

## LICENSING PROCESS

### Examination Instructions

This 4-hour online examination is being administered in two 2-hour parts (part 1 and part 2), plus a 30-minute break between each part. Each part consists of 80 stand-alone and case-based multiple-choice questions. This examination is being monitored by a remote proctor.

Each question on this examination is followed by four answer choices. You may select only **one** answer to each question. You are encouraged to answer every question, as your score will be determined by the total number of correct answers. No penalty will be imposed for incorrect answers.

You may be asked to show all of your notes (including any handwritten calculations) to the proctor after the conclusion of the examination. Any notes (including handwritten calculations) made during the examination on the blank notepad or piece of paper cannot leave the testing room and must be destroyed/ripped up upon completion of the examination to the satisfaction of the proctor. During the examination, you may make notes or calculations on the permitted blank notepad or piece of paper or on the embedded note-taking feature. **You are forbidden from making any notes on anything other than the blank notepad or piece of paper or the embedded note-taking feature.**

At the end of writing part 1 of the examination, you will be required to click the “Submit” button to submit your answers to the 80 questions. If the examination time has lapsed, the system will automatically submit your answers. Once submitted, your answers become permanent and you are not allowed to return to them.

You will then have a 30-minute break before beginning part 2 of the examination. You may leave the testing area during the break, but **you must return to the examination within 30 minutes to write part 2.**

At the end of writing part 2 of the examination, you will be required to click the “Submit” button to submit your answers to the 80 questions. If the examination time has lapsed, the system will automatically submit your answers. Once submitted, your answers become permanent and you are not allowed to return to them.

### Navigation instructions

Once you start the examination you will not be able to return to these navigation instructions.

During the examination, you are able to use the software’s electronic calculator and the highlighting, strikeout and note-taking tools. You may also flag (bookmark) questions for later review, skip questions, review previously bookmarked or answered questions, and change answers.

Select the best answer for each question.

Click the ‘Next’ button to move to the next question.

Click the ‘Previous’ button to move to the previous question.

You can flag any number of questions by selecting the question and clicking on the ‘Bookmark’ button.

Select the ‘Bookmark’ button a second time to remove the Bookmark.

You can change your answer to any question at any time before submitting the examination by selecting a different answer.

The 'Question navigation' area can be shown or minimized by clicking on the orange 'Question navigation' tab at the bottom centre of the examination window.

You can use the 'Question Review' feature at the bottom right of the examination window to filter questions displayed in the 'Question navigation' area by 'Unattempted,' 'Attempted,' or 'Bookmarked.' Select 'Review All' to return to unfiltered navigation.

**IMPORTANT NOTE:** For questions that contain larger amounts of text, you may find that you are not able to click on the 'Next,' 'Previous,' and 'Bookmark' buttons. To activate the buttons (to allow them to be selected) minimize the 'Question Navigation' area by clicking on the orange 'Question navigation' tab.

Click on the icons in the 'Exam Aids' tool bar on the right side of the examination window to use the calculator, or to take notes.

Use your mouse to select any text in the examination to activate the highlight and strike out tool. Use this tool to add or remove highlighting and strikeout in the examination text.

When there are 30-minutes remaining in your examination, a pop-up warning message will appear. Close this window to continue your examination.

The clock in the top right corner of the exam window displays the total time remaining.

After completion of each part of your examination, click on the 'Submit' your answers. A submission confirmation will be displayed.

If the examination time has elapsed, the system will automatically submit your examination. Click the 'Start' button to write the examination.

Before beginning the examination, you must agree to the Candidate Agreement by clicking "Agree".