



EXAMINATION RULES – PROGRAM OF STUDIES POLICY

CBV Institute has course examinations in its 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 Registered Students (hereafter collectively referred to as “students”) to abide by CBV Institute’s Code of Ethics, CBV Institute has established the following rules and policies pertaining to the writing of examinations:

1. CBV Institute has adopted a Code of Ethics that provides the essential principles and enduring ethical standards by which students are expected to discharge their professional responsibilities to, and conduct their relationships with, other students and Members, other professionals, CBV Institute and the public. Students 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. Students shall comply with the Code of Ethics at all times.
2. While writing their examination, Students will behave in a way which exhibits professionalism; and that is legal, ethical, civil, honest, and respectful.
3. Students will write their examination online and will be proctored by a remote, live online proctor. The online proctor will monitor the student and their screen via the webcam and microphone on the student’s computer. The student’s exam will be recorded (video and audio) and audited by Examity, and retrieved and may be analyzed by CBV Institute, solely for the purpose of ensuring the integrity of the exams. Details regarding the online exam registration, writing, and submission process are included in the Examity Student User Guide document¹.
4. The cost of online writing is included in the student’s course fees. Student must create their profile and schedule exam by the deadline.

¹ Document can be found on each course’s Moodle page as well as at this link: <https://cbvinstitute.com/become-a-cbv/examinations/>

5. Students will write their exams in an examination writing area (i.e., location) of their choice. The onus is on the student to secure their own examination 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 in a room with a closed door), free from distractions, and free of anything which could be considered an aid to the student (e.g., books, papers, etc.). If the student is unable to secure a room with a closed door, the student must be sitting with their back to the entrance to the room, such that their webcam is pointed at the student as well as the entrance to the room.

6. Students will write their examination using a desktop or laptop computer (having access to the internet), secured by the student. Students are obligated to ensure that the computer being used to write the exam is properly functioning prior to writing their exam. CBV Institute will not make alternative exam arrangements for the student in the event of technical issues. The onus is on the student to ensure that they secure a computer which meets the following requirements²:
 - a. Tablets, Chromebooks, and cell phones do not meet Examity's requirements. If a student who is using a laptop would like to also use an external monitor, the student's laptop must be closed at all times, and the student 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). Students can test their connection speed at 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
 - e. Internet browser: **Google Chrome** (Current Stable and First Preceding Version) with the pop-up blocker disabled for the duration of the exam.

² If students have any questions or concerns about system requirements, they can email support@examity.com and arrange to do a system check with someone on Examity's support team

- f. Microsoft Excel , and
- g. Adobe Acrobat Reader.

Students who decide to use a work computer should perform a Practice Quiz prior to writing their exam to ensure they are able to add the Examity Chrome extension and download and save exam files on their work computer.

7. Students may have the following items in their examination writing area while writing their exam:

- a. Desktop or laptop computer,
- b. One monitor in total. If a student who is using a laptop would like to also use an external monitor, the student's laptop must be closed at all times, and the student must also have an external webcam,
- c. External keyboard. A student writing using a laptop computer may use an external keyboard,
- d. External mouse. A student 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. Students must be reachable by Examity support, and

- k. ONE copy of the examination question materials, printed from Moodle (see the Examy Student User Guide document for more details).
8. The student may print ONE copy of the examination question materials from Moodle *only* if the online proctor can monitor the student printing the document and picking up the examination question materials from the printer. For instance:
 - a. There is a printer in the room in which the student is writing the exam, or
 - b. The printer is outside the room in which the student is writing the exam, but is clearly visible to the online proctor via the student's webcam (e.g. in a hallway outside the examination writing area), or
 - c. The student carries the laptop (with the webcam attached) to the printer while they pick up the examination question materials.

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

9. Students are not permitted to have the following items on their writing surface or on their person while writing their exam:
 - a. Wireless (i.e., Bluetooth) computer accessories, other than those noted above
 - b. Electronic data storage devices such as USB keys
10. All bags, papers, books, and personal belongings are to be kept out of the student'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 student who continues to type after the time for the writing the examination has elapsed, will be noted and reported to CBV Institute. In such circumstances the student's examination may be disqualified.
13. After a live proctor performs authentication and leaves the session, the proctor will not be responding to any questions from students, even those pertaining to the examination process or technical issues. Students should communicate with Examy support exclusively via Examy's online chat or email, which are provided in the Examy Student User Guide, available on Moodle.

14. All examinations are closed book examinations and students are not permitted to use reference materials other than as provided in the examination question materials.
15. Students do not require permission to leave the examination writing area for a washroom break. The washroom break is not to exceed 5 minutes and is inclusive of the examination duration (i.e. no additional time will be added to the exam duration for a washroom break). The student must leave all their belongings in the examination writing area during their washroom break. Absences from the room that exceed 5 minutes will be recorded and flagged by Examyty. More than one absence from the room will be recorded and flagged by Examyty.
16. In the event that a student's examination writing area is not appropriate (based on the assessment of the online proctor), or in the event that technical issues prevent a student from beginning their examination, the online proctor may delay the examination and allow the student to rectify such issues. The rectification of such issues will not be included in the student's allotted writing time (normally 2.5 hours for course exams), but if such issues cannot be rectified within 30 minutes after the scheduled start of the examination, the online proctor may (at their discretion) cancel the student's examination, and the student will not be able to reschedule their examination.
17. If a student is disconnected from the internet while writing their exam, the Examyty sidebar will disappear. Once the student is aware that they are disconnected from the internet, the student must not continue to write their exam. After the student is reconnected to the internet and re-establishes their webcam and microphone connection with Examyty, the student can recommence writing. The student 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 student was disconnected, and the work which was done by the student up to the time they were disconnected, will be captured by Examyty. If the student cannot reconnect to the internet and re-establish their webcam and microphone connection with Examyty within 30 minutes of losing their internet connection, the student must contact CBV Institute immediately at education@cbvinstitute.com. CBV Institute at its sole discretion may cancel the student's exam, and the student will not be able to reschedule their examination.
18. If a student's screen disconnects during the exam the student should stop writing and connect with Examyty support to troubleshoot. A student who submits an exam where screen sharing is not enabled, during any portion of the exam, will not have their exam marked.
19. 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 Examyty) during the exam writing, Examyty will flag the incident for review by CBV Institute and York, the student will be allowed to continue to write their exam.

20. Examity will provide CBV Institute and York University with a summary of potential infractions, which will include a time-stamped video and audio recording of the student writing their examination, for the sole purpose of CBV Institute and York University reviewing such recordings to determine whether the student has violated these examination rules or has otherwise cheated.
21. Any student 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 examination rules:
 - a. May have their examination 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 student may make for Membership in CBV Institute.

Board of Directors
September 18, 2023