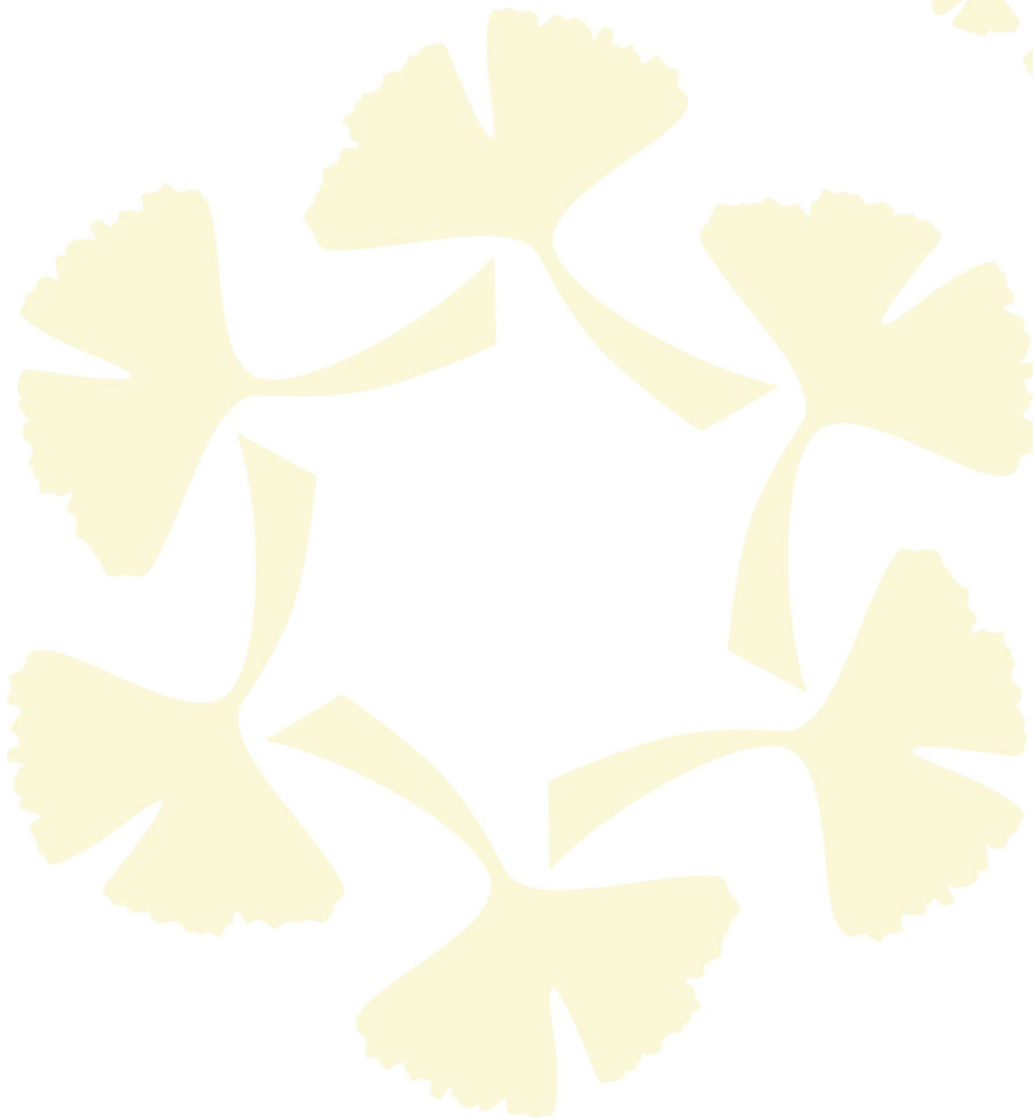




The College of Naturopaths of Ontario

HANDBOOK

ONTARIO CLINICAL (PRACTICAL) EXAMINATIONS



May 2024

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GENERAL INFORMATION

This handbook has been prepared to assist candidates who are applying to and preparing for the entry-to-practise Ontario Clinical (Practical) Examinations under the College of Naturopaths of Ontario (the College). All candidates are asked to review this document in full prior to the exam, and to retain the handbook until exam results have been received.

For basic administrative information, such as the examinations' application deadline date, date of the examinations, and exam site location, please visit the [Ontario Clinical \(Practical\) Exams page](#) of the College's website, found under 'Applicants > Entry-to-Practise Exams'.

If you require clarification on anything noted in this handbook, or need assistance, please contact the Examinations Department at exams@collegeofnaturopaths.on.ca or by phone at 416-583-5983.

COVID-19 & Exams

To mitigate the risk of COVID-19 transmission to exam attendees (i.e., exam candidates, examiners, proctors, invigilators and exam staff), the College will employ additional measures which include but are not limited to:

- Having exam attendees acknowledge their understanding and compliance with the College's imposed actions around COVID-19.
- Requesting that exam attendees complete of the [Ontario COVID-19 self-screening questionnaire](#) 1.5 weeks prior to the exam date (you may be asked to not attend the exam if any or some of the conditions are met) and again on the day of the exam.
- Changes to candidate required and permitted items to include face masks and hand sanitizer (non-labeled or label covered with tape or marker).
- Changes to candidate required items (please refer to page 15).
- Implementing extra health and safety requirements at exam facilities (e.g., additional cleaning regimens).

About the College of Naturopaths of Ontario

The College is the regulatory authority governing naturopaths in Ontario. Its mandate is to serve the public interest by enhancing safety for patients using naturopaths. The College meets its mandate by ensuring that individuals wishing to be naturopaths in Ontario meet the entry-to-practise requirements, by ensuring practising naturopaths maintain their competency, by establishing and maintaining standards of practice in Ontario and by holding naturopaths accountable through the complaints and disciplinary processes.

About the Entry-to-Practise Clinical (Practical) Examinations

The Ontario Clinical (Practical) Examinations are designed to test a candidate's entry-level competencies and hands-on practical skills; these examinations, along with the other entry-to-practise exams, form an essential and mandatory part of the registration process.

To be eligible for registration with the College, candidates must successfully complete the following exams which make up the Ontario Clinical (Practical) Examinations:

1. **Acupuncture:** a clinical practical examination in acupuncture and traditional Chinese medicine, and a written component concerning cautions and contraindications related to acupuncture.
2. **Naturopathic Manipulation:** a clinical practical examination, and a written component concerning contraindications (absolute and relative) related to naturopathic manipulation.
3. **Physical Examination/Instrumentation:** a clinical practical examination, and a written component concerning normal and abnormal physical exam findings.

In addition, candidates must also complete the College's [Ontario Clinical Sciences Examination](#), the [Ontario Biomedical Examination](#) and the [Jurisprudence Examination](#) prior to initial registration. Information regarding all examinations is available under the '[Applicants > Entry-to-Practise Exams](#)' tab on the College website.

Exam Attempts

Three attempts are granted to pass any registration examination.

A candidate who fails the exam on the first attempt may write it a second time. After a second failure, the candidate is required to complete mandatory exam remediation set by a panel of the Registration Committee (the Panel) before making a third and final attempt. A candidate who fails on the third attempt is not eligible to continue in the examination process without first undergoing an additional program of study in naturopathy that is accredited by the Council on Naturopathic Medical Education (CNME) or satisfying the Panel that exceptional circumstances exist that justify the candidate being excused from the requirement of completing another program of study in naturopathy.

Examination retakes and attempts are managed in accordance with the [Clinical \(Practical\) Examinations Policy](#).

Applying for the Clinical (Practical) Examinations

IMPORTANT: Prior to registering for a first attempt of any entry-to-practise examination under the College, you must first create a [College account](#) and submit the online Application for Pre-Registration with valid, government issued photo ID.

Creating a College Account

To access the Application for Pre-Registration form, register for College exams and apply for registration, you must first sign up for a College account. A College user account can be created once you are ready to complete and submit the online Application for Pre-Registration (see submission criteria for Pre-Registration on page 6).

