



OPTOMETRY EXAMINING
BOARD OF CANADA

BUREAU DES EXAMINATEURS
EN OPTOMÉTRIE DU CANADA

Candidate Guide for Office-based Laser & Minor Surgical Procedures Exam



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Examination Administration Policy and Procedures: Candidate Instructions for the Written Exam & OSCE

1. Overview of Exam

The exam will test candidates on the competencies in the National Competency Profile for Therapeutic Laser Procedures in Optometry through the OEBC Written Examination and OSCE.

Therapeutic laser procedures are minimally invasive interventions that use laser energy to treat various ocular conditions, such as glaucoma, diabetic retinopathy, and posterior capsular opacification. Appropriately certified and registered optometrists can perform specific therapeutic laser procedures in the office, such as peripheral iridotomy, selective laser trabeculoplasty, and capsulotomy. These procedures require specialized training, equipment, and protocols to ensure patient safety and optimal outcomes.

The OEBC Written Examination is a 2.5-hour exam. It will use 26 cases with 3 MCQ questions per case to test candidates on the competencies in the *National Competency Profile*.

The OSCE is a practical exam. OSCE stands for Objective Structured Clinical Examination. The OSCE uses 6 stations to test candidates on the competencies in the *National Competency Profile*.

Candidates for the exams can best prepare by:

- Familiarity with and understanding of the examination blueprint
- Developing knowledge and clinical skills relevant to the competencies in the examination blueprint

2. Blueprint

The exam blueprint is an outline of the exam structure. It informs candidates about what the exam could test and the weighting of each area. The Blueprint for both the written and OSCE exams can be found on the website under "[Preparation for the LMS Exam](#)."

3.1 Exam Policies

Candidates must read and be familiar with all Exam Policies found on the website.

3.2 Adherence to Rules of Conduct

Candidates must follow all the instructions given and not violate the Rules of Conduct (under Exam Policies on the website). Any candidate suspected of improper conduct may be subject to legal and/or disciplinary action by OEBC and may result in forfeiture of fees



paid, invalidation of scores, suspended access to OEBC exams, revocation of any results and notice may be given to any optometry program or licensure of the applicant.

3.3 Scents

All exam sites are scent-free environments. Candidates are to refrain from wearing perfume, scented hairspray, cologne, aftershave or any other scented products to or at an exam site.

3.4 Orientation

A candidate orientation is held prior to the start of the exam. There is no orientation for the written exam. During the OSCE orientation candidates will receive one sheet of cardstock and one mechanical pencil. These items will be collected before candidates leave the track at the end of the exam.

3.5 Candidate Identification

Candidates must bring two pieces of government-issued identification in order to authenticate the candidate's identity. Candidates whose identity cannot be verified through this identification process may be refused entry.

Candidates must bring on exam day for both the written and OSCE:

- A valid (unexpired) Canadian or foreign passport

PLUS one of

- Canadian or US citizenship certificate
- Canadian or US resident card
- Canadian or US driver's license
- Birth Certificate PLUS one other piece of government issued identification with a photo (e.g. Canadian health card, military card)
- Note: If you are experiencing extreme or unusual circumstances with obtaining a government issued ID, i.e. expired passport, please contact OEBC immediately for direction. Note that further documentation may be required, e.g. notarized document, at OEBC's sole and exclusive discretion. OEBC is not responsible for any potential related issues which might include additional time or costs to the candidate.

On exam day, exam staff will check both pieces of identification to verify your identification. You will not be admitted to the examination unless you provide both pieces of identification and they are a likeness of your current physical appearance. As well, the names on your government-issued photo ID and the exam registration list must match.



3.5 Change of Name

Change of name must be submitted in writing to OEBC at exams@oebc.ca no later than 30 days before the exam with complete details and necessary official documents supporting such changes.

For change of family name due to marriage, OEBC requires:

- A notarized photocopy of your marriage certificate and a notarized photocopy of your current passport or government issued ID.

