

MAIL APPLICATIONS AND COMPLETED EXAMS TO:

Attention: Kaely MacMillan
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LEVEL I – III VIRTUAL EXAMINATION APPLICATION

Enclosed are the purpose, objectives, description, scope, and rules of the examinations, along with an application form. This application is intended for physiotherapists who feel that they have, through other courses or studies, completed the course requirements for Level 1 and would like to challenge the Level I written examination. It is also to be used for applying to write a Level I – III course examination after having completed the course but choosing to delay the examination, or for re-writing a failed examination.

A. IMPORTANT DATES (dates remain the same each year)

MARCH EXAMINATION

Application deadline - Feb. 8
Exam mail-out to candidates - March 1-7
Results mailed out - May 15

JUNE EXAMINATION

Application deadline - May 8
Exam mail-out to candidates - June 1-7
Results mailed out - Aug. 15

SEPTEMBER EXAMINATION

Application deadline - Aug. 8
Exam mail-out to candidates - Sept. 1-7
Results mailed out - Nov. 15

DECEMBER EXAMINATION

Application deadline - Nov. 8
Exam mail-out to candidates - Dec. 1-7
Results mailed out - Feb. 15

B. HOW THE EXAMINATION WORKS

The examination is a correspondence examination that is written under the virtual supervision of an invigilator. The invigilator will be a registered instructor assigned by The Orthopaedic Division. Each examination month there will be a number of exam sittings on various dates and times that you will choose from. Once the application deadline has passed, the options will be emailed to you for selection. **This virtual option requires diligence and co-operation from each candidate who participates.**

Prior To Exam Day:

The secure examination material will be mailed directly to you, the candidate. Please choose your delivery mailing address accordingly. Ensure your exam envelope remains sealed and securely stored once received from the Exam Coordinator

Purchase a pre-paid XPress Post Envelope from Canada Post to return your exam to Victoria, BC (Return address at the top of this page)

Write down the tracking # and keep it for six weeks after your exam date in case the whereabouts of the return package needs to be verified

Familiarize yourself with Zoom on your chosen device by watching the tutorial in advance. It can be found here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Ensure you choose a suitable, quiet place to complete your examination

Ensure you have a stable internet connection

On Exam Day:

Ensure your video device is fully charged

Ensure you have an HB #2 pencil

Present photo ID to the Invigilator on screen. You may obscure all info except your name and photograph.

Open the sealed exam in full view of the camera once instructed to do so

Complete exam in full view of the camera

Place your answer sheet AND exam booklet back in to the **envelope it arrived in** while in full view, seal. You must return the envelope the exam came in as it is exam material.

Place exam envelope in to the Xpress Post envelope in full view, seal

Address appropriately and then bring your XPress Post envelope to any post office outlet or mailbox **within 2 business days after writing your exam**

In case of technical difficulties:

- Have a phone available for use in emergent technical situations- the phone should not be accessed during the completion of the exam and doing so can result in an unsuccessful result
- Make note of the time
- Close your exam booklet and stop writing the exam
- Be prepared to take a screen shot or collect any supporting information if there is an unforeseen interruption during the exam
- Call 613-601-1570 to describe the circumstances and receive further advice

C. EXAMINATION PROCEDURES

1. Applications, in writing, must be **POSTMARKED** by* the application deadline. Late applications will be offered the next available sitting without exception because of the tight timelines for mailing out exam packages. Consider sending your application and payment via traceable and/or expedited mail. Please note that applications by fax will not be accepted, as payment must accompany the application.

*“Postmarked by” means accepted at a postal outlet by the deadline (it does not mean *received* by the exam coordinator by the deadline).

2. On the examination mail-out date, the secure exam package, along with a letter will be sent to each candidate assigning a candidate number and enclosing a receipt for fees paid for the examination.
3. You may withdraw from the examination and receive a refund of your fee by applying **in writing (email is acceptable)**. If your withdrawal request is received prior to the application deadline there is no penalty. If the withdrawal is received after the application deadline you will receive a refund less a \$31.50 administration fee.
6. You may defer writing your examination until the next examination mail-out by applying **in writing (email is acceptable)**. If your deferral request is received prior to the application deadline there is no penalty. If your deferral letter is received after the application deadline you must pay a \$21.00 administration fee. Changing your virtual exam session choice once it has already been confirmed will also result in a \$21.00 admin fee.
7. Cheques for the exam fee will be held, un-cashed, until after the exam application deadline to allow candidates to defer or withdraw from the exam without being charged the

administrative fee. Please expect the funds to be drawn from your account during the first 2 weeks of your exam month as stated on the previous page.

There is a \$10.00 penalty for all NSF cheques.

