

# What to Expect on the Exam Day

Thank you for registering for the simulated office oral (SOO) exam. This document will provide you with useful information about what to expect on the exam day.

## You will learn about:

- The login and logout processes
- The delivery of the five SOO stations

The link to the platform and your unique ID and password, which are needed to enter the examination, will be provided in an email from the College of Family Physicians of Canada (CFPC) five days before the exam. On the day of your exam, log in precisely at the exam start time. Please note that all examination times are given as Eastern Time (ET) and it is your responsibility to be aware of the equivalent local time to make sure you start at your scheduled time.

If you experience a delay while trying to log in, either due to technical issues or any other unforeseen difficulties, please dial 1-800-387-6197 and report your status. CFPC staff will guide you through the next steps to make sure you complete all stations.

When you log in you will automatically see the holding screen. The exam will begin from that screen when the administrator starts it.

As explained in our video *Using the Platform on the Exam Day*, each SOO station is divided into three parts: reading, assessment, and marking time.

Before the start of your first SOO station a proctor will complete the required ID check. Please have either your valid driver's licence with a photo or a valid passport readily available, as you will need to show your ID to the proctor.

The examination will be recorded. For enhanced examination security, proctors will randomly observe your SOO sessions throughout the duration of the exam. You will not be able to see or hear the proctors.

To reduce the potential for bias and conflict of interest, the CFPC has taken extensive measures to pair candidates with examiners they don't know. If, however, you are assigned an examiner with whom you have a close personal or financial relationship, you need to state this and the examiner will provide further guidance.

You are allowed to take a washroom break, but please note that the examination timer will not stop during this time. If you need to go to the washroom, you can do this only during the marking time part of the SOO station. The timer will not be paused, so you should make sure you return as quickly as possible. If you need to use the washroom, it is crucial to inform the examiner. You may be asked to show your ID again when you come back from the break. Please note that any suspicious behaviour will be flagged for review.

Make sure you monitor the countdown clocks on the screen as your exam progresses. The clock in the yellow ribbon will show the time left for the reading and assessment parts of the exam, and the one at the top of the screen will show the total time left for the specific station and the time left for the marking part. Pay attention to the timer in the yellow ribbon, especially during the patient encounter.

Once you complete the SOO station you will transition to the next one automatically. Do not leave the screen at any time without notifying the examiner. At the end of your fifth and last SOO station, simply click “Submit exam” and close the browser.

**To summarize:**

- Be aware of your time zone and make sure you log in on time on the exam day
- Have your driver’s licence or your passport ready for the ID check at the beginning of the first SOO station
- Monitor the countdown clock
- If you need to use the washroom, make sure you notify the examiner
- Stay in front of the camera and do not try to access the previous station or the next station; you will be transitioned to the next station automatically
- At the end of your last station, click “Submit the exam”

Good luck, and if you need any additional information, please don’t hesitate to contact us at [ccfpexam@cfpc.ca](mailto:ccfpexam@cfpc.ca).