

All Exams

1. **Please do not bring:**

- **Electronic devices**, including:
 - calculators
 - cell phones, pagers, PDAs
 - any other device capable of storing or transmitting information (example: MP3, Androids, tablets , ipods, etc)

Should a communication device be discovered in a candidate's possession during the exam, that candidate will not be permitted to complete the exam(s).

- **Head wear**, except that which fulfills a religious obligation.
 - **Jewelry & Watches**, wedding bands are permitted.
 - **Supplies**, such as pens, pencils, erasers, pencil sharpeners or paper. All required supplies will be provided to you at the exam.
2. All personal belongings and study material must be left under Proctor supervision. The CCEB assumes no responsibility for lost, stolen, damaged or misplaced property at the exam site.
3. You may bring **water only**, and it must be in a clear and unlabeled bottle. Food is not permitted in the examining areas.
4. If you believe that your performance on the exam will be impaired it is your decision whether to write the exam before entering the examining area. Refunds will only be considered under extraordinary circumstances with supporting documentation. If it is a health issue, we will require a medical report issued the date of the exam. Scores are never adjusted under any circumstance.
5. Exams begin promptly at the times stated:
- Components A & B: Late arrivals will only be admitted up to 30 minutes past start time. There will be no extra time allotted if you arrive late.
- Component C: Late arrivals will not be admitted
6. Please attend to all personal and washroom needs before signing in. Candidates requiring the washroom during the exam will be escorted by a Proctor.
7. Sign in at the registration desk when you arrive, both in the morning and again after lunch. You must bring current government issued photo identification (Driver's License, Passport or Provincial Identification Card). Student ID cards will not be accepted.

Components A & B

1. Candidates may not exit and re-enter the exam room after signing in.
2. Find your designated seat, remain seated and wait silently; do not interact with other Candidates.
3. Place your government issued photo identification face up on the upper corner of your desk, next to the CCEB identification card.
4. During the exam if you notice an administrative error related to formatting that may significantly impair your performance; please report it immediately to the Head Proctor.
5. Candidates suspected of improper conduct will be given a warning card, if the conduct continues the candidate may not be permitted to finish the exam. If a candidate is caught cheating, they will be immediately escorted from the exam site.
6. Verbal announcements of the time remaining will be made at 60 minutes, 30 minutes, and 10 minutes before exam conclusion. When final time is called, candidates must cease writing immediately.
7. Candidates who have completed the exam may not leave the exam room until 60 minutes has passed.
8. When you are finished the exam, raise your hand and a Proctor will check your exam materials. Do not leave until the Proctor advises you to do so. Please exit the exam room quietly and exit the building. Candidates are not to congregate outside of the exam room or exam hallways.

Component C

1. Please come dressed as you would in a professional health care clinic.
2. You will be issued a Candidate ID Badge at registration which contains your photograph, track colour and Candidate ID number. This badge must be visible and worn prominently at all times while on the exam site and returned after the exam.
3. A list of examiners (licensed chiropractors who will be evaluating you) will be available for review at registration. Please check this list and indicate if there is an examiner who you feel would be biased towards you as a candidate; the CCEB will attempt to accommodate you.
4. You will be given a notebook which you can use for taking notes to refer to during the exam. This booklet is not graded and must be returned to the CCEB at the end of the exam. Failure to do so could result in forfeiting the exam.
5. During the exam, there may be other personnel in the room, such as observers or additional examiners and staff.