To create your account:

- Access the [Login page](#) on the College website.
- Select **Sign Up (appears below the login fields)**.
- Enter your personal email address in the email address field. To ensure your account is secure, we strongly recommend that every account holder use their own personal email to set up and later log into their account. Please do not use your general business email (general@, contact@, info@).
- Once you have entered your email address, select next.
- Enter your name (as it appears on your government issued photo ID).
- Agree to the Terms and Conditions upon complete review of them; and click sign up.

Within 15 minutes you will receive a Confirm your Alinity account email (check your spam/junk folder). If you do not receive this email within 15 minutes, please contact applications@collegeofnaturopaths.on.ca.

Follow the instructions in the email to create your new College password and gain access to your College profile.

Each time you log in to your College account, a one-time code will be automatically generated and sent to your email account on file as part of the Multi-Factor Authentication (MFA) set up by the College. This is a secure, and effective added layer of protection on top of your username and password to limit the potential for unauthorized access to your CONO account. Please make sure to check your junk/spam folders for the code prior to contacting the Application Department at application@collegeofnaturopaths.on.ca for assistance.

Submitting an Application for Pre-Registration

To access the exam registration via your College account, you must first submit an online Application for Pre-Registration. This form is used by the College to create a profile for current or future applicants and identifies which registration stream an applicant will enter at the time of initial application for registration.

Please do not submit this form until you are assured you have completed all requirements for graduation (including payment of any outstanding fees and completion of clinic hours) with your naturopathic educational institution. Applications for Pre-Registration may be submitted up to two weeks prior to exam registration opening if meeting submission criteria. While forms will still be accepted and processed once exam registration opens, those waiting for their form to be

processed run the risk of exam registration filling up during that time.

To submit this form:

- Log in to your College profile.
- On the dashboard next to Candidate, click on “Apply” to complete the Pre-Registration form.

Detailed information on completing each section of this form are available in the [Application for Registration Handbook](#) under the heading ‘Completing Step 1: Pre-Registration Form’.

A copy of one piece of valid (i.e., not expired), legible (i.e., the information, signature and photo are visible and clear), government-issued photo identification which includes your legal name and signature must be submitted with your Application for Pre-Registration. Acceptable forms of photo identification are listed on the Application for Pre-Registration form. Health cards cannot be accepted.

Changes to Contact Information

As a candidate, you are responsible for ensuring the contact information provided, for the purposes of communications with the College (including receipt of exam timetable information), is correct and up to date. Changes to contact information may be made by emailing your updated information to the College via email at exams@collegeofnaturopaths.on.ca. The College is not responsible for any lapses in communication due to incorrect or outdated contact information.

Note: changing your contact email will **also** change your login email to access your College user account.

Name Changes

If the name on any documentation differs from the name on file with the College, you must contact examinations staff (by email) and provide a clear copy of your updated valid photo identification and a copy of one of the following documents as proof of the name change:

- Change of name certificate issued by the government of Ontario,
- Marriage certificate,
- Certificate of divorce, or
- Sworn affidavit for validation of identity signed by a Commissioner of Oaths.

Exam Eligibility Requirements

To be considered eligible to sit the Ontario Clinical (Practical) Examinations, you must have:

- a) met all graduation requirements of a [CNME-accredited program](#); OR
- b) successfully completed the College’s [Prior Learning Assessment and Recognition \(PLAR\) program](#) *prior* to registering for the exam.

Additionally, to be eligible to sit the College’s acupuncture examination (one of the three exams

administered as part of the Ontario Clinical [Practical] Examinations), you are required to have completed at least 220 hours of didactic and 30 hours of clinical training in acupuncture and traditional Chinese medicine. CNME-accredited program graduates whose program of naturopathic study does not have acupuncture content integrated will be asked to provide proof of completion of adjunctive acupuncture training.

Required Documents

In registering for the exam, candidates are required to provide:

Examinations Registration Form & Fee Payment – As part of registering for the Ontario Clinical (Practical) Examinations, you are required to declare any exam accommodation needs, previous exam attempts, and consent or decline to consent to being a patient model during the exams. Exam registration and fee payment must be made by the Exam Registration Deadline noted for that session. Exam registration will open at 9:00 a.m. ET on registration opening day and close at 5:00 p.m. ET on registration closing day, or earlier if capacity is met. The link to register for an exam is posted under the "[Upcoming Exams](#)" heading at the bottom of the exam overview page.

Academic Transcript(s) – CNME-accredited program graduates must request that a copy of their academic transcript be sent to the College from their naturopathic institute to confirm eligibility to any of the College's entry-to-practise exams. Transcripts must be received before the Exam Timetable Release date noted for the first entry-to-practise exam being attempted under the College. Transcript(s) only need to be submitted to the College once.

CNME-accredited program graduates who completed the required acupuncture training outside of their naturopathic program must also arrange to have a copy of a transcript or official course certificate submitted to the College, in addition to their naturopathic program transcript, prior to the exam's timetable release date. As with the academic transcript, proof of acupuncture training only needs to be submitted once.

Exam Accommodation Request & Supporting Documentation – If requesting an exam accommodation, such as requesting additional time due to a disability, please refer to page 9 of this handbook for detailed information regarding necessary documentation. Requests and accompanying documentation for exam accommodations must be received by the Exam Registration Deadline. Requests received after the exam registration deadline cannot be considered.

Valid, government-issued photo identification – If registering to retake an examination, a copy of one piece of valid (i.e., not expired), legible (i.e., the information, signature and photo are visible and clear), government-issued photo identification which includes your legal name and signature must be submitted by the exam registration deadline. Health cards cannot be accepted.

Failure to provide required documents by the stipulated deadline will result in being withdrawn from the exam and the forfeiture of the exam fee paid.

Examination Fees

The Ontario Clinical (Practical) Examinations fees are set out in the [College by-laws](#) and are nonrefundable. Exam fees must be paid in full by credit card (Visa or MasterCard), by cheque or by money order made payable to “The College of Naturopaths of Ontario”. Payment must be received by the College by the exam registration deadline. A \$35 nonsufficient funds (NSF) fee will be charged for any returned cheques or declined credit cards due to insufficient funds.

The examination fee covers the costs of examiners, exam staff and training, the exam location, and examination administration. Candidates are charged for **each** attempt at the examination.

Examination fees related to the Ontario Clinical (Practical) Examinations are listed on the [Fees and Schedule](#) page of the College website.

Exam Confirmations & Timetables

Following receipt of payment and review of your submission (e.g., the answers you provided on the online exam registration form and copy of your academic transcript), you will receive a confirmation email, confirming your registration for the examinations.

Specific details about your written and practical exam times, and exam sign-in locations are sent by email, on the ‘Timetable Notices Release’ date noted on the [Clinical \(Practical\) Examinations Schedule](#).

Exam Accommodations & Patient Modeling Exemptions

Exam Accommodations

An exam accommodation is viewed as any adjustment to testing conditions, examination requirements or examination scheduling to address a candidate’s current needs arising from a disability (whether physical or cognitive, which includes specific learning disabilities), a health condition or issue, or religious requirements.

In accordance with the Ontario Human Rights Code, the College will consider all accommodation requests received from any examinations candidate to ensure candidates are provided with a fair opportunity to sit the Ontario Clinical (Practical) Examinations. Accommodations will be made on an individual basis and will reflect the nature and extent of the identified need.

The College’s duty to accommodate is limited only by undue hardship. The Ontario Human Rights Code specifies three factors to be considered in assessing whether the requested accommodation would cause undue hardship to the College: cost, availability of outside sources of funding, and health and safety requirements (such that granting the requested form of accommodation would pose a risk to health and public safety).

Candidates will be notified in writing of the College's decision within ten business days from the date of receipt of the accommodation request unless additional information is required either from the candidate or the individual providing any supporting documentation. If additional time is needed, the candidate is apprised of the revised timeframe for a decision on their request. If the request is granted, the candidate receives additional details outlining the accommodation that will be provided on the day of the exam; if the request is denied, the grounds for refusal are disclosed to the candidate. In instances where an accommodation is denied due to reasons of undue hardship, the College may provide terms for an alternate form of accommodation where possible.

