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OPTOMETRY EXAMINING
BOARD OF CANADA

BUREAU DES EXAMINATEURS
EN OPTOMÉTRIE DU CANADA

OEBC Candidate Instructions and Exam Guide,Written Exam & OSCE Overview

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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 Entry-Level Optometry* through the OEBC Written Examination and OSCE.

The OEBC Written Examination is a one-day exam. It will use 78 cases with 3 MCQ questions per case to test candidates on the competencies in the *National Competency Profile for Entry-Level Optometry.*

The OSCE is a practical exam. OSCE stands for Objective Structured Clinical Examination. The OSCE uses 12 stations to test candidates on the competencies in the *National Competency Profile for Entry-Level Optometry.*

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
- Focusing on the development and integration of clinical skill, clinical reasoning and professional judgement;
- Continuing to stress good communication skills across all content areas, and especially in clinical experience settings.

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 "Preparing for the Exam."

Sample questions are available on the website under "Preparing for the Exam."

The following information describes examination day procedures for candidates and applies to both the _Written exam and OSCE._

3. Written exam and OSCE

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 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 (passport; driver's license) 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 <u>likeness of your current physical appearance</u>. As well, the names on your government-issued photo ID and the exam registration list must match.

3.6 Change of Name

Change of name must be submitted <u>in writing</u> 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:

- o 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:

- o 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:

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

3.7 Washrooms

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

3.8 Arrival & Sign In

Candidates must arrive at the sign-in area of the exam facility (OSCE) between 30-60 minutes before the orientation start time. **The recommended arrival time will be communicated to the candidate in their exam schedule information sent by email in advance of the exam administration.** 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.

3.9 Late Arrival

Important examination instructions are provided during the candidate orientation.

Remote Proctoring: Candidates must log on 10 minutes before their scheduled start time, (for all sessions). Candidates have 30 minutes for each login, once the start time has passed for each session, 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.

3.10 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, smart glasses with AI/recording capability, calculator, mobile device or cell phone (OSCE)
- Beeper/pager, iPod or other mobile/handheld device.
- Purses, wallets, bags, backpacks, suitcases
- Books, paper and any 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 <u>only</u> with approval prior to the exam. For assistive devices refer to the [Exam Accommodations policy](#) for guidance on how to request approval.

If smart glasses are a candidates main source of vision wear, candidates must refer to the [Exam Accommodations policy](#) for guidance on how to request approval.

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.

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.

If sequestering is scheduled to be more than 2 hours, OEBC will allow candidates to bring in a light snack and water.

Written exam only: All candidates are permitted to have *unwrapped* snacks during the exam. Any food must be clearly visible to the remote proctors.

Candidates who are requesting to bring medicine/food/medical equipment for *special medical or dietary needs relating to a medical condition* reasons **must request approval** under the Exam Accommodations policy. If you are approved to bring food into the OSCE, it must be consumed outside the exam station when needed or at a scheduled break. Requests for use of medication at the exam site will be decided and approved only by the Chief Examiner (OSCE ONLY).

3.11 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:
O **Registration**   O **Equipment Malfunction**   O **Time Interruption**   O **Examiner** O **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:
O **Registration**   O **Internet issue**   O **Computer issue**   O **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 OSCE during sequestering.

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.

3.12 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.

3.13 Exam environment

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

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