

January 6, 2021

Winter Exam Update to ALL Candidates, Volunteers, and Stakeholders:

Please read thoroughly important dates and action items are included below this applies to Component A, B, and C.

The current situation:

The COVID-19 global pandemic and related public health restrictions continue to provide a moving target with respect to our ability to conduct our examinations in person.

Our in-person winter administration, scheduled to be held in Calgary and Hamilton on February 6 – 7, 2021 remains at risk of cancellation at this time. These heightened restriction levels are projected to remain in place until at least January 12th in Alberta and January 23rd, in Ontario.

We recognize that this level of uncertainty is frustrating.

What we are doing:

In response to the increased and extended restrictions in both Calgary and Hamilton the CCEB is again attempting to adapt and respond.

1. We continue to seek clarity and a specific exemption from government.
2. We are waiving the administration penalty for any cancellation related to COVID-19 received 24 hours prior to the exam administration date.
3. We have increased our remote proctoring capacity in order to provide an opportunity for those candidates who initially registered for Component A or B in person to be accommodated in a remote proctored environment.

What you can do:

1. Nothing:
 - a. Your application will remain active and we will continue to keep you informed as the situation evolves.

[Type here]

- b. It is possible that the in-person examination may be cancelled up to and including the day of the exam.
 - c. You will receive your 'Exam Information Email', with the date and time of your administration, no later than January 15, 2021. This also applies to candidates who previously chose remote proctoring.
2. Cancel:
- a. Email exams@cceb.ca to request a cancellation due to COVID-19 and you will receive a full refund.
 - b. This does not count as an attempt.
3. Move to remote proctoring (A & B only):
- a. Review all related information regarding remote proctoring to ensure it is the right choice for you.
 - a. https://cceb.ca/docs/Technical-and-Enviromental-requirements-Remote-Proctoring_EN.F0620.pdf
 - b. https://cceb.ca/docs/Candidate-Agreement-online-examination_EN.F1020.pdf
 - c. https://cceb.ca/docs/FAQ-Remote-Proctoring_EN.F0620.pdf
 - d. https://cceb.ca/docs/Remote-Proct.-exam-day-instructions-for-website_EN.F0820.pdf
 - b. Email exams@cceb.ca to request your administration be moved to remote proctoring **no later than January 11, 2021**.
 - a. Include an executed copy of the Candidate Agreement found here: https://cceb.ca/docs/Candidate-Agreement-online-examination_EN.F1020.pdf
 - c. Important information:
 - a. Candidates moving to remote proctoring will not have an opportunity to select their preferred start time.
 - b. Start times are in EST (Toronto time) and begin as early as 7:00 am EST.