

Webinar presented by Human Resources Professionals Association

OOTR: Tips from Top Scorers: Helping Candidates Success on the CHRP ELE/CHRL ELE

August 2, 2023

1. Does this exam have the highlight feature like with the Knowledge Exam?

The highlight feature is functionality that is built into the exam platform so it exists for all exams.

2. Where can we purchase the Captus Press preparatory product?

You can purchase the exam prep products at this link on the HRPA website.

<https://www.hrpa.ca/designations/exams-prep-programs/>.

3. Can we make notes on paper during our exam?

If you are taking your exam in-person, scratch-paper can be provided to you and if you are taking your exam remotely, there is a built-in virtual whiteboard to make notes on.

4. Is there a website where we can look up relevant case law cases?

The website is <https://www.canlii.org/en/>.

5. Like with the CHRL-KE, will this exam's grading be non-compensatory? Are there individual pass marks for each section of the exam?

This exam uses compensatory scoring – you need to only achieve the overall score required to pass, and not the individual functional area thresholds.

6. Are the answers to the questions structured in that there may be multiple correct answers, but the test taker must select the most correct answer to be awarded a point?

This exam is 100% 3-option multiple choice. All questions require you select the correct answer from the options presented. Each correct answer is worth one mark.

7. Do we need to know case law? How important is it to reference cases?

Mary: Having a general understanding of significant employment law cases is helpful.

Dixon: It's important to know the case law that had an impact in the realm of HR. The major ones are important to know. It is not that important to reference specific cases, however, you need to know the outcome of cases. i.e., how the courts applied the relevant legislation to reach the outcome. I think that is more important than remembering specific cases.



8. Did you read the entire Filsinger textbook?

Dixon: I did read the entire book which is why it took me a long time. However, I was reading to understand and not just for reading it. The stuff that I did not understand while I was reading, I did further research on it. If you plan on reading the entire book, I suggest that you allocate sufficient time every evening to read a couple pages. Time management is key in the preparation for this exam.

9. Are all the questions scenario based?

The questions are comprised of independent stand-alone questions + scenario-based questions.

10. Please speak more to the "sample questions" from the HRPAs website? Are these separate from the Captus Press preparatory product?

Dixon: If you go on to the HRPAs website > Designations > CHRL > CHRL Employment Law exam and scroll all the way to the bottom of the page under "important documents and links" you will get the sample questions. These questions are separate from the Captus Press; however, I cannot say if they were also in the Captus Press because I did not use that to study.

11. Did you find the questions in the Captus Press practice exams were structured like those on the actual exam?

Mary: Yes, I found them very helpful to prepare.

12. How long did you study for, and did you refer to any textbooks at all?

Mary: I began studying about a month prior to the test. I only used the Captus course to prepare.

13. Is there a possibility to take notes within the platform, like the Knowledge Exam? If yes, did you take notes and find it useful?

Mary: Yes, I found it very useful.

Dixon: I am not certain but I think you can make notes if I recall correctly. Personally, I did not take any notes during the exam. Time is of the essence in this exam and there are multiple parts to a question. If you are fine with taking notes during the exam that's up to you but please be mindful of the time left to complete.

14. Did you read the pieces of legislation ahead of time?

Mary: I did not read them fully; however, I made sure to review what pieces were going to be available to me during the test.

15. Were you comfortable with the time allotted during the exam or was it a crunch?

Mary: I was able to finish in time; however, I did use most of the time available to me.



16. If you write the exam in person, is it delivered via pen and paper?

All exams are delivered using Computer Based Testing, either in-person at a test centre or done via remote proctoring.

17. How long did each of you spend studying for this exam?

Mary: I began studying about a month before the exam.

Dixon: I started studying 2 months before the exam. I began reading the textbook and doing extra online research etc. Once I read through the textbook the first time, it was easier to go through the second time. Again, time management is important during this time so I scheduled about 2-3 hours a day to read. (Take breaks also and still enjoy life)

18. Will the legislation pdf have links to jump to specific sections, or can we use a find function for key words?

It will have both functionalities.

19. Although different, how would you describe the difficulty of this exam compared to the Knowledge Exam?

Mary: I found preparing for the knowledge exam to be more difficult as the concepts were less familiar to me.

Dixon: Honestly, when I finished the law exam, I was not sure if I had passed or failed; it was one of those exams. The material to study for the Knowledge exam was a lot more than this one but you really can't compare the difficulties. Both exams are totally different

20. Where are the Examination Blueprints going to be posted?

The exam blueprints are posted on the Employment Law Exam Page or our website at the very bottom of the page under "important resources".