Exam Accommodation Requests

To request an exam accommodation, you must complete and submit the ['Exam Accommodation Request Form'](#) to the College. This form must specify the type of exam accommodation being requested, address the grounds for the request, and include written authorization for the College to contact any provider of any supporting documentation. As this process may include the need for the College to obtain additional clarification, it's recommended that you NOT wait until the deadline date to submit your accommodation request and supporting documentation.

Requests received after the exam registration deadline cannot be granted (this includes late requests for breast-feeding accommodation).

General Requirements for Supporting Documentation

Supporting documentation for an exam accommodation must:

- be dated within six months of the examination application date,
- be submitted with a completed and signed ['Exam Accommodation Request Form'](#), prior to the exam registration deadline,
- substantiate the reason/need for the exam accommodation and outline the specific exam accommodation(s) required (e.g., if requesting additional time, how much time and why it is required and what information was used in making this recommendation), and
- contain the contact information for the individual providing supporting documentation, and authorization to contact them should additional information be needed to validate the exam accommodation request.

Disability Accommodations

In addition to the general requirements, if requesting an exam accommodation (e.g., additional time) due to a disability, as defined in s. 10(1) of the *Human Rights Code*, your supporting documentation must:

- Be provided by a regulated health professional, as defined in the RHPA, who currently has or has previously had a doctor/patient relationship with the candidate and is qualified to make an assessment or diagnosis on the disability (i.e., has appropriate training, holds a relevant professional credential or designation and has the scope of practise, as authorized to that

profession).

- Be provided on the [Health Professional Recommendation Form](#), which asks the provider of the supporting documentation to substantiate the reason/need for the accommodations being requested, and to provide specific information regarding how the requested accommodation relates to the disability.
- Contain the title and professional credentials of the regulated health professional who has made the assessment or diagnosis.

Religious Accommodations

In addition to the general requirements, supporting documentation for exam accommodation due to religious requirements (e.g., gender requirements for exam partner or examiners) must:

- be provided by the candidate's religious leader.
- provide information regarding how the requested exam accommodation relates to the candidate's religious requirements; and
- provide information regarding the religious holiday if the request is for an alternate examination date due to religious observance.

Pregnancy-related or Breast-feeding Accommodations

In addition to the general requirements, supporting documentation for exam accommodation due to a pregnancy-related condition or issue, must:

- be provided by a regulated health professional, as defined in the RHPA;
- include the submission of the ['Health Professional Recommendation Form'](#), which provides information regarding how the requested exam accommodation relates to the candidate's pregnancy; and
- contain the title and professional credentials of the regulated health care practitioner.

If requiring an accommodation to permit you to breastfeed during the examination day, you **must request this by the exam registration deadline** and provide information which speaks to the frequency (i.e., how often) and duration (i.e., how much time is needed) of feedings as this information will need to be considered with respect to the overall exam day schedule and feasibility of the request in comparison to the time constraints of each exam component.

Please note that breast-feeding accommodations will also be reviewed in the context of any health and safety measures in place for that exam session, including but not limited to those related to COVID-19.

Accommodations Received from Academic Programs

All candidates are asked refrain from submitting copies of documents related to accommodations granted by their educational program, and from seeking supporting documentation from academic advisors, supervisors, instructors, or other individuals associated with your academic program unless

the individual meets the supporting documentation requirements as noted above.

Disclosure of Accommodation Information

The information disclosed for the purposes of seeking accommodation may be used, at the discretion of the Chief Executive Officer (CEO) or their delegate, for other regulatory processes where there is a public interest in doing so. Such a situation arises if the information disclosed raises concerns regarding the applicant's or Registrant's physical or mental condition, or that they may have a disorder that would make it desirable in the public interest that they are not issued a certificate of registration or that a Term, Condition or Limitation (TCL) be placed on their certificate of registration. This includes, but is not necessarily limited to, use by the Registration Committee in reviewing whether the applicant can practise safely, ethically and competently or by the Inquiries, Complaints and Reports Committee to determine whether a Registrant has the capacity to practise the profession.

Patient Modeling & Exemptions

Candidates are paired together for the practical examinations components so that they may act as patient models for one another during the Ontario Clinical (Practical) Examinations. You may decline consent (noted at the time of registration for the exam) from being a patient model for mobility, health, religious or other reasons. In such instances, a stand-in patient model will be appointed by the College.

Candidates who have declined to patient model during the exams, may be paired together in order to share a stand-in patient model. In these instances, you will take turns inside the clinic room performing the exams on the stand-in patient model and standing outside of the clinic room while your candidate partner completes their portions.

Wait Lists & Exam Seat Swapping

Due to the administrative logistics involved, the College does not offer exam waiting lists. Registration for each session is handled through the online event registration module and granted on a first come, first served basis.

The College does not permit candidates who have registered for an exam session to offer up their exam spot to another individual, or swap exam times following the release of exam timetables. Candidates with specific scheduling requests, e.g., needing to start and end later in the day due to travelling to the exam site from a considerable distance, should contact the Examinations Department at exams@collegeofnaturopaths.on.ca prior to registering for the exam to request a scheduling consideration.

Withdrawing from the Examination

Candidates have the option of withdrawing their exam registration for an exam provided that the request is made in writing to the College PRIOR to the close of exam registration for that exam session and the withdrawal fee (please see [Fees and Schedule](#)) is paid in full. If you wish to withdraw your registration following the exam registration deadline, you may do so; however, the exam fee paid will be forfeited.

Exam Deferrals

The College understands that unexpected situations can arise which may prevent a candidate from sitting the Clinical (Practical) Examinations as scheduled. If you are registered for an examination, you may seek a deferral to postpone your examination attempt to the next regularly scheduled exam session if (a) you become ill, are injured, or encounter an emergency situation (e.g., a death in the family) which prevents your attendance at the examinations; or (b) you cannot, due to a new medical issue or injury, arising after the deadline for requesting an exam accommodation has passed, perform the examinations without an accommodation. Deferral requests made on the grounds of being unprepared to sit the exam or due to having been refused an accommodation (e.g., you didn't submit required documents) will not be granted.

Deferral Requests – General Requirements

If unable to attend the exam for the reasons listed above, you must notify the College immediately, by telephone or by email.

An official exam deferral request (made in writing) must be submitted to the College within two weeks of the date you first notified the College of your inability to attend the exam and must be accompanied by a letter from a regulated health care practitioner or other supporting documentation verifying the circumstances for the missed examination.

The Director, Registration & Examinations reviews all deferral requests on an individual basis and exam deferrals are granted provided the circumstances which prevented a candidate's attendance at the examination have been appropriately substantiated through supporting documentation.

Candidates are permitted to defer an exam only once. If granted a deferral and you decide to withdraw from the deferred exam, fail to attend the deferred exam session, or neglect to complete the exam registration requirements (e.g., submission of required forms) by the exam registration deadline for that deferred session, the examination fee paid will be forfeited; no further deferral or refund of the examination fee paid can be granted.

Deferral Fees

An administrative fee is charged for the review of the exam deferral request. **Examination fees are not refunded**; however, a credit of the amount paid will be applied to the next regular sitting of the

examination. Please refer to [Fees and Schedule](#) page of the College website for fees related to the Ontario Clinical (Practical) Examinations.

Illness or Emergency *during* the Examinations

If you experience illness, or an emergency during an examination, you must notify exam staff immediately and return all examination materials. A medical note or other supporting documentation must be obtained (dated within 24 hours of the time you left the exam) and must be submitted to the College within two weeks of the exam date. Please see the deferral section of the Handbook for additional information on [deferral request requirements and fees](#).

Results will be issued for any completed examinations. Examinations which were not completed, due to a substantiated illness or medical emergency, will not be counted as an exam attempt, provided medical documentation was provided. You will be provided with an opportunity to sit those examinations which they were unable to complete at the next regularly scheduled exam session.

Routine Practices and Additional Precautions for Preventing the Transmission of Infection

As a candidate, you have a responsibility to determine whether you are well enough to sit an exam and if in doing so you will be putting yourself or others at risk. The College reserves the right to ask any candidate showing symptoms of a cold, flu, or general unwellness to leave the exam site. Please see the [Exam Deferrals section](#) of this Handbook for further information regarding the process to defer an examination before or during the exam.

