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in veterinary regulation

# **Jurisprudence Examination Candidate Resource Guide**



**CVO**  
College of  
Veterinarians  
of Ontario

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# Contents

- Introduction ..... 2
- Quick Facts ..... 2
- Applying to sit for the exam ..... 3
- Exam delivery and locations ..... 3
- Jurisprudence examination blueprint ..... 4
- Preparing for the Exam ..... 5
- Day of the Exam ..... 8
- Jurisprudence exam policies ..... 11
  - 1. General ..... 11
  - 2. Testing accommodations ..... 12
  - 3. Misconduct ..... 15
  - 4. Exam scoring and results ..... 15
  - 5. Remediation ..... 16
  - 6. Appeals ..... 17
- Questions ..... 18

## Introduction

Applicants seeking a General, Restricted, Academic and Post-graduate and Resident Licence in Ontario are required to successfully complete the Jurisprudence Examination (exam). In conjunction with other licensing requirements, the exam is used by the College to verify the readiness of applicants to practice veterinary medicine, in a safe and professional manner, in Ontario by evaluating their ability to apply the Ontario legislative framework governing veterinarians (including legislation, regulations, practice standards, policy statements and position statements).

The exam provides assurance that applicants at point of entry have a sound level of understanding of the legislative framework that is in place to reduce the risks that exist in veterinary practice and the privileges, responsibilities and obligations associated with licensure and public protection.

This exam is developed by practising veterinarians and the Examination Advisory Group and is approved by the College's Registration Committee.

Resources are provided by the College of Veterinarians of Ontario (the College) to support applicants in preparing for the exam.

1. *Jurisprudence Examination Candidate Instruction Guide (06/2023)* outlines the steps candidates should take to prepare for the exam and set out all of the related policies.
2. *Jurisprudence Examination Candidate Resource Guide (06/2023)* includes the legislation, regulations, College standards, guidelines and policies that the exam is based on.

Applicants are expected to have thoroughly read and reviewed both documents before attempting the exam.

## Quick Facts

- The fee to write the exam is \$175.00 + HST (\$197.75). The exam fee is applicable to every attempt.
- The duration of the exam is a maximum of 3 hours.
- The exam asks 110 questions.
- The pass score is a scaled score of 475 on a scale of 200 to 600.
- The exam is a 3-option multiple choice format and is based on current psychometric recommendations.
- Candidates are responsible for scheduling the date of the exam after receiving notification from the College that they are eligible to take the exam.
- Candidates are granted a total of 3 attempts to successfully complete the exam. Candidates may attempt the exam a maximum of two times before remediation is required.
- Candidates should read and review the *Jurisprudence Examination Candidate Instruction Guide and Resources Guide* including linked documentation before attempting the exam.

- Candidates will have access to an electronic copy of the *Candidate Resources Guide* while they are attempting the exam.

## Applying to sit for the exam

Step 1:

Candidates must submit the following to the College to become eligible to take the exam.

- Completed [Application for Licensure form](#)
- [Proof of Identity](#)
- Completed [CVO Jurisprudence Exam Confidentiality Agreement](#)
- [Licence Application fee](#)
- [Examination fee](#)

Step 2:

Once the above has been received, the candidates will be sent an email with exam scheduling instructions.

Step 3:

Once the candidate has reviewed the Jurisprudence Exam materials and is ready to take the exam, the candidate should schedule an exam appointment (location and time) with Prometric as soon as possible as seats are limited. To schedule the exam, visit: [www.IQTTesting.com](http://www.IQTTesting.com)

Candidates will be required to review and agree to Prometric's Computer Based Testing examination agreement during account creation.

## Exam delivery and locations

The exam is a computer-based test administered by Prometric, both online by [remote proctor](#) and at select Prometric testing centres.

### Collection of candidate information

Prometric collects personal information and is used only by Prometric for the purposes of administering the exam. Any and all information collected by Prometric may be shared with the College of Veterinarians of Ontario for the College's regulatory purposes. To review the [privacy policy](#), please see the Prometric website for further information.

