



# The Pharmacy Examining Board of Canada

## Le Bureau des examinateurs en pharmacie du Canada

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### **Candidate Rules of Conduct – Computer-based Examinations (MCQ) at a Test Centre**

The following PEBC *Candidate Rules of Conduct – Computer-based Examinations (MCQ) at a Test Centre* 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 \(MCQ\) using Remote Proctoring](#) for computer-based examinations taken remotely.

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 the Examination***

2. Candidates must bring the required identification for admittance into the examination.
3. Unless granted permission by a Test Centre Administrator (TCA), no person is permitted to enter an exam centre during the exam period except exam personnel and candidates scheduled for the examination who present their government-issued photo ID. Family members and friends are not permitted to enter the exam centre.
4. Candidates are permitted to enter the test room and begin the examination only at the discretion of the TCA.
5. Candidates are required to comply with any health, safety and security screening procedures, as posted in the exam centre or as directed verbally by exam personnel, including consenting to being scanned individually with a metal and/or electronic detector.

### ***Candidate Items***

6. See “Required, Permitted & Prohibited Items” in the [Candidate Information – Computer-based Examinations \(MCQ\) at a Test Centre](#) for policies including lists of permitted items that may be brought into the examination and items that are strictly prohibited.

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

7. Candidates are under exam conditions at all times when at the exam centre. When under exam conditions, candidates must follow all rules outlined in this document, [Candidate Information – Computer-based Examinations \(MCQ\) at a Test Centre](#) and on the PEBC website as well as all TCA directions and instructions.
8. Candidates must not cause disruption of the examination for other candidates.
9. Candidates are not permitted to smoke or vape anytime while in the exam centre building.
10. Candidates must not communicate with other candidates either verbally or non-verbally in any language or talk aloud even to themselves while in the test room. When conversation is necessary between a candidate and a TCA, it should be carried out as discreetly as possible and only in English or French.
11. If candidates need any help, they must raise their hand and remain seated. A TCA will come into the test room to help. If the TCA does not see a candidate’s hand raised after a few seconds, the candidate should stand up at the workstation with their hand raised to get the TCA’s attention. Candidates must never call out to get the attention of a TCA.
12. Candidates may take an unscheduled break and leave the test room to use the washroom facilities or have a drink/snack. Candidates must raise their hand and a TCA signs them out of the test room to take an unscheduled break, e.g. to have a drink/snack within the exam centre or use the washroom. Candidates must sign back in with all security checks when returning. The *Section Time Remaining* clock on the screen continues to count down.
13. Any comment or complaint concerning any aspect of the examination (e.g. process, exam centre facilities, exam supervision) must be made verbally to the TCA 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.
14. 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***

15. All materials supplied by PEBC or the exam centre must remain in the test room or returned at the end of the examination.
16. Candidates must promptly leave the exam centre premises upon completing the examination. Candidates or others waiting for them are not permitted to wait inside the exam centre.
17. 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) at a Test Centre*.

## **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 computer-based multiple choice 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 Test Centre 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.