The examination fees are as follows:

Level I Challenge Exam:	\$150.00 + TAX for CPA Members	** see below for tax info
	\$250.00 + TAX for Non-CPA Members	** see below for tax info
Level II & III Exams:	\$150.00 + TAX for CPA Members	** see below for tax info
	\$250.00 + TAX for Non-CPA Members	** see below for tax info

Please see the following chart for tax calculation information:

AB, BC, SK, MB, QC, NT, NU, YK add 5% (\$157.50 CPA, \$262.50 Non-CPA)

ON add 13% (\$169.50 CPA, \$282.50 Non-CPA)

NB, NS, NL, PE add 15% (\$172.50 CPA, \$287.50 Non-CPA)

Please make cheques/bank drafts payable to "CPA, Orthopaedic Division"

**PLEASE NOTE THAT CREDIT CARD & EFT/WIRE PAYMENTS
CAN NOT BE ACCEPTED AT THIS TIME**

D. LEVEL EXAMINATIONS DETAILS

1. PURPOSE

The Level Examinations are designed to test the theoretical knowledge of the physiotherapist in the field of musculoskeletal therapy.

2. OBJECTIVES

The candidate should demonstrate by written examination:

- a. The ability to answer questions based on:
 - 1) material presented in the Level courses;
 - 2) clinical case histories.
- b. That the theoretical objectives of the Level courses have been met. The objectives and content of the courses are outlined in the CPA Diploma of Advanced Orthopaedic Manual and Manipulative Physiotherapy: Policies and Procedures: Education and Examination Standards Document - Curriculum.

3. DESCRIPTION

The examination is written in the presence of an invigilator who is selected by The National Orthopaedic Division. The Level I Challenge examination questions are multiple choice format (MCQ). The passing mark is 00 – 49.9% = fail; 50 – 100% = pass.

Level I, II & Level III RE-WRITE exams are short answer and/or written multiple choice questions. A passing mark for these examinations is 00 – 64.9% = fail; 65 – 100% = pass.

Please see additional document "Candidate's Guide to Level 1 MCQ Exam" at <http://orthodiv.org/education/exam-information.php> for further information & sample MCQ questions.

Level 1 Challenge Exam (MCQ) Results will include the final mark in percentage.

Re-write Results are on a pass/fail basis only - No total score or percentage will be disclosed.

Results will be given in writing only. **No results will be given out over the phone.**

There is a nominal fee for replacing lost certificates / proof of exam completion.

4. ADDITIONAL INFORMATION

- a. The examination is administered by the Orthopaedic Division, CPA.
- b. The examination is marked by the Education Committee of the B.C. Section, Orthopaedic Division, CPA, following the guidelines set out by the National Orthopaedic Division, Education Committee.
- c. The fee for the examination is ratified by the National Orthopaedic Division Executive and Education Committee.
- d. Candidates challenging the Level I examination without having taken the Level I Course will only be allowed to challenge the examination twice. If the exam is failed twice the candidate will be required to take the full, in-person Level I course prior to rewriting the examination.
In the case of failure of a Level I – III Course examination, the examination can be rewritten once without retaking the corresponding course. If the re-write examination is failed, the corresponding course must be retaken in its entirety and the examination successfully passed before the individual can move on to the next Level Course.
- e. The time for the exam is 2 hours (120 minutes) for the Level I Examination and 1.5 hours (90 minutes) for the level II and level III Examination and must be under the view of an invigilator at all times.
- f. No name should appear on the examination; the assigned candidate number only must be used

5. EXAMINATION SECURITY BREACHES - Including but not limited to the following:

- Not storing the secure examination package appropriately upon receiving it
- Not mailing the exam package back to the exam coordinator within 2 business days of writing
- Having access to reference material, including the use of electronic devices or peer interactions;
- The copying, in whole or in part, of any Orthopaedic Division Examination, including electronic scans;
- Writing the exam outside the specified timeframes;
- Taking any rough paper notes. You may write in the exam booklet, but it will not be graded. Be sure to mail back the exam in the envelope it arrived in
- Engaging with anyone to discuss any part of the exam before, during or after you have completed it.

Variance from the above examination protocols is considered to be a serious violation of professional ethics and the Education Committee, on behalf of the Orthopaedic Division, will investigate and act accordingly to any violations the committee is made aware of and penalties, including exam invalidation, may be levied at their sole discretion.

**please do not staple cheques to application form

VIRTUAL LEVEL EXAMINATION APPLICATION FORM

Applicant's name: _____
(As you would like it to appear on your certificate)

Applicant's mailing address to receive the secure exam package and exam results:

City Province

Postal Code

E-mail address: _____ (required to contact you)

Phone # for exam day contact if necessary: _____

CPA number: _____

I would like my exam questions presented in FRENCH (circle) ENGLISH (circle)

I would like to purchase the e-Manuals for an additional cost of \$125.00+tax:
(only mail payment for the exam, instructions to pay online for the manuals will follow)

FRENCH MANUALS (circle) ENGLISH MANUALS (circle)

Level of examination applied for:

I II Lower II Upper III Lower III Upper

Date of examination applied for: March June September December

If you are re-writing a previously failed Multiple Choice Exam please provide the Date & Province of the Level Course taken: _____

I have read the detailed rules and procedures for the VIRTUAL Level Examinations and agree to all of my responsibilities as a candidate. I have enclosed the correct examination fee including tax for my province and made my cheque payable to: "CPA, Orthopaedic Division"

Signature: _____ Date: _____

Send this application form and your payment to:

Kaely MacMillan
PO Box 48079, Uptown PO
Victoria, BC V8Z 7H5

****If you would like confirmation that your application has been received please use traceable mail to send it so you may track it online****