Prometric is based in the United States of America (US) and data collected will be stored in the US.

## Rescheduling, change exam centre or exam method

To reschedule an exam, change the exam centre or exam method, visit [www.IQTTesting.com](http://www.IQTTesting.com) . Do not cancel the exam. Select 'Schedule/Reschedule an Exam'.

There is a \$35 fee (USD) associated with rescheduling and this is paid by the candidate to Prometric. This fee is applicable to changing the date, exam centre and exam delivery method. Candidates are not permitted to reschedule or cancel a scheduled exam less than five (5) calendar days prior to their scheduled exam, without an approved excuse.

If a candidate fails to appear for their scheduled exam, comes to the test without proper ID, and/or the proper admission letter, the candidate will forfeit the full applicable test fee.

## Jurisprudence examination blueprint

The exam is administered online and is proctored. A candidate has a maximum of 3 hours to complete the 110 question multiple choice exam. Some exam forms will contain experimental items placed randomly throughout the test, these items will not be included in the score.

All candidates are tested on four domains, which cover core jurisprudence areas applicable to all licensed veterinarians practising in Ontario. Questions include situations relevant to all areas of practice, including companion animals, food producing animals, herd health and equine.

Candidates should review the exam blueprint to understand the key topic areas that will be tested and the relative weight of each topic area. Candidates should study the resources guide to reinforce understanding of key topic areas. Experience applying the legislation in practice is also helpful in preparing for the exam. Candidates are expected to be able to apply the standards in real life situations.

### Content Weighting

The exam is comprised of the following domains and topics. The charts below show the percentage of each domain represented and the topics covered in the exam. Each exam form will be within one item of the specific target listed.

#### A. Regulatory environment (12.8% $\pm$ 2%, 14 questions)

*Demonstrates understanding of and keeps current on College processes.*

Topic	Items
1 College role and function	3
2 Accredited facilities	3
3 Licensure	4
4 Mandatory reporting	4

#### B. Professional practice (24.5% $\pm$ 2%, 27 questions)

*Makes decisions consistent with the best interest of clients and patients.*

Topic	Items
5 Code of Ethics	4
6 Patient quality of life	4

7	Veterinarian-Client-Patient Relationship	4
8	Conflict of interest	3
9	Steering	3
10	Informed consent	5
11	Sphere of competence	4

C. Practice operations (23.6%  $\pm$ 2%, 26 questions)

*Manages practice operations to protect best interests of clients and patients.*

	<b>Topic</b>	<b>Items</b>
12	Record keeping	4
13	Confidentiality and privacy	4
14	Sale of non-drug products	3
15	Delegation	4
16	After-hours care and access to emergency services	4
17	Telemedicine	3
18	Controlled substance management	4

D. Clinical practice (39.1%  $\pm$ 2%, 43 questions)

*Performs veterinary medicine within the scope of currently accepted standards.*

	<b>Topic</b>	<b>Items</b>
19	Euthanasia	4
20	Rabies vaccinations	4
21	Pain assessment and management	5
22	Dentistry	4
23	Diagnostic lab testing	4
24	Forms of energy	4
25	Medically unnecessary surgery	3
26	Provision of services to wildlife	2
27	Humane animal handling	5
28	Prescribing and dispensing	8

## Preparing for the Exam

Candidates should review all of the Jurisprudence Exam information and all Prometric information (including the pre-registration and the exam admission email) that is relevant to test takers before the day of the exam.