For change of name due to adding or removing part of your name, OEBC requires:

- A notarized photocopy of your change of name certificate and either a notarized photocopy of your current passport, government-issued ID or birth certificate.

For change of family name, returning to your maiden name, OEBC requires:

- A notarized photocopy of your birth certificate and a notarized photocopy of your current passport.

3.6 Washrooms

Candidates are asked to use restroom facilities prior to sign in.

3.7 Arrival & Sign In

The recommended arrival time will be communicated to the candidate in their exam schedule information sent by email in advance of the exam administration.

OSCE: Candidates must arrive at the sign-in area of the exam facility between 30-60 minutes before the orientation start time. Candidates will not be allowed entry until registration begins.

At sign in, candidates will present their identification to exam staff and remain in a designated area of the exam facility as directed. Candidates will not be permitted to leave after sign in.

Candidates are **not** permitted to bring materials such as textbooks, papers or study notes into the exam site or to review such materials while waiting to take the exam.

Remote Proctoring: Candidates must log on 10 minutes before their scheduled start time. Candidates will present their identification to remote Proctor upon sign-in.



3.8 Late Arrival

Important examination instructions are provided during the candidate orientation.

Remote Proctoring: Candidates have 30 minutes login, once the start time has passed, late arrivals will not be permitted to login and take the exam.

For OSCE: Candidates arriving **after the start** of the orientation will *not* be permitted to take the examination. The orientation is scheduled approximately 30-45 minutes before the exam begins.

3.9 Permissible / Non-permissible Items

Candidates may bring only the following into the examination areas:

- Two pieces of government-issued identification
- Sweater

Candidates CANNOT bring the following into the examination areas:

- Watch or wristband
- Optometry equipment and tools
- Clipboard
- Any computing or transmission device, such as a computer, calculator, mobile device or cell phone (OSCE)
- Smart glasses with AI capability
- Purses, wallets, bags, backpacks, suitcases
- Books, paper and notes
- Pens, pencils, markers, highlighters (OSCE)
- Pencil cases, eyewear cases
- Food (OSCE), tobacco
- Outerwear - **see Dress Code**. Note: Clothing with logos/lettering and lab coats are *not* permitted.
- Visible jewelry – **see Dress Code**

Assistive Devices:

Assistive Devices such as hearing aids, crutches, canes, wheelchair, etc. are permitted only with approval prior to the exam. For assistive devices refer to the [Exam Accommodations policy](#) for guidance on how to request approval.

OSCE: Prohibited materials are to be left outside the examination areas or in a designated waiting area within the exam facility. The exam provider assumes **NO** responsibility for loss



or damage to candidates' materials left in these areas. Candidates are encouraged to avoid bringing items of value to the exam.

Remote Proctoring: the exam area (table/desktop) needs to be clear. Information on what is permitted will be communicated to all candidates, via the Candidate Remote Proctoring Information Package, which will be emailed in advance of the exam administration.

Prohibited materials brought into the exam or accessed during the examination, including during a break, may be confiscated. Any devices or materials that may compromise the administration or security of the examination will be confiscated. Confiscated items will be inspected either on site or sent together with a report of the incident to the CEO for inspection and will be kept until any investigation under the Misconduct policy is completed.

Medication/Food is permitted ONLY if prior permission has been obtained:

Food and water are not permitted on the OSCE exam track.

Candidates who are requesting to bring in medicine/food/medical equipment for a *special medical or dietary need relating to a medical condition* **must request approval** under the [Exam Accommodations policy](#).

If you are approved to bring food into the OSCE, it must be consumed outside of the exam station during the rest stations or a scheduled break. Requests for use of medication at the exam site will be decided and approved only by the Chief Examiner (OSCE ONLY)

3.10 Dress Code

Outerwear such as coats, ski pants, gloves/mitts, scarves, hats are not permitted in the assessment area. Visible jewelry is not permitted.

