

# October 2010 NKE Last Minute Tips

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# Housekeeping

- Slides, archived webinar, and Q&A to be posted on HRPA website on the Office of the Registrar page within a week
- Time has been set aside for questions at the end of the webcast but you can submit your questions at any time
- All questions and their answers will be posted on the HRPA website

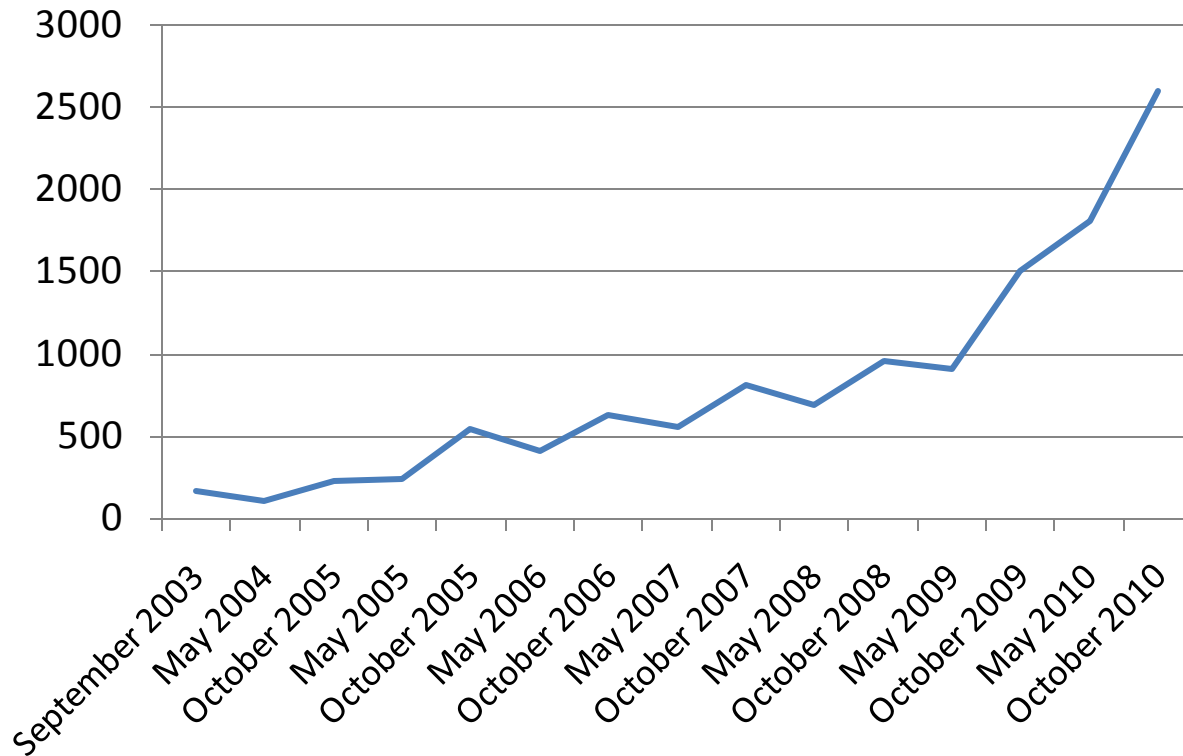
# Agenda

- An important sitting of the exam
- Top 10 problems to avoid
- Final week study suggestions
- Last minute preparations
- After the exam
- Exam cut-score
- Q & A

# October 2010 NKE

- To be exempt from the degree requirement, candidates must pass the NKE before December 31, 2010
- The October 2010 NKE is the last administration of the NKE before the degree requirement deadline
- About 2600 HRPA members will write the NKE in October 2010

# NKE Number of Exam Writers



Last Minute Tips

# Top 10 Problems to Avoid

1. No-shows
2. Medical and personal emergencies
3. Sick during exam
4. Wrong location
5. No identification
6. Forgetting something
7. Late arrival
8. Running out of time at the end
9. Filling out the Scantron<sup>®</sup> sheet wrong
10. Cheating

# No-Shows

- If you are a 'no-show' and cannot document a medical or personal emergency
  - You will forfeit your exam fee
  - You will not get another shot at the exam before the degree requirement deadline
- At the May 2010 sitting of the exams, there were 45 no-shows

# Medical and Personal Emergencies

- If something unplanned and unavoidable should happen within 48 hours of the exam that makes it that you cannot write the exam
- You have five business days (until Friday October 8) to notify HRPAs and to provide appropriate supporting documentation, otherwise you will be counted as a no-show
- Your request will be considered by the Registrar and a decision will be made

