

Hello CTCMA applicant,

Thank you for booking your CTCMA Safety Exam appointment date and time-slot for your Zoom (virtual/remote/on-line) assessment with Selkirk College!

*****All our times are Pacific Daylight Time (PDT)***

BOOKING:

<https://selkirk.ca/services/student-support-services/assessment-services/external-exam-services>

and select the booking link.

Please do go ahead and contact CTCMA and do their required form paper-work/payment and then email them too so they know to send us the exam link information within 10 business days of the exam. Even though their paper-work says you must book with them 45 days in advance, they are shortening that time-line, however, please do contact them directly (email/phone) and confirm. If you book with us and pay (\$50.00), you can reschedule up to 72 hours in advance without losing your payment.

To fill in the form for registration and payment:

#1 select Zoom Online Proctoring

#2: External Exams

#3: External Exams

#4: CTCMA

#5 & #6: Date and Times Selection & #7-9: Your required information.

Please follow these steps MANY DAYS BEFORE your testing appointment:

1. You must use a desktop or laptop for the entire assessment (Chromebooks or phones cannot be used). Please have your laptop fully charged and/or plugged in.
2. Please be sure you are **very familiar with Zoom** before you come to do your test and particularly how to login (Note: you do not have to "sign-in" when first prompted and can skip that, and, you do not have to download Zoom or have an account to login as we have a professional account - when asked to login finally, you will enter the Meeting ID and Password if one is provided):

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting> (1 minute video and short article)

3. If you are late for your appointment time, regardless of the 90-minute clock on the exam, your testing time-slot will be complete at the agreed time and you must submit your test. **Do not be late.** Please show up early and technologically prepared. Our Proctors/Invigilators will not have time to assist you with your basic learning technology issues and will not be able to provide additional time beyond our scheduled appointment time-slot.
4. There are other people writing the test at the same time as you and your Proctor/Invigilator can only spend a brief moment with you before moving on to the next candidate. Please come FULLY prepared.

At a minimum you will need:

- **PC:** Internet Explorer 11+
Microsoft Edge 40+ / EdgeHTML 15+
Firefox 65+
Chrome 74.0+
- **MAC:**
Safari 11+

- Windows 10
Mac OS X v10.7 (New Mac require that you do your Security and Privacy and make sure Zoom is compatible with your system and that all of Zoom is accepted on your computer)
Chrome OS

- Pop-ups are not blocked

When it is time for your appointment please:

- 1 Sit in a quiet place where you will be undisturbed while testing (this is a 90-minute). Ideally, in a location where the door can close with no animals or other humans in the room.

2. Clear a workspace for just your monitor, mouse, and keyboard. **All other items must be removed from your table/desk.**

- no water glasses, cups, water bottles, etc.
- no watches
- no hoodies
- no hats
- no pendants
- no large rings
- no devices
- no dictionaries
- no eyewear that is not registered on your government ID
- no paper or pen/cil
- You are not allowed any paper or your paper-copy handbook – see notes below from CTCMA.

3. Calculators are not allowed

4. Have your **government photo issued ID** ready. You will need to show it to your proctor when we are in our break-out room. **No ID = No Exam.** *Note: Your name on your ID must be identical to the one registered with CTCMA or else we may not be able to allow you to write the test.*

5. **Break-out rooms** will be awarded to each applicant at our group check-in for the testing time and that is where we will check ID in your own private break-out room. Your webcam will be on the entire time and pointed at you (no virtual backgrounds).

- You will be asked to show your entire environment (entire cleared desk above and below, and your entire environment) to us prior to test start time.
- We will also ask that you have your **share screen on** the entire time. If you are unfamiliar with this process, please practice ahead of time on how to “**Share Screen**” (big green button at the bottom of the Zoom page). <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>
- Please have all other windows and applications closed on your computer the entire time. When you select “**Share Screen**” it must be the entire "Desktop" as we will need to see your entire desktop at all times.

6. Please use the **washroom prior to writing** the test.

7. Please be very familiar with your computer and technology before you join us. **You must use a desktop or laptop for the assessment (and are unable to use a phone or Chromebook).**

8. **Webcams** with your actual background will be active from our meeting time until your test is submitted and our session is complete.

9. **Audio** must be on the entire time.