All exam staff attendees are expected to exercise best practices regarding infection control and to employ appropriate hand hygiene.

For further information on how to prevent catching or spreading infections, please visit online resources available from [Infection Prevention and Control Canada](#), [Ontario Ministry of Health](#), [Toronto Public Health](#) and [World Health Organization](#).

Day of Examinations

Candidate Arrival on the Day of the Exams

Candidates are required to arrive at the exam site at the sign-in time noted in their **Exam Timetable letter** to complete exam sign-in procedures. **We ask that you not arrive prior to your scheduled sign-in time.**

Exam Access Requirement

Please arrive at the exam venue already donning a face mask/covering. At sign-in, you will be required to switch out your personal face covering for a disposable surgical mask which will be available from exam staff. **This mask must remain on for the duration of your time on site, outside of quick beverage consumption.** If your mask becomes soiled or damaged, please let exam staff know and a replacement will be provided. Face masks must fully cover the nose, mouth, and chin (without gaping) and fit securely to the head with ties or elastics (bandanas and face shields are not a sufficient substitution). Failure to wear a mask will result in being denied access to the exam. *Note: Exam staff may perform a non-contact visual inspection of any mask being used at their discretion.*

You *must* present valid (i.e., not expired) government-issued photo I.D. (e.g., passport, driver's license, or Ontario Photo Card; **health cards, and non-government issued photo cards are not accepted**). The first and last name on the government-issued photo identification must match the first and last name on the College's exam registration list. **Candidates without valid government-issued photo identification, or whose identification does not match the name noted on the exam registration list, will not be permitted entry to the examinations (no exceptions).**

Arriving Late to the Exam

Latecomers (i.e., those arriving more than five minutes after the scheduled start time of the examination) will not be permitted entry, and the missed examination will result in a forfeiture of the exam fee. Arriving late creates a disruption for those already taking or waiting to take their examinations and may affect the exam day schedule.

If you are delayed, due to unforeseen or dire circumstances, you may apply for an exemption to be deferred to the next regularly scheduled exam session. Such requests must be substantiated with documented proof, dated within 24 hours of the missed exam, which supports the reason for the late arrival and must be submitted to the Examinations Department at exams@collegeofnaturopaths.on.ca within two weeks of the examination date, along with the deferral fee.

Exam Site Access

No one other than College exam staff, College examiners, College exam invigilators, agents of the College and examination candidates are permitted in the exam rooms and designated exam and clinic areas on the day of the exams.

Candidates will be restricted from being onsite at the exam outside of their sign-in and exam times and must leave the exam site promptly once finished their exam components. If carpooling with another exam candidate or waiting for transportation, you are asked to arrange to meet at an alternate location away from the exam areas.

General Comfort

Since the temperature in the examination rooms is beyond the control of exam staff, it is suggested that candidates wear layered clothing for flexibility. For the comfort of all candidates, please refrain from wearing scented products on exam day.

Required Items & Equipment

The following items are required for the exam:

- valid (i.e., not expired), government issued, hard-copy photo identification as noted on page 14,
- the exam confirmation and timetable letter,
- pens for the written exam components,
- a patient gown,
- a bath-size towel for patient draping, and
- the following diagnostic equipment for the Physical Examination/Instrumentation exam: a stethoscope, sphygmomanometer, reflex hammer, ophthalmoscope, otoscope with speculae, tuning fork, ruler, and Snellen chart.

Candidates who fail to bring required items and equipment (with the exception of pens, extras of which will be on hand) will be ineligible to sit the exams.

Exam staff will still be on hand to mind personal belongings in the reception area during the practical exam components.

Attire for the Practical Component

You must arrive at the practical check-in area appropriately dressed for the practical component. If you have agreed to patient model, you are to wear athletic shorts, and for women, a bikini-type top or narrow-strap bra. Sports bras and similar tops are inappropriate as they obscure a large portion of the spine. For the comfort of other candidates and examiners alike, candidates (and stand-in models) may not patient-model in their underwear.

Each candidate must bring and wear their own patient gown (practical component only) and closed-toed shoes. To ensure that all candidates are being examined under similar conditions, a patient gown must also be worn regardless of whether or not you are patient modeling for another candidate. While not required, you may also bring a soft tie to belt your gown for ease of movement when not patient modeling.

Please make sure that long hair is tied back, and that watches, dangling earrings, and/or other pieces of jewelry that have the potential to snag are either not worn to the exams or removed prior to the practical components.

Patient Modeling Expectations

All patient models are expected to behave as a 'new patient' and are only to do what they have been instructed to do by their candidate partner. Patient models who are witnessed assisting or coaching their candidate partner in any way, intentional or otherwise (e.g., moving into an exam position without being instructed to do so), will receive one verbal warning from the examiner. If the behaviour continues, this conduct will be viewed as an examinations violation and appropriate action will be taken by the College.

Permitted Items

Bottled water in a clear drinking container, pens, a package of tissues, throat lozenges, foam/non-electronic ear plugs and your ID are permitted during the written components. These items must be placed on the desk and visible throughout the written exams. In addition, you are allowed to bring/use personal hand sanitizer (non-labeled or label covered with tape or marker).

During the practical component, you will be permitted to bring a bottle of water in a clear drinking container to your clinic room and may briefly unmask for a quick sip of water in the small gap between practical exams while waiting for your examiners. Please ensure you are at least 6 feet from others, including your patient model, while briefly unmasked.

Restricted Items

The following items are restricted during the exams (including any break periods in between components):

- Food unless granted by the College as part of an exam accommodation.
- Books, papers or any hardcopy study reference material.
- Cellular phones, pocket PCs, and audio and/or video recording or transmitting devices.

Electronic devices must be turned off at check-in and stored with your personal belongings in the designated areas. Possession of any of these devices during an examination (including breaks in-between components) may be considered an examination violation and may result in your removal from the examination and/or other appropriate action, as deemed necessary by the College.

Please note that cellphone devices are not accessible once you have signed in for your first exam component. In cases of emergency necessitating the need to make a call, you must seek permission from the exam proctor or exam staff to access your phone prior to the start of the exam.

Leaving the Examination Room

You are not permitted to leave the examination room or sequestering area without the permission of exam staff, an exam proctor or examiner. Outside of an emergency or granted accommodation, washroom use will be limited once the exam has begun. In the case of an emergency, exam staff, an exam proctor or examiner will accompany you to the washroom and back to the examination room. Only a short amount of time will be permitted.

Once you have completed your last exam component for the day, you must immediately leave the exam site to avoid disrupting candidates still completing their exam. Those who must remain at the CCNM post examination (e.g., for transportation) are asked to wait at an alternate location on campus, away from the exam areas.

Leaving the Exam Site

Once you have completed all exam components, you must leave the exam site so as not to disrupt those still completing the exam.

Incident Reporting (Appeal Prerequisite)

Candidates who, **on the day of the examination**, feel that an irregularity (e.g., not being provided with the full allotted amount of time to complete the exam, being required to sit the exam at an exam location not required of other examination candidates), or undue bias based on gender, ethnicity, creed, sexual orientation, etc.) had a material adverse impact on their performance during an examination, may file an Incident Reporting Form with an exam invigilator or exam staff member to log their complaint. It is the candidate's responsibility to report the incident within 48 hours of the exam day to confirm the incident has been recorded. All exam proctors and examiners are required to document all incidents that occur during the exam.

This form must be filled out and signed off on by the exam invigilator or exam staff member either before you leave the exam site (if the incident is filed at the exam site), or submitted [online](#) (if filed after the exam and within 48 hours of the exam date). All candidate Incident Reporting Forms will be reviewed during each exam session's post examinations analyses and logged by the College for review in the case of an appeal.

Appeals for which there is no supporting incident report on file cannot be considered for review by the Examination Appeals Committee. The College cannot take any action on exam incidents reported within the 48-hour validity period after the exam, and/or those for which no substantiating incident report had been filed within 48 hours of the exam day. Additional information about the Appeals process is noted on page 28 of this handbook and in the [Exam Appeals Policy](#).

