyboard via the LogMeIn Rescue applet in order to make sure no non-permitted programs are running. You will be able to see everything that your proctor is doing during this step, and it is impossible for them to access any files without your knowledge.

8. **6-point Camera Pan:** Your proctor will ask you to show the 4 walls of your room as well as your desk space and below your desk space via your webcam. You may or may not also be asked to show your computer monitor. Candidates must ensure the web camera is small and lightweight so it can be moved around the workstation. <u>At this point the proctor will ask that candidates use their handheld mirror/cellphone to view the area under the keyboard.</u> Your proctor will make sure your cell phone is out of reach.

9. **Person Check:** The proctor will ask you to show your forearms and ears to ensure they are free of watches and listening devices.
10. **Take Your Exam:** Your proctor will release control of your computer and you'll begin your exam when you're ready. **NOTE:** the examination timer does <u>not</u> start until candidates start the assessment. Registration time does not count towards the assessment time.
11. **Alert the proctor when you are finished the exam:** let your proctor know through the chat box that you're finished. You will also be required to clear a white board if one was used during the exam.
12. **Log out of your exam site and browser:** Your proctor must observe you log out of the exam website and close out of all browser tabs.
13. **Close out of ProctorU chat box:** This will end your session with ProctorU. Once the chat box closes, you'll be invited to complete a customer satisfaction survey.
14. **Done:** You're done! Enjoy your day!

To see a videos of how the processes work on exam day, and review Meazure Learning's FAQs click [FAQ - Online Proctoring through the Guardian Browser for Candidates Using the Meazure Exam Platform - Meazure Learning](#)

NOTE: Candidates are permitted to use the washroom during the SCHEDULED EXAMINATION breaks only. No candidates are permitted to take washroom breaks while in the middle of their assessments.

Late Admittance:
- The scheduled connection time is critical to a successful administration. Candidates can connect to the proctor at the scheduled connection time. If candidates attempt to connect sooner, they will see a countdown timer until the scheduled time.
- If candidates connect 15 minutes after the scheduled connection time, they will be denied access to the examination and the exam will show "expired".
- All candidates who miss their examination sitting will be redirected to their association for next steps

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ProctorU - Assessment Support
Phone: 1-855-772-8678, Option 1
Submit Online Ticket or Begin Live Chat: https://www.proctoru.com/contact-us
Click on "*Having Trouble with an Exam*" and then "*I am a test-taker*".
You will see options at the bottom of the screen
Hours of Operation: 24/7

Yardstick Assessment Strategies - Exam Booking/Exam Day Support
Phone: 1-888-900-0005, Option 1(Monday through Friday from 8am to 7pm EST)
Email: testingsupport@getyardstick.com (Monday through Friday from 8am to 7pm EST)

Appendix B: In-person Test Centre

Information for in-person test centre candidates

Candidates who do not have access to a quiet, private space or a personal computer that meets the required technical parameters (see list of equipment requirements on this webpage [here](#)), can request an accommodation to take the exam(s) at an in-person test centre. In-person test centre requests must be made by contacting examinfo@sonographycanada.ca **no later than the last day of exam registration**. NOTE: Due to the ongoing situation with the pandemic many in-person test centres remain closed or are open with significantly reduced capacity. The location that is requested may not be available.

Information regarding date, time, location for each exam will be provided to candidates via an email (*Authorization to Write Examination)* from Meazure Learning (Yardstick Assessment Strategies) approximately 4 weeks prior to the exam date. Please notify Sonography Canada at examinfo@sonographycanada.ca if this email has not been received by 3 weeks prior to the exam date(s). **Please note:** Emails may divert to spam/junk email folders. It is the applicant's responsibility to check spam/junk email folders if they do not receive an email to an inbox.

Please note: Requests for adjustments to standard testing conditions (i.e., extra time, movement breaks etc.) due to a diagnosed limitation must be included at the time of exam registration by submitting the *Examination accommodation request* form and supporting documentation. For more information on exam accommodations, please see Section 7, Examination Accommodations.

