

Appendix B

ENTRY INTO THE EXAM ROOM POLICY

Permitted Items in the Exam Room	Permitted Items in a Designated Area of the Exam Room	Non-Permitted Items in the Exam Room
<p>Items for Writing the Exam</p> <ul style="list-style-type: none"> ✓ two or three sharpened pencils ✓ Eraser (white preferable) ✓ Photo identification showing complete legal name Important: This must be a government-issued photo ID (e.g., driver's licence, passport or military identification). The first and last name printed on the photo ID must match exactly the first and last name submitted to (the <i>regulatory authority</i>) on the exam application form. ✓ Candidate exam identification (ID) card with bar codes <p>Clothing</p> <ul style="list-style-type: none"> ✓ Layered clothing ✓ Sweaters with no pockets or a hood ✓ Footwear: candidates should wear soft-soled shoes in order to maintain a quiet exam environment <p>Important: Invigilators are entitled to check candidates' hats, head coverings, pockets, etc. in order to maintain exam security. If a candidate prefers this to be done in private, he or she may ask the invigilator to conduct the check in private.</p> <p>Personal Items</p> <p>The following items must be placed in a <u>small clear plastic bag</u> and must be presented to the invigilators at the time of admission to the exam room.</p> <ul style="list-style-type: none"> ✓ One small clear water bottle (500 mL) – with no label ✓ Throat lozenges ✓ Clear plastic package of tissues ✓ Foam/non-electronic ear plugs ✓ Analog watch <p>Important: 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 the exam room.</p>	<p>The following items are not permitted on you or near your desk area, (e.g., on the desk/table or under the chair).</p> <ul style="list-style-type: none"> - Bags of any kind (backpack, knapsack, briefcase, tote bag, etc.) - Feminine hygiene products - Purses or wallets - Coats or jackets - Gloves and/or scarves <p>Important: 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 the room. Anything lost/stolen is your responsibility.</p> <p>Special Requests</p> <ul style="list-style-type: none"> - You must seek advanced approval of (the <i>regulatory authority</i>) for any special materials that are required in the exam room on exam day, (e.g., hearing aids, medication(s), asthma pumps). <p>If you have any concerns or questions, please contact (the <i>regulatory authority</i>).</p>	<p>Strictly Prohibited Items</p> <ul style="list-style-type: none"> ✗ Any electronic or communication devices including but not limited to: <ul style="list-style-type: none"> - Cell Phones/mobile phones - Personal digital assistants (PDA) - iPods/iPads - Digital watches - Hand-held computers - Headphones/headsets/earpieces - Calculator - Music equipment - Pagers - Recording devices - Cameras of any kind ✗ Study materials of any kind, including but not limited to: <ul style="list-style-type: none"> - Books - Notes - Blank paper ✗ Hats of any kind, including but not limited to: <ul style="list-style-type: none"> - Baseball caps - Tuque (knitted cap) - Hooded sweater/jacket ✗ Food or drink, including candy and gum (however the candidate is allowed one small clear water bottle [500 mL] with no label) Important: Special medical needs must be requested in advance by the candidate and must be authorized by (the <i>regulatory authority</i>). ✗ Pens of any kind (i.e., ink, ballpoint, digital, mechanical pens with erasers) ✗ High heels or flip flops (e.g., shoes that make noise) ✗ The exam room should be a scent-free environment. You should refrain from wearing perfumes, lotions, colognes or aftershaves to respect those who are sensitive to scents.

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