Conduct During the Exams

Expectations of Candidates

Candidates are reminded that their behaviour during the examinations is expected to be professional and respectful (i.e., always demonstrating the qualities of a regulated health professional), both with examinations staff and fellow exam candidates. Hostile, disrespectful, or otherwise aggressive behaviour (whether verbal or physical) will be treated as an exam violation and the candidate may be asked to leave the exam site.

Exam Violations

The College maintains strict security over exam content before, during and after the examinations, to eliminate unfair advantages among candidates and to avoid the costs of replacing the content of the

exams. Exam violations refer to any contraventions of the [Examination Rules of Conduct](#) regarding the examinations' procedures, and/or any suspected breach of security around the content of the examinations.

Violations before the examinations include:

- accessing unauthorized study materials before the exam.
- speaking with or communicating in any way with candidates who have just completed the examinations on the day(s) of the exam(s); and
- providing false admittance information.

Violations during the examinations include:

- failing to adhere to the exam proctor's or examiner's instructions.
- copying or allowing answers to be copied during the exam.
- discussing the content of any examination in any way with candidates who are waiting to complete their examinations on the day(s) of the exam(s).
- accessing written or electronic information or devices while taking an examination.
- failing to cease writing an exam once the time has been called, taking notes about the exam, or failing to return or removing from the exam room any exam materials at any time during or after the exam.
- talking to other exam candidates once the written examinations component has begun.
- non-verbal signaling or coaching to other exam candidates once an exam has begun; and
- disruptive behaviour during the examinations.

Violations after the examinations include:

- discussing or posting the content of any examination following the exams.
- reconstructing exam items from memory for the purpose of disclosing content to others; and
- altering exam transcripts.

Any indications that an exam violation may be occurring during the exam may result in immediate removal of the candidate from the examination.

Any suspected violations are documented by the exam proctor, exam staff or examiner, who will record and report all observations to the College's CEO or their delegate.

Any candidate suspected of an examination violation will be issued a written Notice of an Exam Violation which details the nature of the allegation. Candidates will be provided with a reasonable opportunity to respond either in writing, or by scheduling an in-person meeting with the CEO or their delegate. If a candidate fails to provide a response to a violation allegation within the specified time frame or to participate in the process, the CEO may proceed to make a determination on the violation. No examination transcripts will be issued to the candidate until a final decision has been rendered on any alleged exam violation.

All information in relation to the alleged violation will be reviewed by the CEO, or their delegate, and a determination will then be made as to whether sufficient information exists to support the allegation.

Candidates will be notified of the final decision in writing within four to six weeks of the date of the initial notice.

Final decisions issued by the CEO regarding exam violations are appealable to the Examination Appeals Committee.

Exam Violations Consequences

A finding that an exam violation has occurred will result in a fail and be recorded as one of a total of three attempts to successfully complete the Ontario Clinical (Practical) Examinations.

If evidence is found of a breach in the security of the exam materials before an exam administration, and such evidence suggests that the behaviour is organized and/or may involve a number of candidates, the College reserves the right to cancel the exam session.

If evidence is found of a breach in the security of exam materials after an exam administration, and such evidence suggests that the behaviour was organized and/or may have involved a number of candidates, the College reserves the right to disqualify the exam results of some or all candidates.

The College may also take special measures at any subsequent examination to prevent the reoccurrence of the violation at the expense of any candidates involved in the security breach, seek damages from any persons involved in a security breach, and/or take any other action deemed appropriate by the College.

Clinical (Practical) Examinations Blueprints

Acupuncture Exam

Core Competencies in Acupuncture

The candidate will be required to demonstrate current knowledge of:

- relevant anatomy with respect to acupuncture,
- Western and Traditional Chinese Medicine indications and possible contraindications,
- assessment and naturopathic diagnosis of Zang-Fu syndromes,
- needling technique including appropriate depth and angulation,
- appropriate needle disposal, and
- safety concerns, cautions, and contraindications.

Clinical Exam Format: Practical Component (90% of the Acupuncture Mark)

Examiners will present candidates with a stack of patient case cards. Each candidate will be asked to randomly select one card from the pile. Each card will describe the patient's presenting symptoms, any pertinent medical or physical information, pulse and tongue observations, along with a list of possible Zang-Fu syndromes and possible acupuncture points for treatment.

Each candidate will have 15 minutes to:

- choose the most appropriate Zang-Fu syndrome for their selected case,
- choose the most appropriate set of acupuncture points for treatment from the point lists provided,
- describe the location of each acupuncture point (of which there will be four) using anatomical and Traditional Chinese Medicine terms of reference,
- provide at least one Traditional Chinese Medicine and one Western general indication, along with any applicable contraindications, for each of the four points,
- locate all four points on their “patient” using the blunt end of a wooden cotton swab, and
- demonstrate appropriate needling technique, including pre- and post-needling requirements (e.g., skin swabbing and appropriate needle disposal).

Candidates will be required to needle one of the four points (as directed by their examiners) on an artificial skin pad comprised of a silicon “skin” with a form “tissue” base.

Each candidate will be assessed on:

Selection of the correct Zang-Fu syndrome; candidates must be familiar with the following syndromes:

Full exterior: Invasion by Wind-Cold; Invasion by Wind-Heat

LUNG Full Interior: Heat; Damp-Phlegm; Cold-Phlegm; Phlegm-Heat; Dry-Phlegm; Phlegm Fluids Obstructing

LUNG Empty: Qi Deficiency; Yin Deficiency; Dryness

LARGE INTESTINE Full: Damp-Heat; Heat; Heat Obstructing; Cold Invasion

LARGE INTESTINE Empty: Dry; Cold; Collapse

STOMACH Full: Qi Stagnation; Fire (or Phlegm-Fire); Cold Invasion; Stomach Qi Rebellious Upward; Damp-Heat; Food Retention; Blood Stasis

STOMACH Empty: Qi Deficiency; Yin Deficiency

SPLEEN Full: Cold-Damp Invasion; Damp-Heat Invasion

SPLEEN Empty: Qi Deficiency; Yang Deficiency; Qi Sinking; Spleen not Controlling Blood

HEART Full: Fire Blazing; Phlegm-Fire Harassing Heart; Phlegm Misting the Mind; Qi Stagnation; Vessel Obstructed

HEART Empty: Qi Deficiency; Yang Deficiency; Yang Collapse; Blood Deficiency; Yin Deficiency

HEART Empty/Full: Blood Stasis

SMALL INTESTINE Full: Full-Heat; Qi Pain; Qi Tied (Qi Obstruction)

SMALL INTESTINE Empty: Deficient and Cold

BLADDER Full: Damp-Heat; Damp-Cold

KIDNEY Empty: Yang Deficiency; Yin Deficiency; Qi deficiency; Failure to Receive Qi; Essence Deficiency

KIDNEY Empty/Full: Yin Deficiency with Empty-Heat Blazing

PERICARDIUM Full: Blood Stasis

GALL BLADDER Full: Damp-Heat; Dampness

LIVER Full: Qi Stagnation; Rebellious Qi; Blood Stasis; Fire Blazing; Damp-Heat; Cold Stagnation

LIVER Empty: Blood Deficiency; Yin Deficiency

LIVER Full/Empty: Yang Rising; Wind Agitating

Correct point selection; candidates must be familiar with the following points:

Lung (LU) 1, 5, 7, 9, 10, 11

Large Intestine (LI) 1, 4, 10, 11, 15, 20

Stomach (ST) 1, 7, 25, 29, 30, 34, 36, 38, 40, 44, 45

Spleen (SP) 1, 3, 4, 6, 9, 10, 15, 21

Heart (HT) 1, 3, 5, 7, 9

Small Intestine (SI) 1, 3, 8, 9, 10, 11, 12, 13, 19

Urinary Bladder (BL) 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 40, 44, 52, 57, 60, 62, 67

Kidney (KI) 1, 2, 3, 6, 7, 10, 16, 27

Pericardium (PC) 1, 3, 6, 7, 9

Triple Energizer/Triple Burner/Triple Warmer (TE) 1, 4, 5, 10, 14, 21, 23

Gall Bladder (GB) 1, 2, 12, 20, 21, 24, 25, 29, 30, 34, 39, 40, 41, 44

Liver (LR) 1, 2, 3, 5, 8, 13, 14

Conception Vessel (CV) 3, 4, 6, 8, 12, 13, 14, 17, 22, 24

Governing Vessel (GV) , 3, 4, 9, 14, 20, 28

Extra points

Head and Neck: Sishencong, Yintang, Taiyang, Bitong, Anmian, Dingchuan

Back: Huatuojiaili, Yaoyan

Arm and Hand: Shixuan, Baxie, Jianneiling, Yaotongxue

Abdomen: Zigong Zue, Bafeng

Leg and Foot: Biochongwo, Hedong, Xiyan

- the ability to identify the points noted above, including location and knowledge of relevant anatomy.
- knowledge of indications and contraindications for the points noted above.
- clean technique, including clean and dirty field set-up, proper hand hygiene and site preparation.
- safe and proper needling technique, proper insertion (e.g., effective tap in), depth and angulation, needle removal and appropriate needle disposal.
- professionalism, including patient interaction.

