

## Online Exams – Rules and Penalties

Exam Rule	Breach Penalty
Examinee's desk or exam area must not contain any unauthorized documents or materials (e.g. formula sheets or training material).	Six-month suspension from attempting the exam again.
Examinee must close all other programs or windows on the computer being used before the exam begins.	Six-month suspension from attempting the exam again.  Next exam attempt must be in person.
No other person is allowed to enter the room while taking the exam.	Six-month suspension from attempting the exam again.
Examinee must not communicate or attempt to communicate with anyone during the exam.	Six-month suspension from attempting the exam again.  Next exam attempt must be in-person.
Each examinee is limited to one five-minute washroom break. Any washroom break that exceeds the permitted five minutes will be in violation of this rule.	One-month suspension from attempting the exam again.
Examinees must remain in view and on camera during the testing period (with the exception of one five-minute washroom break) and must not leave the exam environment until the exam is completed and submitted.	Three-month suspension from attempting the exam again.
Examinees must not copy, record, or share exam questions and diagrams through any means.	Six-month suspension from attempting the exam again.  Next exam attempt must be in-person.

**Please note:** if the exam session video is missing due to client error, the exam sitting will be deemed invalid, and the client will be offered a free re-write.