



## 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 Honorlock, a remote online proctoring service provider. Honorlock 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) 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 included in the Proctored Exam Writing Guide.
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 requirement: The location is 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. The permitted start time range will be provided in Eastern Standard Time (EST) for North American candidates. Permitted start times for international students will be communicated by CBV Institute directly to the candidate; and
7. 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 Honorlock's system 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* 10 Mbps download speed and 10 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 or newer (Windows machines in 10 S mode are not supported); **Mac Users:** Mac OS 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 MQE,
  - f. Candidates will be required to run the Zoom or Microsoft Teams, to enable interaction with CBV Institute staff if they get disconnected from Honorlock's platform, and have exhausted all troubleshooting options,
  - g. Microsoft Excel (or a program that can open and export .xlsx files),
  - h. Microsoft Word (or a program that can open and export .docx files), and

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<sup>1</sup> If candidates have any questions or concerns about system requirements, they can email [support@honorlock.com](mailto:support@honorlock.com) or visit <https://honorlock.com/support/>.

- i. Adobe Acrobat Reader.
8. All MQE candidates must perform the MQE Exam Environment Test (i.e. practice exam) before writing their exam to ensure they can add the Honorlock Chrome extension and download and save exam files on their work computer.
9. Candidates may have the following items in their MQE writing area while writing their MQE:
- 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).
  - 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 with CBV Institute only, should they be needed, and
  - k. ONE printed copy of the MQE question materials
10. The candidate may print ONE copy of the MQE question materials from CBV Learning Hub candidate portal only if they stay visible on camera when 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 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.

11. 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

12. All bags, papers (other than 3 blank pieces of paper), books, and personal belongings are to be kept out of the candidate's eyesight, as deemed appropriate by the online proctor, at all times.

13. All mobile phones, communication or other media devices must be face down and must be turned to vibrate and used for MQE support phone calls only.

14. The identity of any candidate who continues to type after the time for writing the MQE has elapsed will be noted and reported by Honorlock to CBV Institute. In such circumstances, the candidates' MQE may be disqualified.

15. Candidates are not permitted to ask questions of the online proctor regarding an MQE question.

16. 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.

17. Candidates are permitted two washroom breaks (each not exceeding 5 minutes) during the MQE. Candidates do not need permission to take washroom breaks during the MQE. However, they must clearly announce on camera their intention to leave the writing area each time. Washroom breaks are included in the examination writing time; thus, no additional time will be provided for washroom breaks. The candidate must leave all their belongings in the MQE writing area during their washroom break. Absences from the room are recorded, and more than two absences or absences that exceed 5 minutes will be flagged by Honorlock.

18. Candidates are allotted 4 hours to complete the MQE. The 4-hour writing period begins once the exam is printed (if printed), and the earlier of when the candidate 1) starts reading/writing, or 2) activates their timer.
19. It is the candidate's responsibility to monitor and track their own time and ensure adherence to the allotted exam duration. Honorlock will not track a candidate's writing duration or provide clarity on remaining writing time. In addition, seeking permission from Honorlock to extend writing time does not exempt candidates from monitoring and tracking their own time to ensure compliance with the 4-hour limit. All examination submissions will be reviewed for the duration a candidate was writing their examination to ensure candidates do not write for more than the 4-hour limit. CBV Institute will review video files, time stamps, and the candidate's response files to ensure consistency. If it is determined by the Institute that a candidate wrote for more than the prescribed examination time, the candidate's examination will be disqualified and will receive a grade of nil (0). Furthermore, the candidate will not be eligible for a refund or reduced MQE fee in subsequent years.
20. If a candidate is disconnected from the internet during their exam, the Honorlock toolbar at the bottom of the screen will disappear. Once the candidate becomes aware of the disconnection, they must immediately stop writing and begin tracking how much time they have written so far and how much time remains on their exam.

The candidate has up to 30 minutes to re-establish their internet connection and restore webcam and microphone functionality with Honorlock. Once successfully reconnected, the candidate may resume writing and may only use the amount of time that remained when they stopped writing. It is the candidate's responsibility to monitor their total time and ensure they complete the exam within their correct remaining duration.

The time of disconnection and any work completed up to that point will be captured by Honorlock. If the candidate is unable to re-establish their connection with Honorlock within 30 minutes of disconnection, or if it is determined that they continued writing for a substantial period while off-camera before stopping, CBV Institute may, at its sole discretion, cancel the candidate's exam for the current year.

21. 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 the candidate will be allowed to continue to write the MQE.
22. Honorlock 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.

23. 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.

24. 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  
**February 29, 2024**