Clinical Exam Format: Written Component (10% of the Total Acupuncture Score)

Candidates will have ten minutes to complete a short, written exam, consisting of five short answer questions pertaining to:

- safety concerns.
- cautions and contraindications; and
- the handling of emergencies.

Manipulation Exam

Core Competencies in Naturopathic Manipulation

Candidates will be required to demonstrate current knowledge of:

- anatomy related to spinal segments for Cervical (Occ-C1, C1-Occ, C1-C2, C2-C7), Thoracic (T1-T12) and Lumbar (L1-L5)/ Sacroiliac Joint (SI) Inferior and Superior,
- normal and reduced ranges of motion,
- assessment of spinal segments using motion palpation,
- manipulation adjustment techniques, including appropriate set-up and line of drive, and
- absolute and relative contraindications related to manipulation.

Clinical Exam Format: Practical Component (72% of the Total Manipulation Score)

Examiners will present candidates with three stacks of spinal region cards (Cervical, Thoracic, and Lumbar/Sacroiliac Joint [SI]). Each candidate will randomly select one card from each of the three piles. Each card will list a specific spinal segment which the candidate will be required to locate and assess.

If the SI card is selected, candidates will be required to assess *both* the inferior and superior SI.

Each candidate will have 15 minutes to:

- conduct a physical assessment for subluxation(s) using motion palpation for the spinal segment listed on each of the three cards,
- locate the spinal segment and describe and demonstrate appropriate treatment for the subluxation(s) found,
- indicate normal and/or reduced ranges of motion,
- demonstrate appropriate patient positioning and set-up, and
- demonstrate a manipulation *without thrust* (i.e., miming a slow thrust and the correct line of drive).

The candidate will be assessed on:

- correctly locating the spinal segment,
- appropriate bilateral assessment, in the full range of motion,
- use of motion palpation,
- use of appropriate medical terminology,
- proper positioning (both 'practitioner' and patient) to facilitate safe and effective manipulation,
- proper set-up and removal of joint slack,
- proper adjustive technique without thrust, and
- patient interaction and professionalism.

Clinical Exam Format: Written Component (28% of Manipulation Mark)

Candidates will have 35 minutes to complete a short, written exam consisting of seven patient case scenarios related to naturopathic manipulation.

For each case, the candidate will have five minutes to:

- indicate whether there is or is not a contraindication to manipulation present,
- if there is a contraindication present) indicate whether the contraindication is absolute or

relative,

- provide any supporting clinical rationale (e.g., pertinent health concerns or issues specific to the patient case) around the decision, and
- when a contraindication is not considered absolute) indicate, what (if any) modifications are needed [e.g., adjustments which should be avoided or modified due to the patient's presenting condition(s)], or health concerns or issues which must be ruled out prior to treatment with manipulation.

Physical Examination/Instrumentation Exam

Core Competencies in Physical Exam/Instrumentation

Candidates will be required to demonstrate current knowledge of:

- anatomy including normal and abnormal findings and appropriate medical terminology,
- differential diagnosis based on abnormal findings,
- aspects of a full physical examination including, but not limited to: seated blood pressure, arterial pulse rate, heart valve auscultation, bilateral lung field auscultation and percussion ("ladder" pattern), chest expansion test, diaphragmatic excursion and assessing for tactile fremitus, abdominal inspection, auscultation, percussion (general and specific) and palpation (light and deep), ophthalmoscope inspection of ears, Webber and Rinne tests, ophthalmoscope inspection of eyes, visual field testing by confrontation, testing cranial nerves and deep tendon reflexes,
- the twelve cranial nerves (CNI-CN XII), including cranial nerve tests and normal responses for each, and
- the five deep tendon reflexes (Biceps, Brachioradialis, Triceps, Patellar and Achilles Tendon), including nerve root identification and reflex grading.

Candidates will be required to demonstrate proper use of:

- tuning fork.
- reflex hammer.
- ophthalmoscope.
- otoscope.
- sphygmomanometer; and,
- stethoscope.

Clinical Exam Format: Practical Exam (80% of Physical Examination Mark)

Candidates will randomly select two physical exam cards. Each card will list a different physical exam category from the following six categories: cardiovascular, respiratory, abdominal, ear, eye, and neurological.

Candidates will have 15 minutes to:

- demonstrate the requested physical exam for the two selected physical exams categories,
- detail and describe their actions as they proceed through the requested physical exams to allow the examiner to hear and understand their thought process; and

- provide their exam findings as they proceed through the exam.

Candidates will be assessed on:

- proper use of instruments (tuning fork, reflex hammer, ophthalmoscope, otoscope, sphygmomanometer, stethoscope),
- indications for use of diagnostic instruments,
- proper patient positioning and draping,
- appropriate assessment techniques,
- patient interaction and instruction,
- proper hand and instrument hygiene/sanitation,
- confidence and professionalism,
- physical exam assessment rationale (i.e., “what one is assessing for in performing a certain test”),
- explanations and descriptions of physical exam findings, and,
- use of appropriate medical terminology.

Clinical Exam Format: Written Component (20% of Physical Examination Mark)

Candidates will have 20 minutes to complete a short-written exam, consisting of ten short answer questions pertaining to:

- normal and abnormal exam findings for the six PE categories: cardiovascular, respiratory, abdominal, ear, eye and neurological.

Study References

Acupuncture

- Fundamentals of Chinese Acupuncture (Ellis, Wiseman, and Boss)
- Clean Needle Technique Manual for Acupuncturists (National Acupuncture Foundation)
- Fundamentals of Naturopathic Clinical Acupuncture, CCNM Press (Neemez)
- *A Proposed Standard International Acupuncture Nomenclature*, World Health Organization, Geneva, 1991
- College Standard of Practice for Acupuncture
- Related Standards on: Consent, Emergency Preparedness, and Infection Control
- *Guidelines on Basic Training and Safety in Acupuncture*, World Health Organization, 1991

Manipulation

- Palpation Skills (Chaitow)
- Physical Exam of the Spine and Extremities (Hoppenfeld)
- Principles of Manual Medicine (Greenman)
- Chiropractic Technique: Principles and Procedures (Bergmann)
- College Standard of Practice for Manipulation
- Related Standards on: Consent, Delegation, Emergency Preparedness
- Related Guidelines on: Manipulation Contraindications
- Related Legislation: Controlled Acts Regulation

Physical Examination/Instrumentation

- Bates' Guide to Physical Examination and History Taking (Bickley)
- Related College Standards on: Therapeutic Relationships and Professional Boundaries, Record Keeping, Consent, Emergency Preparedness, Infection Control, Point of Care Testing, and Collecting Clinical Samples

What to Expect During the Practical Components

Examiner Interactions

Two examiners will be present in the examining room for each practical examination. Examiners rather than candidates will rotate between a set of three clinic rooms. Examiners are instructed to refrain from providing candidates with any prompts, or any feedback during or after the examinations, and to avoid personal conversation.