## Technology

Candidates taking the exam in-person at a testing centre must review:

1. Prometric's [test centre procedures](#)
2. Prometric's [What to expect on Test Day](#) video
3. Prometric's [test centre regulations](#)

Candidates taking the exam with remote proctoring must review:

1. [ProProctor Candidate Information](#)
2. [ProProctor Technical Support](#)
3. Prometric's [What to expect on Test Day](#) video
4. Prometric's [ProProctor User Guide](#)

Candidates who chose the remote proctored delivery option are responsible for ensuring that they meet Prometric's testing environment, hardware, software and other technical requirements. Candidates must complete the [system readiness check](#) and review the [Prometric Candidate FAQs](#) before the exam date to prevent issues which may result in the need to rebook the exam and having to pay additional fees. Candidates may be unable to take the exam via remote proctoring if their computer system is not compatible with the outlined requirements.

## Being Prepared

Being well prepared for any examination is the best way to avoid surprises, manage anxiety, and perform to the best of your abilities. In addition to the obvious need to study the materials, there are other things candidates can do to have a good testing experience:

Weeks before the exam:

- Study –
  - Review the listing of test content in the examination blueprint provided in the *Candidate Instruction Guide*. This way you can be sure you know what content will be covered in the exam.
  - Be sure to read and review the materials in the *Jurisprudence Examination Resources Guide*.
  - Review the sample questions – be sure you're familiar with the kind of test questions that will be asked.
  - Confer with instructors, other candidates, veterinarians, etc to add to your understanding of the material covered in the exam resources.
- Be sure your ID for admission to the exam is in order and meets the requirements specified. For example, will your driver's licence expire before your exam date? Have you had a name change or married since your original application?
- If you have a medically confirmed disability or special need, the College will consider your request for testing accommodation. You will need to submit the required documentation as specified in the *Candidate Instruction Guide* no later than 6 weeks before the exam. You should allow time to obtain the required documentation.
- Be sure you have reviewed "Day of the Exam" section of this guide.

## Answering Multiple-choice Questions

- The questions will be based on the exam blueprint as listed above, so you will know what to expect.
- Be sure you understand what question is being asked. Note any important details, facts or specifics presented in the question.
- Your task is to select the BEST answer from those listed. Do not concern yourself if a choice you were expecting is not listed.
- You may want to begin by eliminating choices that are clearly incorrect to you. Then carefully examine each remaining option.
- Do not try to rush through the exam. In reading too quickly you may miss important details that are required to answer the question correctly.
- Be sure to read all the choices before you select the correct choice. The difference between the correct option and an incorrect option can sometimes be subtle.
- The questions are based on realistic scenarios and are not designed to “trick” you.
- Incorrect options or “distractors” are often based on common misconceptions.
- The regulatory basis for the questions will be found in the references listed in the Resources Guide, so be sure the answer you select is correct when considering the appropriate reference.
- Answer all of the questions, and then go back and review the questions about which you are unsure. Information you read in later questions may jog your memory about content of earlier questions.
- Because these are scenario based questions, the answers will not be found directly in the Resources Guide. The test is assessing your ability to apply the information in the Resources Guide to a practice situation.
- Candidates who try to consult the Resources Guide on every question will likely run out of time during the examination. The Guide is meant to be a resource when unsure of an answer, and general comprehension without reliance on the ability to consult the Guide is expected of all candidates.

## Sample Questions

The sample questions are provided to give you an idea of how the test questions are generally presented. They should not be taken as an indication of how difficult the questions on the exam are.

1. While attempting to obtain informed consent, the veterinarian notes that an elderly client is repeating the same questions over and over again. The client seems confused and is unaware of today’s date and the time. How should the veterinarian proceed?
  - A. Establish if the client understands the nature of the condition and the anticipated effects of the treatment options and alternatives.
  - B. Ensure that the client has signed the informed owner consent form and that it’s stored in the medical record.
  - C. Verify that the client information is accurate and that he is the animal’s legal owner, and ensure that the medical record is up to date.

Correct answer is A



2. A client asks a veterinarian to transfer her cat's medical records to another veterinary hospital. What is an appropriate way to transfer the medical records to the veterinary hospital?
- A.** Send a paper copy using regular mail.
  - B.** Ask a client who lives near the hospital to drop off the records.
  - C.** Email an encrypted electronic copy to the veterinarian at the hospital.

