

## Exam Day Quick Reference

You may keep this guide open while waiting and during Marking time. Follow instructions from CFPC staff if they differ.

**READING | 1 MIN**  
Read the case

**ASSESSMENT | 15 MIN**  
Interact with the patient examiner and complete the station.

**MARKING | 12 MIN**  
Stay on camera with your microphone on.

Stations advance automatically. Remain on the current screen, even if you finish early.

### LOG IN AND CHECK-IN

- **After logging in on time.** Remain in the waiting room. The exam starts automatically.
- **Have photo ID ready.** A proctor will verify your identity before the exam time begins.
- **Language.** The interface/button language cannot be changed after login.

### NOTES AND TIMERS

- **Electronic notepad only.** No paper or pen are allowed. Notes are not visible to the examiner and are deleted after each station.
- **When notes are allowed.** Use the notepad during Reading and Assessment only. Do not use it during Marking time.
- **Blue timer.** Shows total time remaining for the round.
- **Yellow timer.** Shows the countdown of the Reading or Assessment time in a round; there is no yellow timer for marking time.

### IF YOU HAVE A TECHNICAL ISSUE

- **Check first.** Confirm that your microphone, camera, device volume, selected devices, and Internet connection are working properly.
- **Refresh your web page only when trying to solve a technical issue; please refrain from refreshing while in your actual interview unless you have lost connectivity with the examiner.**
- **Stay calm.** Brief lost Assessment time may be compensated during Marking time.
- **Use the chat function only if your exam is in session and you encounter an issue you cannot resolve.**
  - Do not use the chat to report an incident after the exam has ended. Instead, please email [ccfpexam@cfpc.ca](mailto:ccfpexam@cfpc.ca) to report any incidents after the exam is over.

### EQUIPMENT AND CONDUCT

- **Camera and microphone.** Keep them both on and connected throughout the exam, including during Marking time.
- **Phone.** Keep available (but at arm's length) for emergency contact, silent notifications, and use it only if instructed.
- **Water and food.** A drink in a clear container is permitted. No food is allowed unless pre-approved accommodation has been made.

### MARKING TIME AND WASHROOM BREAKS

- **During Marking.** Stay on camera with your microphone on. You will automatically be moved to the next station when the timer expires.
- **Washroom breaks.** Permitted during Marking time only. Tell the examiner before leaving camera view.
- **Timer continues.** Your next station starts automatically and will not pause for your return.
- **After a break.** A further identity check may be conducted.

### DELAYS AND END OF EXAM

- **Longer delay.** If a disruption exceeds five minutes, the station may be repeated. CFPC staff will advise you.
- **If no re-run is required.** After Round 4 Marking time is complete, select Finish, then select Submit Exam, then close your browser.
- **If a re-run is required.** Remain connected and you will be provided with guidance on how to participate in the re-run.
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