Examiners will:

- Be polite and professional,
- will introduce themselves as your manipulation, acupuncture or physical exam/instrumentation examiners only (no names will be used),
- use their prepared schedule in determining which candidate goes first,
- provide you with basic directives (e.g., “*Auscultate the heart describing your actions, including what you are listening for, and your findings at each position*”),
- repeat directives as requested, with the same or similar wording,
- use a timer during your exam and provide you with a verbal alert when there are five minutes remaining in the exam,
- stop you and prompt you disinfect your hands, equipment or put down table paper if you’ve not done so (refer to Appendix 2 of this handbook for information on practical exam stop points),
- provide a gentle prompt to move you along onto another portion of the exam should it become evident that you are spending too much time on one given portion based on the time remaining, and
- provide ONE reminder to you, to verbalize your actions and findings.

Examiners cannot:

- validate whether what you did was “correct” or “accurate”; or
- engage in casual conversation with any candidates.

Candidates in turn will:

- refrain from asking their examiners for feedback, or validation of actions performed during the examinations (you may ask an examiner to repeat or clarify an instruction),
- refrain from performing any set-up for their exam until instructed by their examiners,
- refrain from engaging in casual conversation with any examiners at the exam.

Practical Exam Structure

Following check-in at the practical exam sign-in table, you will be sequestered in the cafeteria until 5 minutes prior to your practical exam rotation. At five minutes to, exam staff will escort the group into the clinic, instruct you to leave all personal belongings not being used in the exam inside the clinic waiting room and will then call out candidate partners and provide candidates with their assigned clinic room number. Candidates who have been appointed a stand-in patient model will be also paired with their patient model at this time or will be advised that your patient model is in the clinic room waiting.

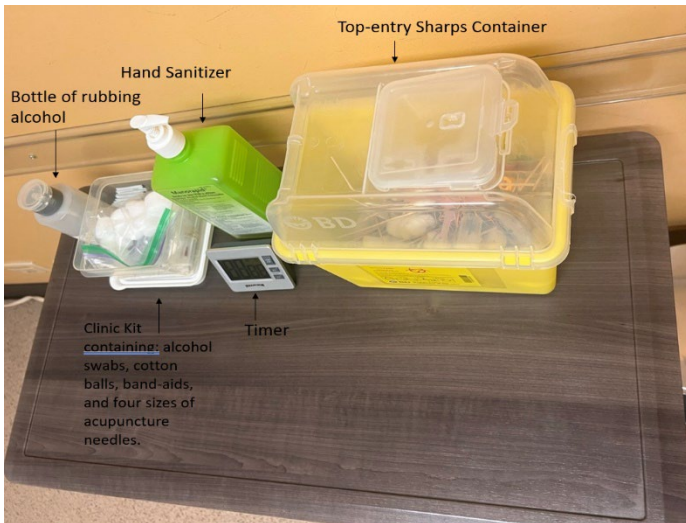
Once you have been provided with your room number, you will proceed down to your clinic room to wait for your examiners. Do not perform any set-up for your exams while waiting for your examiners. Once examiners enter the room, they will introduce themselves, designate which candidate will go first (if partnered with another candidate), provide opening instructions for the exam, ask you to select your card(s) and then start the timer. Each candidate has 15 minutes per examination (manipulation, acupuncture and physical exam/instrumentation) unless otherwise granted due to an accommodation.

After your last practical exam, you will dispose of any refuse in the room (table paper, package wrappers etc.), gather up your clinic room belongings, head back to the clinic reception area to grab your personal belongings and then depart the clinic. Changing out of practical exam clothes may be done in one of the washrooms outside of the clinic.

Exam Set Up and Supplies

The clinic room will be set up with a multipurpose patient bed and small table for candidate use. The following exam supplies will be provided:

1. 2 pillows with disposable pillowcases.
2. Roll of table paper.
3. Hand sanitizer.
4. Paper towel (for use to establish clean and dirty fields; not pictured).
5. Top-entry sharps container.
6. Timer.
7. Bottle of rubbing alcohol.
8. Clinic kit containing alcohol swabs, cotton balls, band-aids, and four sizes of acupuncture needles.
9. Stick swabs (not pictured).
10. Small pad of paper and a pen (not pictured).



Communication & Verbalizing the Process

To enable examiners to “see” the candidate’s thought process, you will be directed to talk (i.e., “verbalize”) throughout the practical component of each exam. You should expect not only to report the action being performed (e.g., “I’m now auscultating the pulmonic valve which is *insert anatomical position*”), but also what you are doing (e.g., “I’m listening for *insert what you are listening for* which would indicate *insert issue*”) and your findings to your examiners.

Controlled Acts

The controlled acts of puncturing the dermis (for acupuncture) and moving the joints of the spine with a low amplitude thrust (for naturopathic manipulation) are not performed as part of the practical components (please refer to each exam blueprint for additional detail on what you will be assessed on and required to do in each exam) however; you are to treat these exams as though the controlled acts are still being performed (e.g., completing appropriate set-up, skin sanitation, needle disposal, etc.).

Post-Examinations Procedures

Exam Scoring

Prior to leaving the exam site, all examiners are required to discuss (a) any incidents which occurred during the examination, and (b) candidate performance for those candidates who scored lower than anticipated with the designated College staff exam day point of contact.

Two separate rounds of marking and score reviews are conducted prior to the release of exam results.

Exam Results

Results are sent out by email as of the 'Results Release' date noted on the [Examinations Schedule page](#); approximately four weeks from the date of the examination. The College will send the examinations transcript to the most recent email address on file for the candidate.

Under no circumstances will the College release examination results over the phone.

In accordance with the exam policies of the College, scoring information is not released to exam candidates. A "pass" or "fail" result will be provided. Candidates will not receive a percentage or numerical mark on their exam transcript.

Exam Remediation

Candidates who make two unsuccessful attempts of the exams must undergo a mandatory review conducted by a panel of the Registration Committee (the Panel) to determine any additional training or education that must be completed prior to being allowed to register to sit a third and final attempt of the exam. You may initiate this review by emailing examinations staff at exams@collegeofnaturopaths.on.ca.

Reviews are conducted as a paper-based review only; no in-person meetings occur between the candidate and the Panel. The Panel will be provided with detailed information regarding a candidate's exam performance from both examination attempts and will include copies of written examinations, exam transcript comments and examiner grading forms.

You may include a letter to the Panel to note any study materials or additional training undertaken between the first and second attempt of the exam. Please note that the Panel does not have the authority to waive the remediation review requirement, nor is it an Exam Appeals body. As such, any submission made to the Panel should address their review regarding additional training or education only.

Following the review, the candidate will be provided with the Panel's decision regarding any mandatory training or education, or combination thereof required by the Panel which must be successfully completed (within the specified timeline) by the candidate prior to being permitted to sit a third, and final, attempt of the exam.

Candidate Access to Examinations Material

Due to the sensitive nature of examination material, candidates are not permitted to review their exam documents. General feedback regarding exam performance for any unsuccessful exam will be included with your results.

Appeals

The appeal process is solely to questions concerning irregularities (procedural or environmental) or perceptions of undue bias (please refer to the Incident Reporting section on page 17). Appeals must include facts demonstrating that irregularity or perception of undue bias had a material adverse impact on the candidate's performance on the examination. It is the responsibility of the candidate to establish, to the satisfaction of the Examination Appeals Committee, that had the irregularity or undue bias not occurred, it is more likely than not that they would have passed the examination.

The Examination Appeals Committee does not review complaints regarding the content of the exam, possible responses to examination questions or requests for review or a remarking of the exam. Therefore, the content of the examinations is not subject to appeal. **In no instance will a candidate who has failed an examination be deemed to have passed the exam.**

Appeals Process

Appeal requests must be made in writing (exams@collegeofnaturopaths.on.ca) and must:

- Outline the procedural or environmental irregularities, or perceived undue bias at issue.
- Note the fact that an Incident Reporting Form was completed, signed and submitted to a College representative within 48 hours of the exam.
- Provide facts which demonstrate that the procedural or environmental irregularities and/or undue bias noted had an adverse impact on the candidate's examination performance.

Requests must be received within 30 calendar days following the release of exam results (i.e., 30 days from the date noted on your transcript). Appeals received after this period cannot be considered. Any supporting documentation you wish to have reviewed must be submitted at the time of submission of the exam appeal request. Approved appeals are charged the examination appeal fee for review of the appeal by the Exam Appeals Committee.