Correct answer is C

3. A veterinarian who practises in a clinic in a neighbouring town is attending a social event. An individual at the party recently got a puppy and asks her for de-worming medication. How should the veterinarian respond?
- A.** Recommend over-the-counter treatments that are available at a local pet store.
  - B.** Inform the individual that his dog should be assessed by a veterinarian prior to treatment.
  - C.** Ask the individual to drop off a fecal sample so she can formulate an appropriate treatment plan.

Correct answer is B

4. A veterinary practice has decided to terminate its relationship with a client. How should the practice proceed?
- A.** Send a registered letter to the client indicating that all services will be terminated on receipt of the letter and that the practice will send the medical records to a clinic of her choosing.
  - B.** A senior partner in the practice should phone the client to explain the practice's position and offer to transfer the medical records to a clinic of her choosing.
  - C.** Send a registered letter notifying the client of the date that regular and emergency service are terminating, and that the medical records will be sent to a clinic of her choosing.

Correct answer is C

## Day of the Exam

Candidates will be under video and audio surveillance in the testing centres and while online for remote proctoring.

## What to Bring

### 1. Government-issued Identification

Candidates will be required to present one form of valid, government-issued identification which includes a recent, recognizable photograph and signature. The candidate's first and last name on the identification presented at the test centre must match the candidate's first and last name on file with the College.

The proctor may request a second form of photo I.D as additional verification; as such, candidates are advised to consider having two types of photo I.D. readily available on the day of the exam.

This identification must be original as issued (no photocopies or electronic copies), be valid (not expired) and resemble the candidate's current physical appearance.

Examples of acceptable identification include:

- Passport
- Canadian citizenship card
- Driver's licence issued in Canada
- International Passport
- Canadian Permanent Resident Card
- Provincial identification card (formerly known as the Age of Majority card)
- Certificate of Indian Status Card (issued on or after December 15, 2009)

Please Note: Provincial health cards are not considered acceptable forms of identification due to [Ontario's health privacy law](#).

### 2. Prometric Scheduling Confirmation Email

Candidates will be asked to present this to the test centre personnel or proctor.

**Note:** Candidates are advised to check [Prometric's COVID-19 webpage](#) for updates.

## Arrival/Set Up

Candidates testing at Prometric Test Centres should plan to arrive at least 30 minutes before the scheduled appointment time, factoring in time for travel, weather conditions and screening measures at the test centre.

Candidates taking a remotely proctored exam should plan to begin the process 15 minutes before the scheduled appointment time, and must ensure their technology is operational prior to the date and time of the exam.

Candidates who arrive or log in after their scheduled appointment time are not guaranteed a seat to take the exam due to potential scheduling conflicts with subsequent exam candidates and Prometric's other test takers. The candidate will need to reschedule their exam and additional fees may apply.

## Starting the Exam

A brief tutorial with an overview of the navigation and features of the computer-based format of the exam will be available prior to the start time of the exam. Candidates are strongly encouraged to review the tutorial in the time provided before starting the exam.

### **During the Exam**

Candidates will have access to the *Jurisprudence Examination Resources Guide*. It will be provided as an electronic document set within the test delivery system. Candidates will not be able to access the internet during the exam and the links to external websites will not be accessible. The Ctrl+F keyboard shortcut will not be available during the exam. The Resource Guide is a large document and it does take time for it to load on screen.

Candidates will not be able to access the internet, and are not permitted to use any electronic devices including but not limited to phones, cameras, recording devices, wireless headsets/earphones/earbuds, smart watches, fitness trackers and calculators.

There are no scheduled breaks during the examination. Any candidate who wishes to take an unscheduled break (for the purpose of using the washroom facilities) must notify and receive approval from the proctor. The proctor will sign them out of the exam room. When returning, the candidate must sign back in with all security checks. The exam timer does not stop during an unscheduled break and the security check and will continue to count down. Candidates do not receive additional exam time. During a break candidates must continue to abide by the terms outlined in the exam confidentiality agreement.

