



Human Resources  
Professionals  
Association

# Computer Based Testing in 2017

November 21, 2016 2:00 – 3:00 p.m.





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Human Resources Professionals Association

# Housekeeping



- Webinar will be recorded and posted online
- Will post answers to questions that we could not answer in the webinar

# Questions involving specific individual circumstances



- This webinar is not the appropriate place and time to address specific individual circumstances
- Sometimes the correct answer depends on some details that are not provided with the question
- Please contact the Office of the Registrar with questions involving specific individual circumstances



# Agenda

- What is CBT (Computer Based Testing)
- Why the change to CBT from paper and pencil
- When did the change take place
- CBT Exam Vendor
- When are the testing windows
- Key deadline dates
- Registration & payment and scheduling
- Costs
- Rescheduling and Withdrawals
- Accommodations
- On site test experience
- Taking the Test



# What is Computer Based Testing (CBT)

- CBT stands for Computer Based-Testing
- It is a method of exam delivery by use of a computer at a proctored test centre
- All exams will be delivered via a computer in pre-determined test centre all across, Ontario, Canada and Worldwide
- The exams cannot be written anywhere, at anytime. This is not online testing, rather it is computer-based testing. Exams cannot be taken in your home or at your place of work.
- Exams are no longer written on a single day



# Why change to CBT

HRPA is striving to provide members with a more convenient way to schedule exams, and a more secure and rigorous testing technology than the traditional paper-based Scantron exams and is consistent with best practices in test administration.

- The change will provide more frequent and convenient testing time
- Exams have moved from being offered twice a year to three times a year
- Offers test-takers advantages in scheduling, convenience and speed over written tests
- Test centres available all over Ontario, Canada and worldwide
- The change provides candidates with a professional, fair, consistent and reliable testing environment.





# When did the change take place

- HRPA signed a contract with Prometric [www.prometric.com](http://www.prometric.com) in 2016 to transition to online testing in 2017 and beyond for: CHRP and CHRL Employment Law Exams and CKE 1 and CKE 2 examinations.
- The Employment Law exams and the CKE 1 and CKE 2 will be administered via computer based testing starting in 2017.
- The last administration of the paper and pencil based format of the CKE 1 and CKE 2 was November 5, 2016
- Exam(s) will no longer be offered in a pencil and paper based format. The only option will be computer based testing



# Computer Based Exam Vendor



- Prometric – [www.prometric.com](http://www.prometric.com)
- Prometric administers more than millions of exams a year worldwide for more than 350 clients.
- They are the leader in computer-based-test administration with best-in-class testing facilities and a trained, fully certified testing staff.
- A well-established track record of experience and success and is the same vendor that provides SAT testing
- They are a US based company with a canadian corporate office in Toronto which opened in 2015



# Testing Windows 2017

- CHRP/CHRL Employment Law – January 16<sup>th</sup> to January 30<sup>th</sup>
- CKE1 – February 20<sup>th</sup>- March 6<sup>th</sup>
- CKE2 – March 7<sup>th</sup> – March 21<sup>st</sup>
- CHRP/CHRL Employment Law – May 1<sup>st</sup> – May 15<sup>th</sup>
- CKE1 – June 5<sup>th</sup> – June 19<sup>th</sup>
- CKE2 – June 20<sup>th</sup> – July 4<sup>th</sup> & July 8<sup>th</sup>
- CHRP/CHRL Employment Law – September 4<sup>th</sup> – September 18<sup>th</sup>
- CKE1 – October 2<sup>nd</sup> – October 16<sup>th</sup>
- CKE2 – October 17<sup>th</sup> – October 31<sup>st</sup>

\*\*\* all exams dates are now posted on the HRPA website

\*\*\* all testing windows are 2 weeks long

# Key Deadline dates & Changes

- Registration window open longer – can register up until the first day of the 2 week long exam testing window.
- Registration deadline dates are now posted on the website
- <https://www.hrpa.ca/hrdesignations/Pages/CHRP-CHRL-Employment-Law-Exam.aspx>
- <https://www.hrpa.ca/hrdesignations/Pages/CKE1-CKE2-Comprehensive-Knowledge-Exam.aspx>

**NEW:** Must have met the eligibility requirements before you are permitted to register for the Employment Law exams or the CKE 1 or CKE 2.



# Eligibility Requirements



**Eligibility requirements have not changed**

## **All exams**

- Must be an active member in good standing and be approved for the register

## **CHRP Employment Law Exam**

- Must have passed the CKE 1 or the CKE 2 exam

## **CHRL Employment Law Exam**

- Must have passed the CKE 2 exam

## **CKE 1 and CKE 2 Exams**

- Must have submitted your transcript and have met the coursework requirement or an approved Alternate Route application
- No longer have a late transcript policy
- If you don't pass the exam, you can re-take it as long as your coursework or alternate route results are valid.



# Registration Process

- Register and make payment for the Employment Law exam, CKE 1 and CKE 2 directly with HRPA via the HRPA website
- Registration links available on the [CHRP/CHRL Employment Law Exams](#) pages and the [CKE1/CKE 2 pages](#)
- **NEW: Must have met the eligibility requirements to register for the exam and this includes being an active member in good standing of HRPA**
- Registration window open until the first day of the testing window.
- For the CKE 1 or CKE 2 exams, if you have not submitted your transcript and been deemed eligible to write the exam you will not be able to register for the exam.



# Scheduling your exam seat

- Once registration and payment has been made for the exam on the HRPA website and you have been approved to write, you must go onto Prometric's website and choose your exam testing centre as well as your seat time.