Grounds for an Appeal

Exam appeals are limited solely to questions concerning procedural irregularities, environmental irregularities or undue bias which could have affected a candidate's examination performance or the integrity of the examination process.

Notification of Appeal Review

Within 14 days of the College's receipt of an exam appeal request, the CEO or their designate notifies the candidate in writing with respect to the status of their exam appeal request.

If the exam appeal request is refused by the CEO, the candidate will be notified that the appeal will not be considered by the Examination Appeals Committee for one of the following reasons:

- the procedures and/or requirements outlined in this policy were not followed,
- the procedures and/or grounds of the appeal are not based on the circumstances or grounds necessary for a valid appeal, or

- the request to appeal does not possess sufficient information or facts necessary to support those circumstances or grounds.

Timelines for Decisions

Decision outcomes made by the Examination Appeals Committee are sent by email within 60 business days of receipt of the examination appeal request.

Possible Outcomes

If the Examination Appeals Committee's decision is to grant the exam appeal, the Committee has the authority to make the following decisions:

- To allow the candidate to re-sit the examination without the appealed attempt being counted as one of three permitted attempts, and/or,
- To allow the candidate to re-sit the examination at an adjusted fee.

Additional information about examination appeals is noted in the [College's Examination Appeals Policy](#).

Candidate Feedback

The College considers all constructive feedback as part of its post-examination review process. If you wish to provide the College with feedback, please send your suggestions to the Examinations Department at exams@collegeofnaturopaths.on.ca. Please note that feedback should be professional and polite.

Exam content, handbooks and reference guides are reviewed and updated by the College annually and/or following each exam administration, as deemed necessary. Feedback received following an exam is taken into consideration as part of these reviews.

Appendix 1: Examination Rules of Conduct

In addition to the information that has been provided in this handbook, it is understood that all examination candidates will comply with the following general procedural and conduct requirements established by the College of Naturopaths of Ontario (the College). Contraventions of these rules may result in the candidate's immediate removal or disqualification from the examination, in addition to other appropriate consequences.

1. Candidates must check-in with their exam proctor at their assigned check-in location at least ten (10) minutes prior to the exam commencement time noted on their exam booking confirmation.
2. Candidates must bring a piece of valid photo identification (Ontario driver's license, passport, or Ontario Photo Card only) to present to exam staff upon arrival at the exam site/sign-in desk. The name on the photo I.D. must match the name on the exam registration list. It is not permitted for another person to impersonate a candidate for the purpose of taking an examination, nor may another person take any part of an exam on a candidate's behalf.
3. Candidates arriving at their assigned examination location after the commencement time noted by the College will be denied access to the examination. Candidates who arrive late due to exigent circumstances may apply for a deferral (see deferral section of the College's Examination Handbook) to sit the exam without penalty at the next regularly scheduled session.
4. Access to the exam site (defined as any exam room, and sequestering areas designated for use for the purpose of administering an examination) is restricted to examination candidates, support persons approved by the College in advance of the examination, examination proctors, College staff and agents of the College.
5. Candidates must turn cellular devices off and may not access them for the duration of their time at the exam site.
6. Prior to the commencement of an exam, candidates are to place bags, purses and other personal belongings in an area designated by the exam proctor. Only those materials expressly authorized by the College are permitted to be with the candidate during the exam. Please note that the College is not responsible for lost, stolen, or broken items or items left at the exam site.
7. During the examination, candidates may not have on their person any electronic devices, nor may they have any materials except those expressly authorized by the College in advance of the examination. Electronic devices include, but are not limited to cellular telephones, laptop computers, MP3 players, data storage devices (e.g., USB keys), or programmable calculators.
8. Candidates who are in possession of unauthorized materials or electronic devices or who assist or obtain assistance from other candidates or from any unauthorized source during the examination (written or practical) are subject to examination violation consequences, including, but not limited to, removal from the examination and assignment of a failing grade.

9. Examination proctors have the authority to designate the desk/table/computer terminal at which a candidate sits while writing an examination. Candidates are expected to comply with such designations.
10. Prior to the commencement of an examination, candidates must refrain from reading exam questions, writing, providing any answers to questions, and/or commencing any part of the exam until instructed to do so by the exam proctor.
11. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their exam proctor, examiner/assessor or a College pre-approved support person.
12. After the announcement of the conclusion of any written examination or exam component, candidates are to refrain from adding information to, erasing information from or otherwise altering their exam documents. Exam proctors have the authority to seize the exam documents of candidates who fail to cease writing after the announcement of the conclusion of an examination.
13. Examination times are monitored by exam proctors and/or examiners/assessors. No additional time is provided over the time allotted to the candidate by the College.
14. During an examination, candidates are not permitted to leave the examination room without the permission of an exam proctor.
15. Candidates may not retain any exam materials; this includes, but is not limited to exam sheets, response booklets, and scrap paper. All exam materials must remain with the exam proctor.
16. Candidates must comply with requests made or instructions given by exam proctors, examiners/assessors and other exam staff.
17. Candidates who are being sequestered prior to the commencement of an exam component must remain in the designated sequestering area unless otherwise authorized by an exam proctor or exam staff.
18. Candidates who have completed their examination are required to immediately leave the examination site. Candidates are expected to make arrangements in advance of the exam to meet others (e.g., for transportation) at an alternate location away from the immediate exam site.
19. Candidates are not permitted to recount an examination to other exam candidates waiting to complete their examinations, nor post, discuss or disclose the content of the examination to others.

Appendix 2: Infection Control Document for Candidates

As a result of the 2019 novel coronavirus (COVID-19) pandemic, the College of Naturopaths of Ontario (the College) is employing additional measures to help prevent transmission of the virus and other illnesses, which we wanted to share with you.

Our main priority in implementing these additional requirements is to safeguard the health and well-being of all individuals in attendance at any exam (this includes candidates, employees of the College and recruited exam staff).

Candidates are expected to exercise their best judgement regarding personal health, which includes not attending an exam if they are unwell or have been recently exposed to the COVID-19. If you experience any of the common COVID-19 symptoms, have had recent exposure (i.e., 14 days or less prior to the exam) to the virus, or are otherwise unwell, please remain at home and contact the College immediately, or at the very latest by 7 a.m. on the day of the exam by phone or email.

- **Masks:** A mask is required to be worn while on site at the exam. Masks must fully cover and fit snugly over the nose and mouth, be thick enough to prevent fluid penetration and be secured to the head with ties or elastic (disposable medical masks will be available on site). Exam personnel, including invigilators, examiners and College exam staff are also required to comply with the above. Those found not wearing their mask will be provided with one verbal warning; a second incident will result in being asked to leave the exam site.
- **Bottled Water:** Water consumption is limited in the clinic to the small gaps between practical exams while waiting for examiners. Physical distancing must be maintained while briefly unmasked to rehydrate.
- **College Provided Clinic Supplies:** Clinic supplies will be available in each clinic room, as detailed in this handbook. All candidates must sanitize their hands prior to touching shared supplies for their practical exams (candidates who neglect to do so will be stopped and instructed to do so by their examiners).
- **Personal Equipment and Items for Garbing/Draping:** Candidates must bring their own **diagnostic equipment** (in a smaller bag), **their own laundered patient gown** (gowns will not be provided) **and a towel for patient draping**; for this reason, we remind candidates to employ proper hand hygiene prior to handling this item).
- **Room sanitation:** Exam staff will be wiping down and disinfecting clinic rooms and classroom desks prior to each candidate rotation and written exam group.
- **Practical exam stop points:** During the practical component of the exam, examiners have been instructed to stop candidates if they:
 - a) ask their patient to sit/lie down on the bed and have not first put down table paper.
 - b) proceed to start a patient interaction prior to performing hand hygiene (i.e., disinfecting their gloved hands); or

- c) proceed to use a PE instrument without having first sanitized it. Alcohol swabs will be provided for instrument sanitization.

In these instances, examiners will stop the candidate, ask them to complete the missed action, and resume the exam. This does **not** constitute an automatic fail.

End of practical exam protocol: After you have finished the practical exams, please remove any remaining table paper or package wrappers, discard these in the clinic room waste bin and again, disinfect your hands.