### **Technical support on exam day (Remote Proctoring)**

Candidates that need support during their exam can ask the proctor for assistance through the chat function. If further technical support is needed, then scroll to the bottom of the [Prometric ProProctor webpage](#) and the issue can be communicated to the Bot (automated live chat).

If a persistent issue is experienced that prevents reconnection to Prometric (loss of internet, power outage, etc), contact College staff at 519-824-5600 / 1-800-424-2856 ext. 2228 or 2223 or [licensure@cvo.org](mailto:licensure@cvo.org). College staff are available: Mon – Thu 8:30-4:30 and Fri 8:30-4:00. If staff voice mail is reached, please call the College again to speak with the Receptionist who will try to find a staff person to provide assistance. We cannot provide a guaranteed response time for support calls and emails placed after business hours.

### **Illnesses and Extraordinary Personal Circumstances on exam day**

Candidates are strongly encouraged not to attempt the exam and to reschedule their booking if, prior to the exam, they are ill or have other extraordinary personal circumstances, i.e. bereavement, recent physical injury, etc., that may affect their exam performance.

If illness or another type of emergency arises after launching their exam, candidates must inform the proctor immediately.

Candidates must notify the College as soon as possible if they were unable to complete the exam due to an illness or extraordinary personal circumstance.

### **Exam-related Issues on exam day**

If an exam administration incident occurs, the candidate should immediately notify their

Prometric proctor so that the issue can be addressed and resolved. Prometric will inform the College of any exam incidents.

If a technical issue occurs (either on the side of the exam host or the candidate) that ends the exam session prematurely the candidate's answers made before the connection was lost will be saved. The exam will need to be rescheduled and the candidate will restart their exam from the beginning.

Candidates must submit any complaints or concerns about any aspect of the exam, i.e. process, technical, administration, etc. to the proctor on exam day for immediate attention and correction if possible. The complaint or concern will be captured in the video recording and/or the chat log with the proctor.

If you believe an incident was not satisfactorily resolved or that the issue may have impacted your performance, please report this on the post-exam survey before ending the exam session. The College will review all of these reports.

See the exam 'general' and 'appeal' policies at the end of this document for further details.

### **Before Ending the Exam Session**

Candidates will have the option of completing a post-exam survey. We encourage those taking the exam to provide feedback. Constructive feedback about an experience with the exam will help improve future administrations.

### **After Ending the Exam Session**

Candidates may exit the exam room at any time when they have finished the exam.

The Confidentiality Agreement forbids candidates from discussing or revealing the exam questions in any manner with anyone, including but not limited to other candidates, students, instructors, and veterinarians. Individuals breaching this agreement will be subject to sanctions up to and including permanent ineligibility for licensing by the College.

## **Jurisprudence exam policies**

### **1. General**

The candidate is responsible for arranging their exam with Prometric when they are notified that they are eligible to take the exam.

The fee to sit for the exam is \$175 + HST (\$197.75). An application for licensure and payment for the licence application fee and the exam fee must be received by the College before a candidate will be permitted to register for the exam. If a candidate fails to appear for their scheduled examination, comes to the test without proper ID, and/or the proper admission letter, the candidate will forfeit the full applicable test fee.

If a candidate misses a scheduled exam booking for extraordinary reasons, the candidate may write to the Registrar within two weeks providing an explanation as to why the exam was missed and attach appropriate supporting evidence.

## 2. Testing accommodations

The College is committed to assuring that all persons interacting with the College can obtain, use, and benefit fairly and equitably from its programs and resources. It is recognized that persons with disabilities or special needs may require accommodation in order to meet this objective. This policy outlines how the College manages requests for testing accommodations for the CVO Jurisprudence Examination.

Exam accommodations are changes to standard exam conditions due to documented medical issues or other protected grounds.

