



# The Pharmacy Examining Board of Canada

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## Le Bureau des examinateurs en pharmacie du Canada

### Candidate Rules of Conduct

#### Computer-based Examinations (MCQ) using Remote Proctoring

The following *Candidate Rules of Conduct – Computer-based Examinations (MCQ) using Remote Proctoring* apply to all candidates registered with PEBC for the purpose of attempting PEBC's **Pharmacist Evaluating Examination** and **Pharmacist/Pharmacy Technician Qualifying Examination – Part I (MCQ)** to achieve certification. See [Candidate Rules of Conduct – Computer-based Examinations \(MCQ\) at a Test Center](#) for computer-based examinations at a Prometric test centre.

As an over-arching principle, all candidates shall conduct themselves in a professional manner, holding themselves to the highest levels of ethical behaviour when taking PEBC examinations and interacting with PEBC staff and exam personnel. Furthermore, it is assumed that every candidate taking PEBC examinations is doing so for legitimate purposes, to become a registered pharmacist or pharmacy technician in Canada, and will make their best effort when attempting a PEBC examination.

Candidates are required to follow all examination directives provided in writing by PEBC and verbally by exam personnel. Failure to do so, or demonstration of conduct deemed not to meet the standard of conduct expected of a regulated health professional, will be considered a breach of the PEBC *Candidate Rules of Conduct* and addressed according to Section 3 of this document.

## 1. Rules of Conduct

### *Prior to Examination*

1. Candidates must not access examination content or request it from other candidates who took the exam prior to their own examination.

### *Admission to Examination*

2. Candidates must bring the required identification for admittance into the examination.
3. Candidates must complete their examination in an appropriate room with the required equipment as described in [Candidate Information – Computer-based Examinations \(MCQ\) using Remote Proctoring](#).
4. Candidates are permitted to begin their examination only at the discretion of exam personnel.
5. Candidates are required to participate in an environmental scan of their testing environment and a candidate check of their person. Candidates agree that additional environmental scans and candidate checks may be conducted at any time during the examination, including after returning from an unscheduled break.

6. Candidates must disconnect all devices from their computer such as printers, second monitors, etc. and, after launching their examination, not use any software, programs, apps or other technologies on their computer other than the remote testing platform application.
7. Candidates are required to comply with any safety and security screening procedures, as directed verbally or via message chat by exam personnel.

### ***Candidate Items and Equipment***

8. See “Required, Permitted & Prohibited Items” section of the *Candidate Information – Computer-based Examinations (MCQ) using Remote Proctoring* for policies including lists of permitted items that may be brought into the testing environment and items that are strictly prohibited.

### ***During the Examination***

9. Candidates are under exam conditions at all times after launching their examination. When under exam conditions, candidates must follow all rules outlined in this document, *Candidate Information – PEBC Computer-based Examinations using Remote Proctoring* and on the PEBC website as well as all exam personnel directions and instructions.
10. Candidates must behave in a professional manner at all times, cooperate with exam personnel during all processes and not exhibit any abusive behaviour towards exam personnel.
11. Candidates are not permitted to smoke, vape or chew gum/candies at any time after launching their examination.
12. Candidates must not talk aloud during the examination except to the Proctor. Candidates may whisper quietly to themselves or mouth words if needed.
13. If candidates need any help, they must tell the Proctor immediately by either sending a message via the chat feature on the testing platform application or speaking aloud into their microphone.
14. Candidates may take unscheduled breaks and leave the view of the web camera to use the washroom facilities or have a snack. Candidates must inform the Proctor and the Proctor must respond before taking the break and leaving the web camera view. Breaks may be maximum 10 minutes. After returning from a break, candidates must inform the Proctor who conducts an environmental scan and candidate check before continuing to read and answer questions. The *Section Time Remaining* clock on the screen continues to count down during unscheduled breaks and security processes.
15. Any comment or complaint concerning any aspect of the examination (e.g. process, technology issues, exam supervision) must be made directly to exam personnel via chat message or verbally during the exam period for immediate attention and correction if possible. As well, candidates must report the matter in the *Post-Exam Survey* immediately following the examination.

16. Any candidate who feels a specific matter warrants further consideration or review must make such a request in writing, outlining the reason(s) for the request. The written request must be received by the PEBC Registrar-Treasurer within 7 calendar days after the close of the examination. Petitions or complaints which are received after this time period (e.g. upon receipt of a notice of an unsuccessful exam result) will not be considered.

***Completing the Examination***

17. Candidates must inform the Proctor that they have finished their examination before closing the remote testing platform application.
18. Candidates must continue to maintain exam confidentiality at all times after the examination and must not discuss exam content with anyone, including other candidates, as prescribed by PEBC in *Candidate Rules of Conduct – Computer-based Examinations (MCQ) using Remote Proctoring*.

## **2. Security of Examination Material (Copyright ©)**

To ensure that the examination provides an equal opportunity for all candidates to demonstrate their levels of knowledge and ability to meet the required competence standards, PEBC maintains the strictest security of the content of its examinations before, during, and after each examination. All examination materials are protected by Copyright© and property right laws. Candidates must strictly follow the PEBC *Candidate Rules of Conduct* for examinations and the signed certification statements made on the examination application form.

These rules and statements prohibit:

- attempting to take the examination for someone else;
- the giving or receiving of assistance in answering questions in the written examinations or in completing stations in Part II;
- access to questions before or after the examination;
- reproduction of examination content in any manner;
- disclosure of questions to others at any time (includes discussion of examination content with other candidates or others before, during or after an examination), whether verbally, in writing or through any internet blogs, chatrooms or other means

## **3. Consequences of Breaching the PEBC *Candidate Rules of Conduct***

If a candidate breaches the PEBC *Candidate Rules of Conduct*, the candidate will receive a warning and /or may be removed from the examination and held under supervision until the end when all candidates are permitted to leave, or have other action taken, including possible legal prosecution.

If the breach is with respect to possession of any of the prohibited items after the examination has started, the items will be confiscated and inspected and may be sent to the PEBC office for further investigation. If the confiscated item is an electronic device, the candidate will not be allowed to continue the examination and will forfeit the results which will be counted as an unsuccessful attempt and may be subject to further sanctions.

PEBC reserves the right to search any confiscated items, which may include reviewing emails, texts and other documents stored on the device or through applications (“apps”) or services to which the device is connected or that the device may access.

In any case of breach, an incident report will be filed by the Chief Administrator and the candidate will be told of this action. The candidate may provide an independent explanation in writing to the PEBC office, no later than 7 calendar days following the close of the examination.

If, after consideration of evidence of improper conduct, a candidate is found by the Registrar-Treasurer to have committed a breach of copyright, rules of conduct or any stated examination instructions or procedural guidelines, the Registrar-Treasurer may:

- cancel the candidate's examination score;
- report the misconduct to professional regulatory and legal authorities;
- bar the candidate from one or more future examination sessions; and/or
- take such other action as deemed appropriate, including possible legal prosecution

A candidate may be held responsible for all damages and cost-recovery in the event that the examination or any component of it is compromised by the candidate’s action.