Candidates' attire and grooming must be appropriate to a professional in a health care setting. Candidates may wish to dress in layers as the temperature of examination sites may fluctuate. Clothing with excessive pockets or excessive in size may not be permitted. OEBC will refuse entry or assessment to candidates who, in the opinion of the Chief Examiner or other designated exam staff, are inappropriately dressed or wearing non-permitted clothing.

Inappropriate dress would include:

- Shorts
- Tank top shirts (sleeveless or short-sleeved shirts are acceptable)
- Flip-flops
- Ripped clothing



Non-permitted dress would include:

- Clothing with hoods
- Clothing with logos/lettering/pictures and/or statements
- Laboratory coats
- Clothing with excessive pockets or layers or excessive in size
- Baseball caps and any other head covering
- Any form of wristband, armband, watch, etc.
- Visible jewelry such as rings, any piercings etc. Ensure all jewelry has been removed before arriving at the exam.

Note: If the candidate wishes to request wearing a head covering or object for a religious reason, the candidate must submit a request for approval to OEBC at exams@oebc.ca no later than 30 days before the exam.

Note: If jewelry is being worn for medical reasons, please contact OEBC at exams@oebc.ca no later than 30 days before the exam.

3.11 Exam environment

No exam environment is perfect. There may be variations in room temperatures and extraneous noise.

Chief Examiner.

3.12 Incidents

OEBC is committed to ensuring that a candidate's performance is accurately recorded for scoring. If, during your time on the exam track, or during the remote written exam, a unique event occurred that resulted in a significant disruption or stoppage of your exam time, a candidate has an opportunity to complete a Significant Disruption Form (OSCE), or an Incident Report (written) for the issues within the categories below.

Table 1 - Categories of Incidents – excerpt from the OSCE Significant Disruption Form

Please indicate by filling in the bubble(s) which of the following concerns affected your performance:

☐ **Registration** ☐ **Equipment Malfunction** ☐ **Time Interruption** ☐ **Examiner** ☐ **Standardized Patient**

Table 2 - Categories of Incidents – excerpt from the Written Exam Incident Report Form

Please indicate by filling in the bubble(s) which of the following concerns affected your performance for the written exam:

☐ **Registration** ☐ **Internet issue** ☐ **Computer issue** ☐ **Time Interruption**

Please refrain from noting general comments.



The purpose of filling out the form is to provide any additional information which will ensure that OEBC has an accurate account of a candidate's performance. The candidate is responsible for completing the form individually and may not discuss the exam or the Report with others. The completed form is given to the exam staff.

OEBC DOES NOT REQUIRE A REPORT TO BE FILED AS GROUNDS FOR AN APPEAL.

Timing:

A candidate may complete a Report by:

- **Written exam**
 - Accessing an Incident Report [here](#)
 - Remote proctoring – email the report to exams@oebc.ca within an hour of signing out.
- **OSCE**
 - Completing a Significant Disruption form at the end of the exam.

General Comments will not be accepted on the day of the exam.

Report forms will not be considered if:

- missing information (e.g., candidate name, station #)
- received at the OEBC office after the examination

Please note that a follow-up survey will be provided one week following the exam for candidates to provide general comments and feedback.

3.13 Departure

At the completion of the examination, the candidate is required to leave the assessment area, retrieve any personal effects and leave the examination facility promptly and without discussion with other candidates. Candidates are not permitted to reenter the waiting area or the examination site.

3.14 Termination

The written exam or OSCE will be terminated if the candidate is found to be in possession of prohibited materials inside the assessment area, if the candidate leaves the assessment area for any reason without permission, or if a candidate is found to be violating the rules of conduct (e.g., talking with another candidate during the exam). An exam station will be terminated if it is determined that there is a potential risk of injury.

Note:

OEBC reserves the right to cancel an exam administration if it has been determined that the security of the assessment has been violated.



OEBC reserves the right to delete from scoring any test item which is found to have been exposed to one or more candidates before the exam administration.