An examination candidate may submit a request for exam accommodations if they experience permanent or temporary functional limitation(s) due to a physical impairment, medical issue or other disability which substantially limits one or more major life activities. Requests for exam accommodations are also considered for pregnancy, breastfeeding, issues relating to creed, need for assistive devices and other reasons.

### Principles

Requests for testing accommodations will be considered according to the following principles:

1. Accommodations are provided in accordance with the terms of the [Ontario Human Rights Code](#) to the point of “undue hardship”.
2. No changes to the content or construct of the exam will be made.
3. Requests will be assessed on a case-by-case basis.
4. Information regarding an individual candidate and their request for testing accommodations is confidential and will not be shared or released outside of the College without the written consent of the candidate.
5. Consideration for accommodations will be based on providing access to an exam to allow the candidate a fair opportunity to demonstrate their readiness to practise veterinary medicine. Other factors that may be considered include the degree to which an accommodation negatively impacts other candidates, the College, and the third-party test administrator.
6. Information that comes to the attention of the College during the course of a request for accommodation may be relied upon by the Registrar at the time of licensure if it raises concerns about the applicant’s ability to practise veterinary medicine in a safe and professional manner.

### Grounds for Requesting Testing Accommodations

Functional limitations as a result of the following disabilities are considered:

- Physical
- Mental/Psychiatric
- Hearing/Visual

- Learning
- Other

## **Types of Accommodations**

The accommodations that may be provided include:

- Additional time (for exam)
- Private/semi-private or separate exam room
- Assistive equipment or devices (e.g., wheelchair access, hearing aids)
- Assistive technology (e.g., text to speech software)
- Breaks and/or rest periods
- Food/drink (for medical reasons)

The College may assign an exam centre where the approved accommodations can be offered depending on the nature and availability of the accommodations at a site.

Exam candidates are not required to submit a request for testing accommodations for these [pre-approved personal items](#) (e.g., inhaler, Epipen).

## **Procedure – How to Apply**

A candidate who seeks testing accommodation must provide a written request no less than six weeks before the exam according to the process outlined below. This request is to be submitted by email to [licensure@cvo.org](mailto:licensure@cvo.org).

College staff will review the application and supporting documentation and may request additional information before deciding whether testing accommodations can be provided. Where accommodations are granted, the College will communicate this to the candidate in writing specifying the testing accommodations that will be provided.

The candidate must indicate their acceptance of these accommodations in writing and College staff will notify the provider of the examination administration site of the accommodations to be provided for the specific candidate.

### **Decision Criteria**

A candidate's request for testing accommodations will be accepted if the requirements outlined in this policy are met.

### **Possible Outcomes**

#### *Requirements are met*

The candidate will be provided with reasonable testing accommodations in accordance with the Ontario Human Rights Code.

### *Requirements are not met*

The College may request an independent assessment of the candidate's testing needs. If the requirements are not met, the candidate will not be provided with testing accommodations.

### **Evaluation of Disability Requirements**

Need for the requested accommodation must have been determined in writing by a professional acceptable to the College who is qualified in the assessment of the disability or special need.

Note: The College may request an independent assessment of the candidate's testing accommodation needs.

### **Documentation Requirements**

Requests for testing accommodations must be submitted to the College in writing. The candidate will arrange for documentation supporting the accommodation request. It must be sufficient to evaluate the need for accommodations by confirming the current functional limitations, identifying the impact on daily activities and testing/assessment performance, and stating the testing accommodations that are required by the candidate to address these limitations. Accommodations requested by the candidate that have not been recommended by a qualified professional will not be provided.

Note: The reason (diagnosis) for the requested testing accommodation does not need to be disclosed but the impact on testing/assessment must be provided.

The supporting documentation must include the name, title, professional credentials, and information about the licence/certification of the qualified professional and be signed and dated by the qualified professional.

If the assessment was completed during the candidate's veterinary medicine education, school records documenting the accommodations that were provided to the candidate will generally be accepted from the institution as long as they align with the timelines described in the 'currency of assessment and documentation requirements' section below.

