



## EXAMINATION RULES – MEMBERSHIP QUALIFICATION EXAMINATION POLICY

The Membership Qualification Examination (MQE) is the culminating examination in the CBV Institute’s Program of Studies. In this regard, keeping in mind the importance of fairness and maintaining high academic standards as well as the responsibility of all MQE candidates (hereafter collectively referred to as “candidates”) to abide by CBV Institute’s Code of Ethics, CBV Institute has established the following rules and policies pertaining to the writing of the MQE:

1. CBV Institute has adopted a Code of Ethics that provides the essential principles and enduring ethical standards by which candidates are expected to discharge their professional responsibilities to, and conduct their relationships with, other candidates and Members, other professionals, CBV Institute and the public. Candidates must conduct themselves at all times in a manner which will maintain the good reputation and integrity of the profession and CBV Institute, and their ability to serve the public interest. Candidates shall comply with the Code of Ethics at all times.
2. While writing the MQE, candidates will behave in a way which exhibits professionalism; and that is legal, ethical, civil, honest, and respectful.
3. Candidates will write the MQE online and will be proctored by a remote, live online proctor. The online proctor will monitor the candidate and their screen via the webcam and microphone on the candidate’s computer. The candidate’s MQE writing process will be recorded (video and audio) by Examity, and may be retrieved and analyzed by CBV Institute, solely for the purpose of ensuring the integrity of the MQE. Details regarding the online registration, writing, and submission processes are available on MQE page
4. The cost of online writing is included in the candidate’s MQE fees
5. Candidates will write the MQE in a writing area (i.e., location) of their choice. The onus is on the candidate to secure their own writing area which meets the following requirements:
  - a. In the time zone they selected upon registering with Examity (see the Examity Student User Guide document for more details), and

- b. In a private area (preferably 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.). If the candidate is unable to secure a room with a closed door, the candidate must be sitting with their back to the entrance to the room, such that their webcam is pointed at the candidate as well as the entrance to the room.
6. Candidates will write the MQE using a desktop or laptop computer (having access to the internet), secured by the candidate. Candidates are obligated to ensure that their computer is properly functioning prior to writing the MQE. CBV Institute will not make alternative writing arrangements for the candidate in the event of technical issues. The onus is on the candidate to ensure that they secure a computer which meets the following requirements<sup>1</sup>:
  - a. Tablets, Chromebooks, and cell phones do not meet Examity's or CBV Institute's hardware and testing requirements. If a candidate who is using a laptop would like to also use an external monitor, the candidate's laptop must be closed at all times, and the candidate must also have an external webcam,
  - b. Webcam, speakers, and microphone (built-in or external),
  - c. Connection to a network with sufficient internet speed: *at least* 2 Mbps download speed and 2 Mbps upload (hot spots are not recommended). Candidates can test their connection speed at [www.speedtest.net](http://www.speedtest.net),
  - d. Operating system - PC Users: Windows 10 (Windows machines in 10 S mode are not supported); Mac Users: OS X El Capitan 10.11 or later. Internet browser - **Google Chrome** (Current Stable and First Preceding Version) with the pop-up blocker disabled for the duration of the MQE,
  - e. Candidates will be required to run the Zoom or GoToMeeting app in the background as they write the MQE, as this enables interaction with the proctor,
  - f. Microsoft Excel (or a program that can open and export .xlsx files), and
  - g. Microsoft Word (or a program that can open and export .docx files).
7. Candidates may have the following items in their MQE writing area while writing their MQE:

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<sup>1</sup> If candidates have any questions or concerns about system requirements, they can email [support@examity.com](mailto:support@examity.com) and arrange to do a system check with someone on Examity's support team.

