

GENERAL CQP EXAMINATION RULES - 2021

(You will be provided specific rules for your examination upon registration)

1. By writing the examination, candidates are deemed to have attempted the examination and are bound by these rules.
2. CQP candidates are reminded that as articling associates they are bound by the [CAIRP rules of professional conduct](#).
3. All examination materials are the property of CAIRP. Candidates do not have access to any assessment materials or their completed papers. CAIRP has the sole authority to determine the content, use, retention, disposition and disclosure of this material.
4. Candidates will write their exams in a location that is private (e.g., in a room with a closed door), free from distractions, and free of anything which could be considered an aid to the candidate (e.g., books, papers, etc.).
5. Candidates will complete their exams online using a desktop or laptop computer (having access to the internet) with Examsoft software installed. Specific instructions on how to install/access the required software will be provided upon exam registration.
6. Candidates will be recorded and/or monitored at all times during the exam, through their computer camera, and in some cases also through their cell phones. CAIRP may review the recordings solely for the purpose of ensuring the integrity of the examination.
7. Candidates are obligated to ensure that their computer is properly functioning and meets the Examsoft [minimum system requirements](#) prior to writing their exam (refer to requirements for ExamMonitor enabled exams). CAIRP will not make alternative exam arrangements for the candidate in the event of technical issues.
8. Some exams will also require candidates be monitored by a “live” proctor through their cell phone. If this is the case, specific instructions will be provided. You will need access to a cell phone connected to wi-fi.
9. Candidate’s computer (and cell phone if required) should be plugged into an electrical outlet and not rely on battery power.
10. Should you experience technical issues, contact Examsoft support (**866-429-8889**, support@examsoft.com, or via chat by visiting <https://examsoft.force.com/etcommunity/s/>). If the issue cannot be resolved within 20 minutes, contact CAIRP. You will have to re-take the exam at its next offering.
11. Candidates are not permitted to keep any other application open on your computer, except Exemplify.

12. All examinations are closed-book and candidates are not permitted to use any reference materials.
13. You are not permitted to use an external calculator. A calculator is available in Exemplify
14. Scrap paper for making notes is permitted for certain examinations. Specific instructions will be sent to you once you register.
15. You will be monitored during the examination. Any anomalies in your behaviour and demeanour during the examination will be flagged for review and could result in the exam attempt being voided. To avoid being “flagged” you should:
 - Ensure you have privacy for the entire exam – candidates must not interact with other people or receive any outside assistance.
 - Remain focused on the exam.
 - Not read exam questions out loud
 - Not use your mobile phone at any time for any other purpose than being monitored by the “live” proctor (if required). The phone should be set to airplane mode.
 - Not get up from your computer for any reason until the exam is complete, except to visit the washroom (if permitted for your examination).
16. **Examination material may not, under any circumstances, be copied, transmitted or circulated in any manner, including but not limited to posting of exam questions or answers on the internet.**
17. You must submit your answers at the end of the allotted time. The start/end time of the exam are recorded and any candidate taking additional time will be flagged as having breached the exam rules.
18. Candidates found to be in breach of any of the exam rules will be subject to disciplinary action that may include but is not limited to: a mark of zero on the examination, suspension or expulsion from the program.

No plea of accident or forgetfulness shall be received, under any circumstances, in the case of any breach of the rules.