# Sick During Exam

- If you are not feeling well, you will need to decide whether to attempt the exam or not
- However, everyone who is in the room when the exam begins will be deemed to have attempted the exam
- You cannot write the exam and then claim that you had a medical emergency

# Wrong Location

- For purposes of test security, every exam comes in an envelope that is personalized with your first name, last name, and HRPAs member ID
- If you show up at a different exam location than the one that was assigned to you, it may not be possible for you to write the exam

# No Identification

- Without proper ID, you will not be given an exam package and you will not be allowed to write the exam
- Proper ID means:
  - Unexpired government-issued photo ID with signature
  - Name on ID must match name on the exam registration list
- Example of acceptable ID are:
  - Driver's license
  - Passport
  - Canadian Citizenship Card
  - Age of majority card
  - Canadian Forces ID card
  - Certificate of Indian Status

# Late Arrival

- Up to 30 minutes after the start of the exam, late exam registrants will be allowed to write the exam
- Beyond 30 minutes after the start of the exam, late exam registrants will not be allowed to write the exam and will be counted as a no-shows
- Individuals who started the exam late will not be given extra time to complete the exam at the end

# Forgetting Something

- We've talked about forgetting your photo ID, but there are a number of other things you should not forget
  - Directions (including building and room number)
  - Authorization to write letter
  - Pencils
  - Pencil sharpener
  - Eraser
  - Watch
  - Sweater

# Running Out of Time at the End

- The posted time for the exam is 9:00 to 12:00
- The actual start time may be a few minutes after 9:00am--the three hours starts from that time
- All exam work, including the bubbling in of the Scantron<sup>®</sup> sheet must be done within the allowed three hours

# Filling Out the Scantron® Sheet Wrong

- Every exam, a dozen or so exam-writers do not fill their Scantron® sheets correctly
- In the end, what counts is what is on the Scantron® sheet, make sure to fill it out correctly

# Cheating

- Cheating means:
  - Talking
  - Looking at someone else's exam materials
  - Changing seats
  - Exchanging notes
  - Use of any aids
  - Accessing personal belongings during exam
  - Using a cell phone in any way
  - Opening the exam envelope before being instructed to do so by the proctor
  - Failure to stop writing after the proctor has declared the exam over
  - Failure to comply with any proctor request

# Cheating

- Cheating is a matter of professional discipline
- For all those suspected of cheating, a complaint of professional misconduct will be filed by the Registrar on behalf of the Association (and yes, this has been done), this complaint will be reviewed by the Complaints, Investigations, and Discipline Committee
- And yes, there was one of those cases last year

# Incidents

- Proctors are trained in how to handle various problems and eventualities (e.g., power failures, fire alarms)
- Exam-writers are to obey the instructions of the proctors

# Final Week Study Suggestions

- Make sure you have covered all areas
- Use the list of RPCs relevant to the NKE to make sure you didn't miss any areas
- Review glossaries

# Last Minute Preparations

- Get a good night sleep
- Know where you are going before hand
- Give yourself plenty of time
- Eat a good breakfast
- Do your thing (stay with your game plan)

# Authorization to Write Letter

- Sent out the first week in September
- Contains the location of your exam
- Location details are found on the web
- You are strongly encouraged to familiarize yourself with your test location in advance of exam day

# Pre-Exam Questionnaire

- The pre-exam questionnaire used to be included with the exam package
- We thought you had better things to do on exam day than to fill out a demographic questionnaire, so we decided to collect the data beforehand
- The link has been sent to you via email, it is also available from the Office of the Registrar home page
- Please fill out the questionnaire if you haven't done so already

# After the Exam

- Remember that you have signed a non-disclosure agreement as part of the terms and conditions for writing the exam
- You must not reveal details about the exam that are not public
- This is also referred to specifically in the *Rules of Professional Conduct*
- Breach of the non-disclosure agreement is professional misconduct

# Results

- HRPAs will post the results as soon as it is possible to do so
- The results will be posted online and an email will be sent to all exam-writers
- Check for updates on the Office of the Registrar web page
- Based on past exams, expect the results on or about December 1, 2010

# What Will Be the Cut-Score

- Starting with the May 2010 exam, CCHRA has moved to a floating cut-score
- The final cut score is established only after the post-exam review
- The cut-score may or may not be 67% as it was last time; it may be a bit higher or lower depending on the relative difficulty of the exam

# Q&A



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