CCHIM Online Proctoring Rules and Regulations

ONLINE PROCTORING

In January 2019, CCHIM partnered with [Examity®](#), an online proctoring service that provides students the flexibility to take examinations remotely. Examination candidates are no longer required to find exam writing centres or invigilators.

APPLICATION

Upon approval of the application, Examity® will email the examination candidate instructions to set up an account and schedule an examination writing date and time within the approved examination sitting (e.g. January 21-25, 2019).

COMPUTER REQUIREMENTS

To comply with live, online proctoring, the following computer system requirements are required:

- Desktop computer or laptop (not a tablet, Chromebook, or cell phone)
- A working built-in or external webcam and microphone
- An Internet speed of at least 2 mbps download and 2 mbps upload; **hot spots are not recommended**; test internet speed at: http://www.speedtest.net
- Browser with pop-up blocker disabled

TEST ENVIRONMENT RULES

Examination room must meet the following criteria:

- The examination must take place in a private room

- Candidates are advised to be in the private room 15 minutes prior to the start of the examination. This will allow ample time to connect with the proctor and troubleshoot any technical issues that may arise.

- The proctor will instruct candidates to complete a webcam scan of the room. No other person can enter the room while the candidate is taking the proctored examination.

- Candidates must present one form of valid (not expired) government issued photo identification to the proctor. It must contain the candidate's photograph and signature. If the candidate's government-issued photo identification appears to be damaged or altered in any way, the candidate may not be allowed to begin the examination.

- The lighting in the room must be bright enough to be considered 'daylight' quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind the candidate.

- The desk or table must be clean and free of materials.

- The desk or walls must not have any writing.

- The room must be quiet. Sounds such as music or television are not permitted.

- Candidates may not leave the room at any time with the exception of using the washroom. The examination will not be paused; the timer on the examination will continue.

Examity® SUPPORT FOR ONLINE EXAMINATIONS

Questions or concerns directly related to Examity® may be emailed to email support@examity.com. This includes arranging to do a system check with their support team.

Examination candidates may also view a video on how online proctoring works. If system requirements are not met, examination candidates may not be able to challenge the examination during the scheduled time and may be required to repay and reschedule the online-proctored examination.

Examity Online Proctoring Service Checklist

Click here to download now.

Protocol For Examination Delay Due To Emergency

Examity® offers technical support 24 hours a day, seven days a week. Should something go wrong prior to or during an examination, students can connect with the support team by email, phone, or live chat.

For further information on Examity® and the services they provide, please visit their FAQ page, here: https://examity.com/faqs-students/

CCHIM CERTIFICATION EXAMINATION POLICIES, RULES, AND REGULATIONS

Any breach of the following policies, rules and regulations constitutes a breach in the Code of Ethics and could result in disqualification from writing, automatic failure of the examination, or a professional conduct inquiry. All candidates and other persons associated with the CCHIM certification examinations will comply with the policies and procedures, rules and regulations, and professional Code of Ethics in the period leading up to, during, and following the CCHIM national examinations.

1. Any form of reproduction (verbal or physical) of the examination is contrary to the policy of CHIMA and a breach of the Code of Ethics. All information with respect to the examination remains the property of CCHIM. Candidates may use pencils and scrap paper during the examination; however, candidates must dispose of all scrap paper immediately following the exam. Absolutely no test material or miscellaneous notes (scrap paper) are to be shared.

2. Candidates will not access or use materials that constitute illegal aids during the examination. Illegal aids are any items other than what is acceptable as stated in CCHIM Rules and Regulations, unless the items are approved by CCHIM prior to the commencement of the examination. Illegal aids include, but are not limited to, the access or use of cellphones, electronic devices (including USB drives), notebooks, study papers, dictionaries, briefcases, purses, coats, etc. during the examination.

3. If a candidate requests assistance regarding an examination question(s), the proctor will make a note of the candidate number, the question number(s), the nature of the request/problem, and the form of assistance provided. The proctor will submit this information to CCHIM and the question(s) will be reviewed.

4. If the proctor witnesses or suspects behaviour that contravenes the CCHIM rules and regulations and policies, or which constitutes the use of an illegal aid, the proctor will document the allegation clearly, including such particulars as the examination part number, time of misconduct, student response, and full description of misconduct. Upon receipt of an allegation from a proctor during the examination process, the Registrar, in consultation with legal counsel, will:

    a) Ensure that marking of the candidate's examination is withheld;

    b) Notify the candidate of the allegation in writing, indicating that the candidate has 30 days in which to appeal the allegation by presenting facts; and

    c) Review the evidence from the proctor and the candidate to determine if:

        i) The allegation will not be upheld and the candidate's examination will be marked; or

        ii) The allegation will be upheld

5. If any person involved in or associated with the certification examination witnesses or suspects behaviour that contravenes the CCHIM rules and regulations and policies before or after the national examinations, the person will notify the CCHIM Registrar immediately. Upon such notification, the Registrar, in consultation with legal counsel, may:
        i.   Withhold the writing of the examination; or
        ii. Withhold the marking of the examination and notify the affected candidate(s); and
        iii. Conduct a full investigation and make recommendations to the appropriate body
6. If any allegation is upheld, the Registrar reserves all rights to reissue the examination, disqualify the candidate and refuse entry to the Canadian College of Health Information Management, or present the circumstance to the Professional Ethics Committee. Should the Registrar disqualify a candidate, the candidate will have no privileges to challenge the certification examination at any other time. The Registrar will notify the candidate/person(s) involved of the results of the misconduct determination and action in writing.