The College may request written consent from the candidate to allow the College to contact all professionals or institutions submitting documentation on their behalf.

### **Currency of Assessment and Documentation Requirements**

An accommodation assessment due to medical reasons must have been completed within six months prior to submitting the request to the College with the exception of an assessment done within the candidate's veterinary medicine education.

An accommodation assessment due to a learning disability must have been completed within five years prior to submitting the request to the College.

Note: this requirement does not apply to physical disabilities of a permanent nature

### **Acceptance of Testing Accommodations by the Candidate**

Once the candidate and the College have agreed upon the details of the accommodations to be provided, the College will provide the candidate with an acknowledgement of the agreement. Before arrangements for testing accommodations are finalized with the testing or assessment site, the candidate must provide written acceptance of the testing accommodations to the College.

## **Review Process**

In the event that a request for accommodations was declined or if the candidate is not satisfied with the exam accommodations offered by the College, a candidate has the option of asking the Registration Committee to review their accommodation request.

Additional references

- [Ontario Human Rights Code](#)
- College of Veterinarians of Ontario [Service Commitment](#)

## **3. Misconduct**

Candidates must keep the content of the test and all test items confidential and private before, during and after the exam. Candidates must not discuss, share or reproduce any test items in any manner before, during or after the examination to maintain and protect the security and integrity of the test. Candidates must sign a confidentiality agreement to acknowledge and agree to comply with these security measures.

Prometric employs live proctoring, AI technology, and online monitoring software to prevent cheating and to ensure the security of exam content. Any potential dishonesty or suspicious behaviour is flagged and noted on the candidate's video log file for further review by the College. If cheating is detected at any point, the proctor can shut down the exam session to prevent the behaviour from escalating. If the exam proctor has proof that a candidate has cheated in any way, including giving or receiving assistance or copying test materials, the proctor is authorized by the College to immediately dismiss the candidate from the test.

If a proctor believes that cheating may have occurred, Prometric will report it to College staff who will investigate the occurrence.

In any of the above circumstances the candidate will fail the examination. The candidate may not re-write the exam until the matter has been reviewed. The Registrar will refer the candidate's application to the Registration Committee for review.

## **4. Exam scoring and results**

The College sets the pass mark for the exam using the modified Angoff method and statistical equating. The modified Angoff method uses a systematic and documented approach to establishing a defensible pass/fail score for each exam form. This focus group approach asked "judges" (veterinarian attendees) to estimate the percentage of minimally competent, newly credentialed veterinarians who would answer each exam question correctly, considering the mix of Ontario graduates and veterinarians who trained in other provinces and internationally. Equating procedures are also conducted to build in consistency of performance expectations over time. The number of exam questions asked and the set passing criteria may change when the exam is refreshed to ensure it continues to ask relevant questions and candidates have a



fair and consistent opportunity to pass it. Because of this, scores on an individual examination form are converted to scaled scores.

Scaled scores for this examination are on a scale of 200 (corresponding to getting no questions correct) to 600 (corresponding to getting all questions correct), with the pass mark set at 475.

Equating is used to fairly set pass marks on new examination forms. It is a statistical technique that adjusts for differences in how difficult each form is. As an example, if Form A has a pass mark of 74 out of 110, then that 74 would be converted to a scaled score of 475. Candidates scoring exactly 74 will also receive a scaled score of 475. Candidates scoring below or above 74 will receive a proportionate scaled score based on how far from 74 their score is. If a new test form, Test form B, is created and it is slightly easier than Form A, then equating would be employed to calculate what would be the appropriate pass mark on that easier form. It might yield a value of 75, for example (if Form B is easier, then higher performance would be required to show the same level of ability). That pass mark of 75 on Form B would be converted to a scaled score of 475, and candidates scoring 75 on Form B would also receive a scaled score of 475. This way, 475 has the same meaning in terms of demonstration of ability regardless of which test form a candidate takes.