OEBC reserves the right to change the exam application requirements and instructions at any time.

The following information and administration procedures apply to the Written exam.

4. Written exam

4.1 Exam Day Timing and Seating

The written exam is administered on one day for a 2.5-hour session. Candidates may be divided into two groups for registration purposes only,

- **GROUP ONE:** 12:00 pm to 2:30 pm
- or
- **GROUP TWO:** 12:30 pm to 3:00 pm

(please note these are general examination schedules; it is NOT specific to each individual candidate).

Candidates do not begin the examination until directed by the Chief Proctor. Full-time allotment will be provided in the event of a delayed start.

Note: Candidates may not leave their seat for any reason without the permission of a proctor. Candidates who leave the examination area without permission will not be permitted to complete the exam.

4.2 Introduction of Digital Media to Written Exam

In adopting computer exam delivery, OEBC has expanded the variety of question types that are possible on the written exam. We successfully conducted a pilot using a computer-delivered version of ocular images on the Spring 2021 administration. The technology allows us to move some non-interactive cases from the OSCE to the written exam and add additional interactive cases to the OSCE.

The written exam may have cases containing digitized media. Candidates' responses to the questions related to the media form part of their final score.



4.3 Remote Proctoring

Remote proctoring is the ability to provide candidates with the opportunity to attempt the written exam exclusively online while ensuring the integrity of the exam. In doing so, candidates are monitored online through video while the exam is in session to ensure legitimacy and to identify any potential misconduct.

The most significant benefit to remote proctoring, is that it allows candidates the ability to choose their examination environment, wherever they deem most comfortable, as long as it has a viable internet connection; this could be within their own home, in a library or at their school, etc.

Other noteworthy benefits include:

- ✓ Increases personal safety by eliminating candidates having to assemble in large group settings
- ✓ Reductions in travel expenses to the candidate (hotel, flights, etc.)
- ✓ Discourages travel to eliminate candidates having to quarantine or quarantine twice (especially for those also attempting the OSCE)

To determine if your system is compatible, you may use the link below to download, install and test the WebLock software.

Download, install and test WebLock:

<https://app.fasttestweb.com/FastTest/browserlockdown/app#/weblock/download>

Troubleshooting article for WebLock: <https://assesshelp.zendesk.com/hc/en-us/articles/360002359331-Troubleshooting-WebLock-Respondus-Lockdown-Browser->

Connection Test and FAQ for Remote Proctor system: <https://monitoredu.com/faq>

Live Chat assistance for Remote Proctor system: <https://monitoredu.com/live-chat>

****It is recommended that you verify that your equipment is compatible, and that the correct installation of the WebLock browser has been completed in the days (no more than 2 days) before the exam. ****

More information regarding troubleshooting, connection testing and Live Chat assistance will be included in the information that will be emailed to all registered candidates 4-6 weeks prior to the exam.

4.4 What are the System Requirements?

Laptop or Desktop Computer (**tablets, iPads are not compatible**) - All equipment must be shown to the proctor at sign in.



- Latest Version of any of these Web Browsers:
 - o Google Chrome
 - o Mozilla Firefox
 - o Apple Safari
 - o Microsoft Edge

For your exam we suggest you have the Google Meets application pre downloaded on your secondary device or smartphone.

- o Iphone users: <https://apps.apple.com/us/app/google-meet/id1013231476>
- o Other: https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en_US&gl=US
- JavaScript - must be enabled; automatically included with supported browsers
- Cookies - must be enabled; support in the about browsers
- Screen Resolution: 1024 x 768+

Candidates are permitted to use a calculator (Casio FX 260 or an alternative), as long as it is non-programmable.

Candidates can only use a whiteboard and marker for notetaking. Clothes can be used for erasing.

Ear plugs are permitted. They must be foam or silicone (wired or Bluetooth is not permitted)

- o You must advise OEBC that you intend to wear ear plugs at the written exam by emailing us at exams@oebc.ca
- o Before the exam begins you must show the proctor the ear plugs.

