



EXAMINATION RULES – PROGRAM OF STUDIES

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 examinations online via the Honorlock proctoring platform. *They will have access to the exam within a specific time window frame and on pre-scheduled exam dates.* The student’s exam will be recorded (video and audio) and audited by Honorlock, retrieved, and may be analyzed by CBV Institute, solely for the purpose of ensuring the integrity of the exams. Details regarding the online exam writing and submission process are included in the Proctored Exam Writing Guide document¹.
The cost of online writing is included in the student’s course fees.

¹ Document can be found on each course’s Moodle page.

4. 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. The exam time window will be provided in Eastern Standard Time (EST) for North American students, while international students will be accommodated based on their respective time zones.
 - b. The location is 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.
5. 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 Honorlock'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 or later (Windows machines in 10 S mode are not supported); Chrome OS. **Mac Users:** MacOS 10.14+, Chrome OS,
 - e. Most recent version of Google Chrome (Google Chrome (120+) Internet browser 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@honorlock.com or visit <https://honorlock.com/support/>.

- f. Microsoft Excel (or a program that can open and export .xlsx files),
- g. Microsoft Word (or a program that can open and export .docx files), and
- h. Adobe Acrobat Reader.

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

6. 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).
- 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,

- j. Mobile phone – face down, set to vibrate for phone calls only, and
 - k. ONE printed copy of the examination question materials, printed from Moodle (see the Proctored Exam Writing Guide document for more details).
7. Students must remain visible on camera while printing the exam and complete the process promptly (see Proctored Exam Writing guide for details).
 8. If the printer is outside the room in which the student is writing the exam, the student must carry the laptop with the camera turned on 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.
 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, at all times.
 11. All mobile phones, communication or other media devices must be face down and must be turned to vibrate and used for examination support phone calls only.
 12. Students are allotted 2 hours and 30 minutes (3 hours for Level IV) to complete their examination. The writing period begins once the exam is printed (if printed), and the earlier of when the student 1) starts reading/writing, or 2) activates their timer. Students will be given an additional 5 minutes for downloading, printing, and uploading their exam to Moodle. This additional time is strictly for these tasks and does not extend the writing time of the exam.

After 2 hours and 35 minutes (3 hours and 5 minutes for Level IV) Moodle will not allow a student to upload their examination. If a student requires more than 5 minutes due to technical issues, the student must email their examination to education@cbvinstitute.com. All email submissions will be reviewed for the duration a student was writing their examination. CBV Institute will review video files and time stamps in Moodle, Honorlock, and the students' response files to ensure consistency. It is the student's responsibility to monitor and track their own time and ensure adherence to the allotted exam time limit.

Students must not depend on Honorlock's proctoring service to track their writing duration or provide clarity on remaining writing time. In addition, seeking permission from Honorlock's proctoring service to extend writing time does not exempt students from monitoring and tracking their own time to ensure compliance with the allotted exam time limit. If it is determined by the Institute that a student wrote for more than the prescribed examination time limit, the student's examination will be disqualified and will receive a grade of nil (0). Furthermore, the student will not be eligible for a refund or reduced course fee in subsequent terms.

13. After completing the identity and environment checks, Honorlock will prompt the student to share their screen. Honorlock's proctoring platform will be active during the entire exam and will record your webcam, screen activity, and audio. Students should communicate with Honorlock support exclusively via Honorlock's online chat or email, which are provided in the Proctored Exam Writing 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 Honorlock. More than one absence from the room will be recorded and flagged by Honorlock.
16. Honorlock may also flag suspicious activities, such as moving out of frame or looking away frequently.
17. Students must stay within view of their webcam and avoid any behavior that could be flagged as suspicious. Contact Honorlock **Chat Support** through the **live chat** option on the **Honorlock toolbar** if you encounter technical difficulties or email support@honorlock.com.
18. If a student is disconnected from the internet while writing their exam, the Honorlock toolbar on the bottom 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 Honorlock, the student can recommence writing. The student will use 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 Honorlock. If the student cannot

reconnect to the internet and re-establish their webcam and microphone connection with Honorlock 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 write their examination in the current term.

19. If a student's screen disconnects during the exam the student should stop writing and connect with Honorlock 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.
20. 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 Honorlock) during the exam writing, Honorlock will flag the incident for review by CBV Institute and York, the student will be allowed to continue to write their exam.
21. Honorlock 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.
22. 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.

23. CBV Institute disclaims responsibility for issues arising from disruptions caused by third parties and is not liable for damages resulting from events beyond their control, including failures in third-party technology or a Registered Students' equipment malfunctions, internet problems, or actions of hackers.

Board of Directors
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