

# ENTRY INTO THE EXAMINATION ROOM POLICY

## CARB-TCMPA Examinations

Permitted Items in the Examination Room	Permitted Items in a Designated Area of the Examination Room	Items Not Permitted in the Examination Room
<p><b>Items for Writing the Examination:</b></p> <ul style="list-style-type: none"> <li>✓ Photo identification showing complete legal name</li> <li>✓ Sharpened Pencils and Erasers</li> <li>✓ ID card with barcode labels (provided)</li> </ul> <p><b>Important:</b> Must be a government issued photo ID (e.g., driver’s license, passport, or military ID). The first and last name printed on the photo ID must match exactly the first and last name submitted to the regulatory authority on your examination application form.</p> <p><b>Clothing:</b></p> <ul style="list-style-type: none"> <li>✓ Layered clothing</li> <li>✓ Clothing with no pockets or a hood</li> <li>✓ Footwear: candidates should wear soft-soled shoes in order to maintain a quiet exam environment</li> </ul> <p><b>Important:</b> Invigilators are entitled to ask to check candidates’ hats, head coverings, pockets, etc. in order to maintain examination security. If a candidate prefers this to be done in private, he or she may ask the invigilator to conduct the check in private. Candidates have the right to refuse this check, but if they do so, they will not be permitted to write the examination, which will be the equivalent of an automatic fail.</p> <p><b>Personal Items:</b></p> <p>The following items must be placed in <u>a small clear plastic bag</u> and visible during the admission to the examination room:</p> <ul style="list-style-type: none"> <li>✓ Throat lozenges</li> <li>✓ Clear plastic package of tissues</li> <li>✓ Foam/non-electronic ear plugs</li> <li>✓ Analog watch</li> </ul> <p><b>Important:</b> The above personal items are permitted at your desk. These items must be visible at all times. Any other personal item must be stored in a designated area in or outside of the examination room.</p>	<p><b>To be placed in a designated area:</b></p> <p><u>The following items are only permitted in a designated area (e.g., away from the desk/table and not under the chair).</u></p> <ul style="list-style-type: none"> <li>- Bags of any kind (backpack, knapsack, briefcase, tote bag, etc.)</li> <li>- Feminine hygiene products</li> <li>- Purses or wallets</li> <li>- Coats or jackets</li> <li>- Gloves and/or scarves</li> </ul> <p><b>Important:</b> If any of the above items are brought into the exam room, you will be required to leave them in a designated area in or outside of the room. <b>Anything lost/stolen is the candidate’s responsibility.</b></p> <p><b>Special Requests:</b></p> <p>If you have a disability prohibiting you from taking the examination under the conditions stated above or a special request such as a medical need (e.g., hearing aid, medication, asthma pump, etc.), you must receive advanced approval by the regulatory body during the application process to allow special items in the exam room on exam day.</p> <p><b>Important reminders:</b></p> <ul style="list-style-type: none"> <li>✗ Don’t wear shoes that make noise e.g. high heels or flip flops, etc.</li> <li>✗ To respect those who are sensitive to scents, the examination room is a scent-free environment Scents e.g. don’t wear perfume, lotion, cologne, aftershave, etc.</li> </ul> <p><b>If you have any concerns or questions, please contact the regulatory body.</b></p>	<p><b>Strictly Prohibited Items:</b></p> <ul style="list-style-type: none"> <li>✗ Any electronic or communication devices including but not limited to the following. <ul style="list-style-type: none"> <li>- Cell phone/mobile phone</li> <li>- Personal digital assistant (PDA)</li> <li>- iPod/iPad</li> <li>- Digital Watch</li> <li>- Hand-held computer</li> <li>- Headphone/headset/earpiece</li> <li>- Calculator</li> <li>- Music equipment</li> <li>- Pager</li> <li>- Recording device</li> <li>- Camera of any kind</li> </ul> </li> <li>✗ Study materials of any kind, including but not limited to the following. <ul style="list-style-type: none"> <li>- Books</li> <li>- Notes</li> <li>- Blank paper</li> <li>- Electronic or paper medical or technical dictionaries</li> </ul> </li> <li>✗ <b>Important:</b> Dictionaries (in printed form) for general language translation may be used but must be approved by the examiner prior to beginning of the examination.</li> <li>✗ Hats of any kind, including but not limited to the following: <ul style="list-style-type: none"> <li>- Baseball caps</li> <li>- Tuque (knitted cap)</li> </ul> </li> <li>✗ Food or drink, including candy and gum (however, the candidate is allowed a transparent water bottle with no label).</li> <li>✗ <b>Important:</b> Special medical needs must be requested in advance by the candidate and must be authorized by (<i>the regulatory authority</i>).</li> <li>✗ Pens of any kind (ink, ballpoint, digital, mechanical pen with eraser)</li> </ul>

**You may be denied access into the examination room if this policy is not adhered to.**