<https://www.prometric.com/hrpa>

- CHRP/CHRL Employment Law exams – 3 hour
- CKE 1 – 3.5 hours
- CKE 2 – 5 hours (one session)

\*\*\* all exam testing windows will add 30 mins to the testing time to allow for the tutorial at the beginning of the exam

Submit your transcript for approval so that you can register early to guarantee your seat at a location convenient to you!!

Don't wait until the last minute otherwise you may not get a seat at a location convenient to you.



# Computer Based Testing Centres

- Exams will be administered at Prometric's professional testing centres. A complete list of test locations is available within the scheduling system on [www.prometric](http://www.prometric)
- Exams will be offered in centralized locations in Ontario
- Computer-based testing centres are not the same as the locations used for paper and pencil sites – such as universities or colleges.
- All testing centres are fully accessible and compliant with AODA.
- Open for testing during the day between the hours of 8 and 5
- Weekend and evening testing times available at most centres
- Exams are not offered on Sunday

# Costs



Exam fees are **NOT** increasing

CHRP/CHRL Employment Law Exams - \$200.00 plus hst

CKE 1 - \$275.00 + hst

CKE 2 - \$325.00 + hst



# Format of the exams

**The format of the exams and the time allotment has not changed**

CHRP/CHRL Employment Law exam

3 hours in duration

100 questions plus 10 experimental

Scenario and knowledge based questions – 3 option MC

CKE 1 – 4 option MC 150 questions+ 25 experimental

3.5 hours in duration

CKE 2 – 4 option MC 225 questions + 25 experimental

5 hours in duration





# Level of Difficulty

The level of difficulty of the exam has not changed.

The computer-based exam is not easier or more difficult than the paper-and-pencil based format.

The exam maintains the same content as outlined in HRPA's Competency Framework and follows the same blueprint

# Scoring of the Exams



- The scoring methodology remains the same and it will take about the same amount of time to receive your results.
- CHRP/CHRL Employment Law Exam- Cut-score set by Angoff panel based on expectations of a CHRP and CHRL as set out in the HRPA Human Resources Professional Competency Framework
- CKE 1 - Cut-score set by Angoff panel based on expectations of a CHRP as set out in the HRPA Human Resources Professional Competency Framework
- CKE 2 - Cut-score set by Angoff panel based on expectations of a CHRL as set out in the HRPA Human Resources Professional Competency Framework
- In addition, a minimum performance threshold is set for each functional area



# Rescheduling and Withdrawals

- You may reschedule your exam date, test site location with the testing window you are scheduled as long as you do so within 2 calendar days of your appointment time.
- A \$50.00 fee will apply if you re-schedule your exam date, time and or location within 29 calendar days of your appointment time.

Rescheduling is done directly on Prometric's site [www.prometric.com/hrpa](http://www.prometric.com/hrpa)

- You may withdraw from the exam completely and receive a refund of your exam fees minus a \$50.00 admin fee.

Consult HRPA's [withdrawal policy](#)

Withdrawals are done through HRPA



# Accommodations



- HRPA has an accommodation policy and it remains in effect with the move to computer-based testing. There are no changes to HRPA's accommodation policy
- Accommodation requests are made at the time of registration
- Supporting documentation must be submitted to HRPA for review and approval at least 2 weeks after the registration for the exam has been completed with HRPA.
- There are no extra costs for accommodations



# Exam Prep Resources

- HRPA continues to offer exam prep resources for the Employment Law exams as well as CKE 1 and CKE 2 exams.
- We have online and in-class offerings

Full list of exam prep resources consult

<https://www.hrpa.ca/hrdesignations/Pages/Exams.aspx#prep>

# Test Site Experience – Take a Test Drive

Prometric offers test takers the opportunity to take a dry run of the test centre experience prior to their exam.

Allows for test takers to walk through, on a practice basis, all check-in and testing procedures that occur at the test centre on test day.

This can include the following:

- I. Sign in and sign out procedures – verification of Identity, wand experience, non-permissible items
- II. Use of lockers
- III. Policies on breaks during the exam
- IV. Use of headphones, scratch paper and calculators





# Taking the Test

The computer-based testing format is very user friendly. Prior to testing, candidates can access an online tutorial to become familiar with the computer-based testing format and practice with sample questions.

A tutorial will be provided at the beginning of each exam that will include the following

- How to review and change answers
- How to skip questions and return to them later
- How to monitor your time
- Use of calculators which is embedded into the exam and will appear on your screen. Don't need to bring your own
- Use of headphones

# Taking the Test

## NEW

**Employment Law exams – will have access to legislation during the exam.**

- The tutorial given to all candidates at the time of writing the exam will include how to access and use the legislation during the writing time.
- The Employment Law legislation document will be in a PDF format.
- This documentation will also be posted on the HRPA website

# Summary



HRPA is striving to provide members with a more convenient way to schedule exams, and a more secure and rigorous testing technology than the traditional paper-based Scantron exams and is consistent with best practices in test administration.

HRPA hopes that the transition to computer-based testing is a positive experience for our members

Exams are offered three times a year instead of two

Testing windows are two weeks long and no longer administered on one single day

Registration window is open longer to allow time to confirm eligibility and register for the exam



# Summary



- Registration for the Employment Law exams will open on the HRPA site as of November 28, 2016
- Registration for the CKE 1 and CKE 2 exams is scheduled to open the week of December 12, 2016

Scheduling your exam writing time and exam location is now done on Prometric's site

\*\*\* Candidates are now required to meet the eligibility requirements and to be deemed eligible by HRPA before they are permitted to register and pay for the exam



# Questions