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**Webinar presented by Human Resources Professionals Association
OOTR – Structural Changes to HRPA Certification Exams
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During the break, how should I stop the timer?

Once you have completed and submitted Exam Content Section 1, your 15-minute optional break will automatically begin. There is no need to start or stop the break timer.

Can I change my answer if I haven't submitted it yet?

Yes, candidates have the ability to return to previously answered question and change their answers as long as they have not yet submitted the Exam Content Section they are in.

For the CHRP Knowledge Exam, for example what if I finish early and I have 45 minutes left? Can I take my break, or do I have to wait until the time is done?

Once you have completed and submitted Exam Content Section 1, you may take your 15-minute optional break. You do not need to wait until the entire duration of the section in order to take your break.

How many questions does each section have?

Each Exam Content Section is equitable in terms of questions to answer. The CHP-KE consists of 175 questions however, and so one Exam Content Section will contain 88 questions and the other will contain 87 questions.

How will the structural changes affect candidates that require accommodations (i.e. extra time for completion)?

Accommodated candidates are treated on a case-by-case bases. Depending on the accommodations granted, they will be implemented in the most effective way possible. If you require accommodations, and have further questions, please contact: exams@hrpa.ca

Do we have to save every time we select an answer choice? Or does it save automatically?



The exam platform automatically saves and records your responses. You are not required to save each question you answer.

Is there a feature for Computer-based Testing (CBT) where if you miss a question, will there be a prompt when I submit that I missed a question?

Within the exam platform, on the left-hand side of the screen, you will see a status bar of the number of questions you have answered. You will be able to identify which questions you have answered, and which ones remain unanswered.

How would be the structural changes done during remote proctoring?

HRPA has divided each of our certification exams in to two Exam Content Sections with a 15-minute optional break once you have completed and submitted Exam Content Section 1 and prior to beginning Exam Content Section 2. Breaks are no longer permitted during any of the Exam Content Sections. These structural changes affect both remotely proctoring exams, as well as exams being written at a Prometric test centre, the same way.

What are the other major changes other than the introduction of break timings made in the structural changes?

HRPA has divided each of our certification exams in to two Exam Content Sections with a 15-minute optional break once you have completed and submitted Exam Content Section 1 and prior to beginning Exam Content Section 2. Breaks are no longer permitted during any of the Exam Content Sections. This is all that is changing. The number of questions, the difficulty of the questions, how the exams are scored, how they are delivered, as well as the length of the exams, remain unchanged.

Is the spread of the competencies tested equal in both section of the knowledge exam?

Yes, HRPA has ensured that each Exam Content Section are equitable in terms of number of questions delivered in each functional area, as well as the difficulty of each Exam Content Section. No section is harder than the other.



Are you aware if preparation courses that are endorsed by the HRPA will adopt this new structure for their practice exams?

At this time, the preparatory products endorsed by HRPA will not be adoption these structural changes for their mock exams. The main purpose of the mock exams presented in the preparatory products is to test a registrant's knowledge and how comfortable they are with the material they have learned, and not necessarily provide an accurate real-world testing experience.

For the CHRP Knowledge Exam there are 175 questions. How is that divided evenly between the two sections?

One Exam Content Section will contain 88 questions and the other will contain 87 questions.

What was the reason to do these structural changes?

In an increased effort to protect the security and the integrity of HRPA exams, particularly in the remote environment.

When do we let the proctor/system know that we will be taking the 15-minute break? At the start of the exam?

The system will ask you if you want to take a break once you complete Exam Content Section 1. At that time, you indicate "yes", and the timer will start to count down from 15 minutes. You do not need to tell the proctor you wish to take a break; you need to indicate within the system.

If you don't take the full 15-minute, say you only take 10 minutes, can you start the next section right away? Or do you have to wait until the 15-minute break is up?

You are not required to take the full 15 minutes and can resume your exam once you return from the break. You would be starting on Exam Content Section 2.

After taking your 15-minute break, are you required to go through the proctor security check? If I go through the security check once more will this impact part 2 of my exam time?

Yes, you are required to go through the security check upon returning from break and once the 15 minutes has elapsed the clock will start to run for Exam Content



Section 2. If this occurs that time will come off the time allotted to Exam Content Section 2.

Can I go back to my answers in Exam Content Section 1 if I finish it ahead of time?

You can only go back and review your answers if you have NOT submitted Exam Content Section 1. If you finish your exam and have not hit submit and finish, then yes you can go back and review your answers.

For remote written exams, do you have to inform the proctor if you are taking the 15-minute break?

No, you are not required to do this. You are, however, required to follow the prompts to take your break.

Are there restrictions on what you can and can't do during the break, should you choose to take it?

There are no restrictions. However, you are not permitted to access any unauthorized materials, i.e., course notes, textbooks, google searches, cell phones, other computers that would assist you in gaining access to content and an unfair advantage. This would be considered a breach of the Rules of Professional Conduct and could result in disciplinary action.

Why does the unused time from the first section not be transferred over to writing the second section?

The exam platform does not allow you to use unused time from Exam Content Section 1 to be transferred to Exam Content Section 2. You have an allotted time to complete each section and the break.

What if I don't take breaks, would Exam Content Section 1 be submitted automatically, or can both sections be submitted at the end?

You are not required to take a break, as it is optional. Once you complete Exam Content Section 1, you will be prompted to submit and finish this section. If you do not wish to take the break, then you will indicate this and will be prompted to start Exam Content Section 2. Once you complete Exam Content Section 2, you then click submit



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and finish. Both sections are not submitted at the end as they are completed in sequence as stated above.

Do you have to physically click the submit button after each section or will it automatically submit the section for you after the allotted writing time is finished?

You are required to click submit and finish after each section and you will be prompted to do so by the system. It will not be submitted automatically for you unless your time for that section has elapsed. If this occurs, you will be automatically pushed into the next section.

Will the 15-minute break be monitored?

No, the break will not be monitored. However, you are not permitted to access any unauthorized items on your break. All exam candidates have signed the Rules of Professional Conduct and the Non-Disclosure Agreement, which means that you have agreed to follow the rules and not engage in acts of misconduct.

Will your exam be forfeited if you are not back after your allotted optional 15-minute break?

No, your exam will not be forfeited, however, if you are not back in your allotted time you will be automatically pushed into Exam Content Section 2 and the timer will start to run.