Please note: any adjustments to applications required by candidates after their application(s) have been submitted may be subject to an Exam Adjustment fee.

Exam day information

Candidates should arrive at the registration station of the Sonography Canada examination location (test centre) at least 30 minutes prior to the scheduled start time. At the registration station, candidates must provide a copy, either printed or digital, of their *Authorization to Write Examination Notice* and a current, non-expired government-issued photo ID.

- Wearing of scented products (e.g., perfumes, hair spray, after shave) when attending the examination is not permitted. Anyone wearing scented products may be required to leave the examination room.
- A candidate arriving up to 30 minutes after the scheduled start time will be admitted with no allowance made for lost time. A candidate who arrives more than thirty (30) minutes after the scheduled exam start time, will be considered a "no-show"; they will forfeit their entire exam fee and lose one (1) exam attempt.

Permissible items:

Candidates are permitted to have:

- Water/juice/coffee/drink in clear and spill-proof container with no label (Only if approved by the Test Centre)
- Candidates will be provided with a computer workstation on which they will take the exam. The Proctor will provide instruction for when and how to log on and access the exam.
- Candidates will be provided with two (2) sheets of blank paper and a pencil, which must be returned to the Proctor when you leave the room.

Please note: a calculator is included in the exam software and can be accessed during the exam.

Candidates will NOT be permitted to:

- Bring any outside clothing, bags, backpacks, books, paper, writing materials, resource materials, notes, cellphones, calculators, cameras, watches, or other electronic devices. Candidates are required to store away all personal belongings in a safe and secure place. Candidates will not have access to these items until AFTER the exam is complete.
- Access the Internet on the computer workstation.
- Communicate with any other person while taking the exam.

Leaving the exam room:

- **During the exam, candidates may not leave the room for any reason (this includes washroom breaks).**
- No candidate may leave the room until at least 30 minutes has elapsed. Once they leave, they will not be allowed back into the room unless they have applied for, and received in advance of the exam date, accommodations for medical reasons.
- Proctors are required to document instances of candidates leaving the exam room prior to completion of the exam period.

Role of the test centre proctor:

- The Proctor's role is to ensure the integrity of the exam and the writing process, to handle any technical or logistical problems that may arise, and to assist the candidates as appropriate. Candidates should direct any questions or requests to the Proctor and should follow the direction of the Proctor at all times.
- If the exam is unexpectedly interrupted by a technical problem or any external event, the Proctor will inform the candidates how to proceed.
- Please note that after a break (if applicable), if the proctor needs to reset authorization, there may be a slight delay in start times.
- If the Proctor suspects a candidate of academic dishonesty, the Proctor will note the details and send an incident report to Sonography Canada. If the academic dishonesty is clearly apparent, the Proctor is authorized to require the responsible candidate(s) to leave the examination room immediately. When academic dishonesty has taken place, Sonography Canada will take appropriate action relative to the individual(s) responsible. For further information please see Section 15 - Confidentiality and Security of Exam Material/Dishonest Actions.

Appropriate behaviour
Sonography Canada is committed to ensuring a safe and respectful environment for exam candidates, volunteers, and staff. In establishing the location for the exam, Sonography Canada has tried to provide every candidate with a comfortable and uninterrupted setting. Please do your part by behaving in a manner that respects the needs of your fellow candidates.

Physically or verbally abusive, aggressive, or intimidating behaviour, harassment or coarse language towards the Registrar, Proctor, staff, volunteers, or other candidates will not be tolerated. Any disruptive behaviour will be noted by the Proctors and an incident report will be sent to Sonography Canada.

If the disruptive behaviour creates a continuing distraction by sound, movement, or odour, which disrupts the concentration of other candidates writing the exam, or threatens staff, the Proctor is authorized to require the responsible candidate(s) to leave the examination room immediately. Such individuals will not be permitted to take the exam, or if the exam was in process, may have their exam results declared null and void. The examination sitting fee will be forfeited and Sonography Canada reserves the right to permanently refuse entry to all Sonography Canada examinations. Candidates will comply with requests or instructions made by a Proctor, including, but not limited to a request to leave the examination room.