

**CANDIDATE AGREEMENT**

Please read this candidate examination agreement (the “Agreement”) carefully. You will only be permitted to take the Canadian Chiropractic Examining Board (“CCEB”) candidate examination (the “Examination”) online if you agree to these terms and conditions:

**Email completed and signed Candidate Agreements to exams@cceb.ca**

**Candidate Responsibilities**

1. I understand, acknowledge and agree that I am solely responsible for:
  - a. having reviewed the technical and environmental requirements for writing the Examination online and to ensure I meet the technical and environmental requirements <https://cceb.ca/docs/Technical-and-Environmental-Requirements.pdf> in advance of the start of the Examination;
  - b. the access to and functionality of my technical equipment, including but not limited to my internet connection, and that failure of any technical equipment or to meet the technical requirements during the Examination could result in my exam being invalidated. Technical issues that are not a result of the proctoring service provider’s system will not constitute grounds for appeal of any Examination results;
  - c. my testing environment during the Examination and that any issues in the testing environment are my responsibility and will not constitute grounds for any appeal of the Examination results; and
  - d. I have read and am bound by the applicable CCEB policies.  
<https://cceb.ca/policies/>

**Confidentiality and Copyright**

2. I understand, acknowledge and agree that:
  - a. all examination materials and examination-related information, including, but not limited to, the Examination itself are confidential, and that the CCEB maintains and contractually requires strict confidentiality and security thereof. Stringent protocols and security measures have been put into place to ensure that the integrity of all CCEB examinations and the examination content is always maintained. These measures are designed to eliminate any unfair advantage among candidates and avoid the high cost of replacing the examination content in the event of a security breach;
  - b. in order to preserve the confidentiality and security of the Examination, I am strictly prohibited at all times from disclosing to any person or organization, reproducing by any means (whether recorded from memorization, by electronic device, or by any other means), and displaying or publishing any Examination content or any of the other Examination materials or Examination-related information whatsoever (whether for commercial or non-commercial purposes). Such content includes but is not limited to topics, items, questions, scenarios, fact patterns, cases, correct answers, and incorrect answers, from an Examination. Any disclosure contrary to this section 2 would be a breach of my covenant of confidentiality;

- c. All examination materials are the exclusive property of the CCEB, and are protected by copyright and other intellectual property rights. I understand that I am subject to these laws irrespective of where I reside and irrespective of where I may be participating in the Examination.

### **Prohibited Conduct**

3. I shall not engage in any form of dishonesty, fraud, cheating, misrepresentation or other misconduct related to the Examination, including, but not limited to:
  - a. Copying another person's answer to an examination question during the Examination;
  - b. Consulting an unauthorized source during the Examination;
  - c. Bringing into my testing environment any unauthorized materials;
  - d. Removing from the examination area any unauthorized materials, including but not limited to notes taken from the Examination;
  - e. Being in possession of or using unauthorized information or materials prior to or during an Examination; or
  - f. Assisting a person to carry out any of these activities, including failing to report information known about another candidate's breach of their obligations to the CCEB regarding a competency examination, any obligation specific to the Candidate Agreement or other obligations to the CCEB.

### **Privacy**

4. I further understand, acknowledge, and agree that:
  - a. the CCEB will disclose information related to every candidate to its proctoring service provider, MonitorEDU, including each eligible candidate name, email address, CCEB ID number, the name of the examination for which the candidate is eligible, and any accommodations provided for completing the Examination;
  - b. In order to provide their services, MonitorEDU also requires from each candidate their name, cell phone number, email address, IP address, the name of the examination the candidate is writing, and indication of the testing organization (CCEB);
  - c. information required by MonitorEDU to provide their services will be temporarily stored in the United States as MonitorEDU is based in the United States. I have reviewed and agree to MonitorEDU's privacy policy <https://monitoredu.com/your-privacy>.
  - d. during the Examination "live" video streams from my computer's webcam and second camera are being reviewed in real-time by remote examination proctors and consent to same. During the Examination, I agree to abide by any reasonable requests made by the proctor to help ensure the integrity of the examination process. The proctor may request that I show multiple angle views of myself and the immediate environment. I may also be asked to adjust the cameras, seating position, or objects within the testing environment. Failure to abide by the proctor's instructions may result in my Examination session being flagged for further review or terminated and my Examination results invalidated;

- e. The video streams may be recorded and I hereby irrevocably consent to the recording and the storage of the recording. In the event the proctor perceives, in the proctor's sole determination, any attempts at cheating or other irregular testing behaviour, segments of my testing experience may be recorded and stored for the CCEB's review and records without further notice to me and without my further consent or approval. I confirm that I have no right to review or receive a copy of any such recording; and
- f. the proctor and /or the CCEB will have the ability to conduct key stroke tracking and use artificial intelligence to track my eye movement and other conditions in the room. I consent to the use of such technology during the Examination.

**Breach of Agreement**

- 5. I understand that any breach of CCEB policies, or other breach of this Agreement, including but not limited to a breach of confidentiality, may result in action being taken by the CCEB in accordance with its Examination Conduct Policy:  
<https://cceb.ca/docs/CCEB-Examination-Conduct-Policy.pdf>

Acknowledged, agreed to and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Candidate Printed Name