- a. Desktop or laptop computer,
  - b. One monitor in total. If a candidate who is using a laptop would like to also use an external monitor, the candidate's laptop must be closed at all times, and the candidate must also have an external webcam,
  - c. External keyboard (a candidate writing using a laptop computer may use an external keyboard),
  - d. External mouse (a candidate writing using a laptop computer may use an external mouse),
  - e. Pens, pencils, and highlighters,
  - f. 3 loose pages of blank paper for making notes, provided it is 8 ½ x 11 white paper (i.e., printer paper). The online proctor will ask to examine the paper to ensure it is blank,
  - g. Non-alcoholic beverages and food,
  - h. Foam or silicone earplugs (earbuds with audio capabilities are not permitted),
  - i. Calculators, provided they are silent with single-line or two-line display, incapable of alpha storage. (Note: This means that all calculators with an alpha button will not be allowed). A calculator that does not meet the above standard is not acceptable for use. The online proctor will ask to examine the calculator to ensure it is acceptable,
  - j. Mobile phone – face down, set to vibrate for phone calls only. Candidates must be reachable by their proctor in the event of a disconnection (see point 17), and
  - k. ONE copy of the MQE question materials, printed from Moodle (see the Examiity Student User Guide document for more details).
8. The candidate may print ONE copy of the MQE question materials from CBV Candidate account *only* if the online proctor can monitor the candidate printing the document and picking up the MQE question materials from the printer. For instance:
- a. There is a printer in the room in which the candidate is writing the MQE, or
  - b. The printer is outside the room in which the candidate is writing the MQE, but is clearly visible to the online proctor via the candidate's webcam (e.g. in a hallway outside the MQE writing area), or

- c. The candidate carries the laptop (with the webcam attached) to the printer while they pick up the MQE question materials.

The time spent by the candidate printing and picking up the MQE question materials is not included in the time the candidate has to write the MQE. The online proctor will ask to examine the printed materials.

9. Candidates are not permitted to have the following items on their writing surface or on their person while writing their MQE:
  - a. Wireless (i.e., Bluetooth) computer accessories, other than those noted above, or
  - b. Electronic data storage devices such as USB keys
10. All bags, papers, books, and personal belongings are to be kept out of the candidate's eyesight, as deemed appropriate by the online proctor, at all times.
11. All mobile phones, communication or other media devices must be face down and must be turned to vibrate for phone calls only.
12. The identity of any candidate who continues to type after the time for the writing the MQE has elapsed, will be noted and reported by the online proctor to CBV Institute. In such circumstances the candidate's MQE may be disqualified.
13. Candidates are not permitted to ask questions of the online proctor regarding an MQE question.
14. The MQE is a closed book examination and candidates are not permitted to use reference materials other than as provided in the MQE question materials.
15. Candidates may obtain the online proctor's permission to leave the MQE writing area for two washroom breaks, each of which is not to exceed 5 minutes. The candidate must leave all their belongings in the MQE writing area during their washroom break. Absences from the room will be recorded.
16. In the event that a candidate's MQE writing area is not appropriate (based on the assessment of the online proctor), or in the event that technical issues prevent a candidate from beginning their MQE, the online proctor may delay the MQE and allow the candidate to rectify such issues. The rectification of such issues will not be included in the candidate's allotted writing time (normally 4.0 hours for the MQE), but if such issues cannot be rectified within 30 minutes after the scheduled start of the MQE, the online proctor may (at their discretion) cancel the candidate's MQE, and the candidate will not be able to reschedule their MQE.

17. In the event that a candidate is disconnected from the internet while writing their MQE, the online proctor will contact the candidate using the contact information on the candidate's Examiity dashboard. Once the candidate is aware that they are disconnected from the internet, the candidate will not continue to write their MQE. After the candidate is reconnected to the internet and re-establishes their webcam and microphone connection with Examiity, the candidate will recommence writing. The candidate will be given additional time equal to the time lost while disconnected, up to a maximum time of 30 minutes. The time at which the candidate was disconnected, and the work which was done by the candidate up to the time they were disconnected, will be recorded by Examiity. If the candidate cannot reconnect to the internet and re-establish their webcam and microphone connection with Examiity within 30 minutes of losing their internet connection, the online proctor (at their discretion) may cancel the candidate's MQE, and the candidate will not be able to reschedule their examination.
18. In the event of a potential infraction with any of the above rules (or with any other rules communicated by the CBV Institute and/or Examiity) during the exam writing, Examiity will flag the incident for review by CBV Institute, and the candidate will be allowed to continue to write the MQE.
19. Examiity will provide CBV Institute with a summary of potential infractions, which will include a time-stamped video and audio recording of the candidate writing their MQE, for the sole purpose of CBV Institute reviewing such recordings to determine whether the candidate has violated these rules or has otherwise cheated.
20. Any candidate who, in the sole discretion of the President and CEO of CBV Institute, is found to be in breach of CBV Institute's Code of Ethics and/or be in violation of these rules:
  - a. May have their MQE disqualified by the President and CEO, and/or
  - b. May have a complaint laid against them to the Institute's Conduct and Discipline Committee by the President and CEO.

Such breach, violation, or action will be a consideration with respect to any application that such candidate may make for Membership in CBV Institute.

Board of Directors  
**July 25, 2022**