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| POLICY ID      | BP-E-03      | SUBJECT      | EXAMINATION CONDUCT |
| SECTION        | EXAMS        |              |                     |
| EFFECTIVE DATE | MAY 01, 2018 | REVIEW CYCLE | EVERY TWO YEARS     |
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## Policy

The Canadian Chiropractic Examining Board (CCEB) expects that all Candidates will conduct themselves in an ethical and fair manner while writing CCEB examinations. This policy addresses the expectations of the CCEB and the process for managing Candidate conduct.

## Purpose

The CCEB is committed to the prevention, detection, and investigation of potential examination misconduct by Candidates. This document sets out the process by which concerns regarding the examination conduct of a Candidate shall be dealt with by the CCEB.

## Definitions:

In this policy:

“*Candidate*” means an individual who is eligible to take CCEB examination(s) at the time of the infraction.

“*CCEB*” means the Canadian Chiropractic Examining Board.

“*CEO*” means the Chief Executive Officer (CEO) of the CCEB.

“*Offence*” means any conduct which is unacceptable to the CCEB, which may include, but is not limited to, matters set out in Appendix A – Offences.

“*Penalty*” means any penalty imposed on a Candidate by the CEO in response to an Offence, which may include, but is not limited to, matters set out in Appendix B – Penalties.

## Process

1. The commission of an Offence by a Candidate is strictly prohibited.
  - 1.1. Evidence of a suspected Offence may consist of a Candidate’s performance on the examination, a written or verbal report from any individual (including other Candidates), or other information (including statistical analysis).
    - 1.1.1. All written or verbal reports of a suspected Offence will be recorded by the CCEB.
  - 1.2. The CCEB may engage in Offence prevention and detection measures, which may

include:

- 1.2.1. monitoring and surveillance of examination through personal or video invigilation;
  - 1.2.2. checking and copying of Candidates' identification;
  - 1.2.3. photos of the examination room and Candidates; and
  - 1.2.4. statistical analysis.
2. If exam personnel suspect that a Candidate is engaging in or has engaged in an Offence, or if exam personnel receive a report of an Offence, exam personnel are authorized to take appropriate action to investigate, stop, or correct any observed or suspected Offence, including taking a Candidate's examination materials, as well as any other documents, objects, or materials that could be used to commit an Offence, deciding not to mark the examination, and discharging the Candidate or others from the exam site.
    - 2.1. Items confiscated will be held for as long as necessary before being returned to the Candidate.
    - 2.2. Any action is at the sole discretion of the exam personnel.
  3. The exam personnel shall disclose any report of an Offence or any suspicion that an Offence occurred to the Exam Coordinator.
    - 3.1. Candidates will be notified that they have been reported as being suspected of committing an Offence and will have an opportunity to submit a written response to the report of suspicion of an Offence.
    - 3.2. Candidates that are reported as being suspected of committing an Offence may have their examination results withheld pending the investigation.
  4. The Exam Coordinator shall conduct an appropriate investigation into any reported or suspected Offence.
    - 4.1. The CCEB reserves the right to engage an external investigator in relation to the investigation.
    - 4.2. The Candidate may be required to provide additional information during the investigation process or to participate in an interview. Candidates are required to cooperate fully in any investigation.
    - 4.3. All information obtained during the investigation shall be provided to the CEO upon conclusion of the investigation.
  5. The CEO shall review the results of the investigation, including any response(s) from the Candidate. Should the CEO believe that any additional investigation is necessary, the CEO may ask the Exam Coordinator to conduct an additional investigation.
  6. Once the CEO is satisfied that a complete investigation has been completed, the CEO shall make one of the following decisions:

- 6.1. a declaration that the Candidate did not commit an Offence;
  - 6.2. a declaration that the CCEB cannot confirm whether the Candidate committed an Offence; or
  - 6.3. a declaration that the Candidate committed an Offence.
7. If the CEO determines that a Candidate committed an Offence, at the sole discretion of the CEO, the CEO may make a declaration that the Candidate is subject to any one or more Penalty.
  8. A Candidate will be provided a copy of the CEO's decision, with reasons, in writing.
  9. If the CEO determines that the Candidate did not commit an Offence or that the CCEB cannot confirm that the Candidate committed an Offence, the CCEB may release the Candidate's examination results, if possible, or it may allow the Candidate to write the next available examination without charge or penalty if examination results are not released.
    - 9.1. Any action is at the sole discretion of the CCEB.
  10. The CCEB reserves the right to begin an investigation into a suspected Offence at any time before, during or after the examination is administered.

### Scope

This policy applies to all CCEB examination Candidates regardless of which CCEB examination(s) they have completed.

### Responsibility

Approval: Changes to this policy must be approved by the CCEB Board of Governors.

### References

Examination Conduct Policy Appendix A – Offences  
Examination Conduct Policy Appendix B – Penalties

The following actions are considered an Offence:

- a. Failing to work independently, including giving or receiving help, copying the work of others, or the use of or attempted use of unauthorized information;
- b. Impersonating another individual or permitting such impersonation (surrogate testing);
- c. Possessing a prohibited item, including electronic devices or unapproved study materials;
- d. Communicating with other Candidates or any outside party by way of cell phone, personal computer, the Internet, or any other means during an examination;
- e. Disrupting other Candidates;
- f. Commencing the examination before being instructed to do so and/or continuing the examination after being directed to cease;
- g. Disregarding instructions provided by the CCEB or exam personnel;
- h. Removing or attempting to remove examination materials from the examination site;
- i. Possessing, reproducing, or disclosing examination questions, answers, or other information regarding the content of the examination before or after the examination administration;
- j. Modifying exam results or other CCEB documentation to give a false impression of examination results or misrepresenting examination status; or
- k. Any activity that would be considered illegal, such as assault, harassment, or theft.
- l. Violation of any applicable CCEB policy.

A Candidate who has committed an Offence may be penalized by any one or more penalty, or any combination of penalties, as follows, and such penalties do not waive any exercise of the legal rights of the CCEB for further legal action:

- a. Notification of any or all provincial jurisdictions of the Offence and decision;
- b. Disqualification as a Candidate with forfeiture of fees for the CCEB examination(s) in question;
- c. Suspension from writing any further CCEB examination(s) for a period of time to be determined;
- d. Cancellation of the results of the CCEB examination(s);
- e. Disqualification from receiving results from any one or all CCEB examination(s);
- f. Imposition of special conditions or measures on the Candidate for subsequent attempts at the CCEB examination(s) with the costs of any such conditions or measures being paid for by the Candidate; or
- g. Voiding of any CCEB Certificate of Competency issued to such Candidate.