10. No headphones or music during our testing time.

11. Recording devices or recording of Zoom is prohibited.

12. **Please leave your cellphone ON AND HAVE IT FULLY CHARGED** and in a location that your proctor can see it, but that it does not disturb you, or that you cannot be tempted to utilize it. The phone must be out of reach and eyesight of you but **we must be able to see the phone and be able to contact you by phone in case we lose audio or other technological issues arise.**

14. Please learn ahead of time how to use **in-private or incognito browsing** for whatever browser you are using.

- Chrome: <https://support.google.com/chrome/answer/95464?co=GENIE.Platform%3DDesktop&hl=en>
- Firefox: <https://support.mozilla.org/en-US/kb/private-browsing-use-firefox-without-history>
- Internet Explorer: <https://support.microsoft.com/en-ca/help/4026200/microsoft-edge-browse-inprivate>
- Safari and Macs: <https://www.laptopmag.com/articles/how-to-private-browsing-safari> and <https://support.apple.com/en-ca/guide/safari/ibrw1069/mac>
- Microsoft Edge: <https://support.microsoft.com/en-ca/help/4533513/microsoft-edge-browse-inprivate>
- Opera: <https://help.opera.com/en/touch/private-mode/>
- Vivaldi: <https://help.vivaldi.com/article/private-windows/>
- Brave: <https://support.brave.com/hc/en-us/articles/360017840332-What-is-a-Private-Window->
- Tor: <https://www.youtube.com/watch?v=pli3cBpKjak> How to Access Tor with Brave's Private Tabs (easy)

CTCMA specific exam details:

1. You will need to make sure that the share screen on Zoom of your entire desktop has been selected and not just the one browser.
2. Open an in-private or incognito browsing session.
3. Your Proctor/Invigilator will go into the back-end of their computer to approve the exam.
4. Once approved, your Proctor/Invigilator will send you the link from their web browser for the test through the Chat feature. Please know how to find the chat feature.
<https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat>
5. You may need to manually load the browser link as it will not copy and paste easily into the in-private browsing session and will automatically load a non-private browsing session. You and your Proctor/Invigilator should note this as you cannot write the exam in a non private browsing session.
6. After reading the instructions, examinee can click on the red button **“I, Candidate’s name, have read and understand the instructions and am ready to start the exam”** to indicate “understanding” to start the exam. (the exam has the option of English or Chinese)
7. Exam starts immediately and timer starts right away after clicking this button. (Timer should countdown from 90 minutes for the Acupuncturist Exam or the Herbalist Exam, and from 45 min for the Dr.TCM Exam.)
8. Examinee is allowed to click on the links for the Safety Program Handbook on the left side “Handbook English” (or the Chinese version “手册中文版”) to load these two pdfs as an open-book exam. No other reference material is allowed. Only these electronic copies downloaded from these links on the exam site are allowed: **this will be provided to you on the exam site in the morning.**
9. When the exam is finished, examinee clicks the red button “Click Here to finish Exam” button. Then click “CONFIRM - Submit Exam now” in pop-up window to exit.
10. Do NOT exit your Browser or leave your Break-out Room or the Zoom meeting until your Proctor/Invigilator is with you again.
11. Once your Proctor/Invigilator is with you, you will ignore the invigilator sign out page and exit the web browser on the examinee’s computer. Your Proctor/Invigilator will need to log you out officially on their end. Please wait on Zoom in your breakout room until this is complete.

12. Once your Proctor/Invigilator has approved they have officially logged you out, then you may close the browser.

Note: Candidates should be familiar with the policies of the examination by referring to the Examination Guide. (Available on the College’s website for the Safety Examination: <https://www.ctcma.bc.ca/examinations/safety-examination/>)

Note: On page 4, “**a hard copy of the Safety Program Handbook will not be allowed**”.

About Open Book Exams

Unlike a typical examination which assesses a candidate's ability to memorize facts and figures, the Safety Examinations for Acupuncture and Herbology are open book. The open book examination assesses a candidate's ability to understand, analyze and apply existing knowledge to clinical situations. A candidate taking the Safety Examinations for Acupuncture or Herbology is allowed access to the Safety Program Handbook through the College’s website during the examination. However, a hard copy of the Safety Program Handbook will not be allowed.

Zoom Link: Will be sent 1-2 days ahead of your Exam over email. Watch for this. Email us at exams@selkirk.ca if you have not received it within this time-frame.

We look forward to meeting you on Zoom soon and have a wonderful day!