Each candidate must meet or exceed the pass mark to successfully complete the exam. A candidate is not compared to any other candidate's performance, and there is no pre-set pass/fail quota for the exam. It is the total score that determines whether the result is a "pass" or "fail."

Each candidate's score will appear on a computer screen after the candidate has submitted the exam. The exam score report will be e-mailed to the College and the candidate's e-mail address on the day the candidate attempts the exam.

The score report also provides the candidate's scores in each of the categories defined in the exam blueprint. These scores have also been converted to scaled scores and range from 0 to 20. The scale is set so that the average candidate score is equivalent to 15. If the candidate's scaled score is 14–16 that means they have scored about the same as the average of all candidates. Note that this does not relate to the pass mark in any way; only the total score is used for pass/fail decisions.

The College will accept a request from unsuccessful candidates for a re-scoring of the test. The request must be received in writing within two weeks from sitting for the test. The re-scoring will only confirm the accuracy of the data generated by the online test form and total score.

## 5. Remediation

An applicant of the College, who is required to take the exam based on the type of licence applied for, is granted a total of 3 attempts to successfully complete the exam. However, if an applicant is unsuccessful in passing the exam following the second attempt, the applicant must engage in a directed remedial meeting with a chosen College staff member, approved by the Registrar. An applicant will be permitted to attempt the exam for a third time, following successful completion of the directed remediation.

Procedure

Once an applicant has failed the exam the second time, the Principal, Licensure will arrange a directed remedial meeting with the College staff member and the applicant.

The applicant and College staff member will meet (face-to-face, teleconference or videoconference). The meeting will involve a reflection of exam performance and the following will be discussed:

- a) Identification of problems - the two parties will review and discuss the areas that need improvement as identified in the two exam score reports provided to the applicant at each exam sitting.
- b) Knowledge expected for attempting the exam – review of exam resources guide
- c) Plan for improvement and preparation for the final retake of the exam

Following the direct remedial meeting, the College staff member will notify the Principal, Licensure that the remediation meeting has taken place. The Principal, Licensure will contact the applicant to arrange for the third exam sitting.

If the applicant fails the exam for a third time, this means that they will not have achieved a passing score on the exam within the permitted number of attempts and that this may be indicative of a potential deficiency in understanding the legislative framework for the veterinary profession. The College's Registrar will refer the application to the Registration Committee for review as the applicant does not meet the qualifications and requirements for the issuance of the licence.

## 6. Appeals

Candidates who fail the exam and who meet specific criteria and requirements have the right to appeal their results to the Registrar for consideration of another attempt.

If a candidate wishes the Registrar to review the specified circumstances that, in the candidate's opinion, affected the candidate's exam performance, the candidate must submit their request in writing.

The Registrar will not review complaints regarding the content of the exam or possible responses to the questions. Therefore, the content of the exam is not subject to appeal.

The Registrar will consider an appeal only if the candidate claims that a failing result is based on one or more of the following circumstances:

- Illness on the day of examination
- A personal emergency
- Procedural irregularities

If it is confirmed that the correct processes and procedures were followed and appropriate measures were taken during exam when concerns were first raised by the candidate, then no further action is required. If it is confirmed that there were some discrepancies in exam processes or procedures but appropriate actions were taken during the exam, no further action is required. In such cases, the investigation reveals that the measures taken were sufficient enough to have addressed the concerns, and the candidate's performance on the exam should not have been significantly affected.

However, if significant errors or discrepancies in the exam administration or process are confirmed, and that these errors or discrepancies may have potentially affected the candidate's test performance, the exam attempt is waived. The candidate is granted to sit for the exam, the exam is not counted toward the number of attempts, and there is no additional cost.

## Questions

If you have any questions about the exam, please contact: [licensure@cvo.org](mailto:licensure@cvo.org) or 519-824-5600 ext. 2223 or 2228.