Please ensure the ear plugs don't interfere with your ability to communicate with the proctor throughout the exam.

4.5 Washroom

There are no scheduled washroom breaks during the written exam session.

Should you need to take a bathroom break during the exam session:

- o Contact your proctor before leaving your computer.
- o If you wish to review any of your responses up to that point. You must do so before leaving the testing area.

4.6 Water

Candidates may have a bottle of water in a clear bottle *with label removed*. Beverages other than water are not permitted.



OEBC is not responsible for damage to examination equipment or lost exam time as a result of a candidate's food/water spillages.

4.7 Submission of Answers

Candidates are individually responsible for correctly and fully completing their answers on the computer-based format. The Proctor will provide some general direction to the candidates at the beginning of each examination on completing the name and candidate number.

Candidates must mark only one answer for each question. Questions that have no answer selected, or which have two or more selected answers, are scored as incorrect. All answers are recorded electronically. Improper answer recording is not grounds for successful appeal.

Important: candidates must submit their answers electronically as stated on the instructions given by the proctor before leaving the exam.

4.8 Roles

The Proctors will maintain oversight of the exam administration and provide exam day instructions. If in-person the Chief Proctor will also explain emergency procedures.

4.9 Early Departure

Should you finish early candidates may exit the examination any time after the midpoint of the examination, except during the last 15 minutes. You may submit your results, advise the proctors that you have finished, and leave.

-end-



The following information and procedures apply to the OSCE

5. OSCE

5.1 What is involved in the exam

The Laser & Minor Surgery Exam (LMS) is a practical exam.

A candidate orientation is held before the candidates begin their assessment. During this time, the Chief Examiner will explain the exam day procedures and emergency procedures.

Candidates may wish to review the OEBC videos on the [Entry to Practice](#) webpage as a source of information about how the exam is run.

At the exam, candidates will move from one room to the next to perform a series of 6 stations. Candidates will be brought to their first station where they will find their instructions for that station on the door. They will hear a signal to enter the room, where they will carry out the instructions of that station. A copy of the instructions is also inside the room. At the end of the station, the candidate will hear a signal that the station has ended, and they should leave the room and walk to the next door where they will find their instructions for that station.

Candidates are responsible for allocating their time within each station. Each station is 8 minutes long and there are 2 minutes between stations. There is a signal at the 6-minute mark to warn candidates there are 2 minutes of assessment time remaining.

Note: Candidates may not leave the assigned exam room or any part of the exam area for any reason without the permission of an examiner or exam staff. Candidates who leave the exam area (e.g., to go to the restroom) without permission will not be permitted to re-enter the assessment area or complete the remainder of the exam.

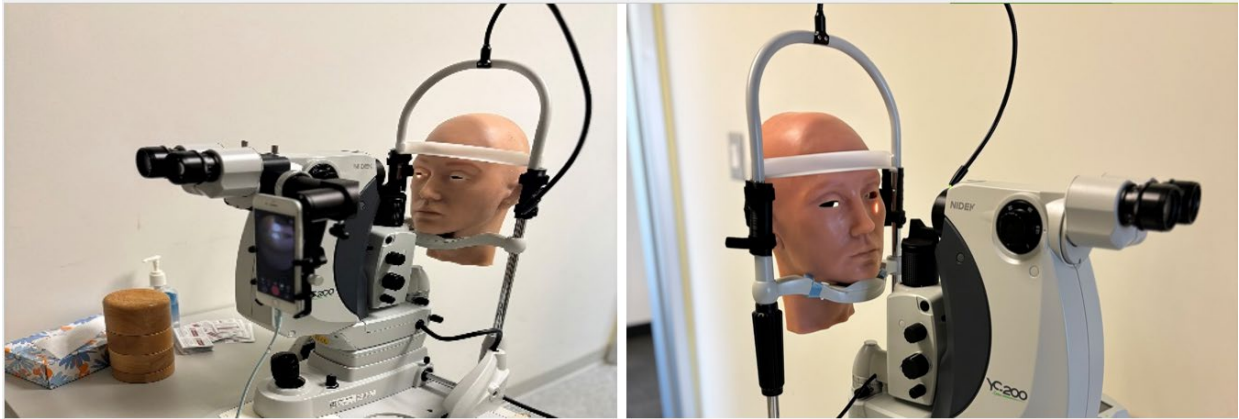
Upon entering the exam room, the candidate may introduce themselves to the examiner.

At the end of the station, the Examiner will stop assessing the candidate.

5.2 Equipment

Candidates may be asked to perform minor surgical procedures with suture and curved needle kit (silk/prolene), tissue forceps, surgical scissors, Cry-AC-3 Kit (C tip) and local anesthesia (topical and injectable).

Any equipment, tools and props that may be required for the examination will be supplied by OEBC and candidates are expected to be able to use the equipment provided.



Laser Stations

YAG,SLT or LPI



Intradermal Injection Station



Suturing Station



Cryotherapy Station

Station	Equipment
Laser Procedures	Slit Lamp with Q-switched frequency doubled Nd:YAG SLT Slit Lamp with Q-switched Nd: YAG Model Head with SLT, LPI or YAG eyes Video adapter
Suturing Procedure	Model Head Betadine solution Suture and curved needle kit (silk/prolene) Tissue forceps Surgical scissors
Cryotherapy Procedure	Model Head Cry-AC-3 Kit (C tip) Plastic Cryo Cone with different diameters
Intradermal Injection Procedure	Model Head Sterile solution (labeled as 1% Lidocaine) 20 Gauge needle 27 Gauge needle Syringes (1cc/ml)



5.3 Exam Day Scheduling and Timing

Approximately 4 weeks prior to the exam, candidates will receive their assigned date (Saturday or Sunday) and time (AM or PM).

There are 6 skills stations. The total time for the exam is estimated to be one hour, (unless there are rest stations, then 10 minutes per rest will be added on), plus orientation time as well as time to sign in and sign out.

Please note:

- Any personal belongings will be collected at registration and brought to the holding room.
- An orientation is held just prior to your scheduled exam session.
- Candidates are responsible for allocating their time within each OSCE station.
- There will be no sequestering before or after the exam.
- Use of cell phones or other electronic devices is strictly prohibited
- *Failure to comply with these rules is considered disruptive behaviour as defined in the Misconduct policy*

5.4 Answer sheets & Instructions

Candidates must read the instructions carefully to ensure they do what is asked in the station.

Candidates may not remove any materials from or discuss any information about the exam. Any candidate found to have materials or information about the exam will be in violation of the Misconduct Policy and subject to any and all penalties within the policy.

Important: Marked answer sheets and all other testing materials including Significant Disruption report forms are the property of OEBC. Candidates must submit their card stock, and all other testing materials to the track leader or other designated person prior to leaving the exam. Candidates may not remove any materials from the examination room.

5.5 Exam Roles

Candidates are evaluated by an examiner in each skills station. *Important:* Examiners are not permitted to dialogue with or provide candidates with advice, counsel, or direction.

- At the end of the station, the Examiner will stop assessing the candidate.



Exam staff will be identified before the exam and will assist candidates in movement through the next station.

A Chief Examiner will maintain oversight of the exam administration.

5.6 Water

Candidates are not permitted to bring water onto the examination floor. Water will be provided upon request or at a rest station.

5.7 Washroom

Before the exam: Washroom facilities at the exam site are not accessible to candidates prior to sign in. Candidates may wish to use washrooms in other buildings or prior to coming to the exam.

During the exam: You must be escorted to the washroom by exam staff. Please use the washrooms during either one of your rest stations after the other candidates have entered their stations. You may use the washroom during a station, but no extra time is given.

-END-