21. If you prepare with the Captus Press preparatory product alone, is this enough to pass the exam?

Mary: Yes, I believe so; however, it should be noted that in my current profession, I deal with employment law concepts quite frequently and therefore already had a good understanding of most areas.

22. Can we use an older version of the recommended textbooks?

Be careful with older versions of textbooks as legislation is constantly changing, and you want to ensure you are reviewing the most up-to-date, legislation.



23. Do you have any tips on how you would know the scenario is related to which legislation?

Dixon: I would say based on the material and cases you have studied; you will have an idea of what legislation the scenario is dealing with. My tips would be to understand the cases in the material you study, what legislation they dealt with and how they applied the legislation.

24. Were the practice exam questions in the Captus Press preparatory product scenario-based, or did you find them to be a mix of knowledge recall and scenario-based?

Mary: I believe they were a mix.

25. If writing in person, do we bring our own computer or does the test center provide? The test centre provides the computer and the space to write your exam.

You do not need to bring your own computer.

26. How much time did you spend studying the Provincial Legislation vs. Federal Legislation? How much time would you say we should spend on each?

Mary: I spent more time on provincial legislation.

Dixon: spent approximately 80% on Provincial Legislation and the other 20% on Federal. It is still important to know the federal legislation. I can't really say how much time you should spend on each legislation; it all depends on your understanding/experience in the field.

27. If I start preparing today, do you think one month will be sufficient time to prepare for the exam?

Mary: I found one month to be sufficient time as I found the test prep was great at summarizing the required information. It should be noted that in my current profession, I deal with employment law concepts quite frequently and therefore already had a good understanding of most areas.

Dixon: Again, it all depends on your level of experience and knowledge of legislation. If you have a good grasp of the legislation and how to apply it, then 1 month should be enough.

28. Are we required to go through the entirety of each piece of legislation to prepare?

Mary: No. I think it is important to be familiar with the legislation and know how to navigate through the documents as well as knowing when each piece of legislation is used (i.e., provincial vs federal).

Dixon: I would not say that I went through the entirety of each piece but I did go through to understand it and know where the various sections are just in case, I needed to refer to it in the exam.



29. How are calculations incorporated in the questions? I mean what kind of calculations can we expect?

I cannot tell you specifically what calculations are on the exam, however what I can say is that there are very simple calculations and not complex.

30. Is it necessary to read the same textbooks we used to complete our coursework?

Mary: N/A (I only used the Captus Press course to prepare)

Dixon: I did go through the textbooks we used for the coursework. however, I only went through these to get a more detailed understanding of topics I needed more knowledge of. These textbooks are different from the material you need to study for the Law exam. I would suggest you go through these if you need further clarification on a topic.

31. Are there any free resources you could recommend?

Mary: The HRPA's blueprint is helpful to view the structure of the test.

Dixon: None

32. What is a good strategy to retain all the information studied?

Mary: I started off by printing the Captus Press course slideshows and took notes by hand while going through the course. Then I reviewed my notes and created a 1-2-page study sheet for any areas I needed to review further. I would also take note of the practice test questions that I either got wrong or wasn't sure of and made sure I reviewed the concepts further.

Dixon: I would say take breaks, take care of your mental health and enjoy some time away from the books so that it does not become overbearing.

33. Do you have any tips to control nerves on exam day?

Mary: I wrote the test online from home, which I found helpful to control nerves. If writing from home, make sure you follow the instructions beforehand to ensure that your computer and workplace are set up for the test.

Dixon: Haha If you are religious, I would suggest you say a prayer. There is no running from the nerves but trust yourself and your ability and everything will be fine.

34. Which is the most recent edition of Filsinger book?

The most recent edition is the 4th revised edition, 2019.

35. Is it possible that one or more laws can be applicable in the scenario? If so, how we answer those types of questions?

Mary: Yes. I found it helpful to use the online note feature when answering complex questions to pinpoint what laws were applicable to the scenario.

Dixon:



36. Do you have any tips when reviewing legislation, such as the ESA, for the first time?

Mary: The Ontario government has an online guide to the ESA which helps to break down the information. While you are not able to access the guide during the test, it is helpful as a starting point when studying to understand the legislation.

Dixon: My tip would be to read it through just for reading and then go through again to understand the legislation and where you can find various topics easily. It is a very interesting piece of legislation and it will be fun to go through. Trust me, when you start reading it you will be fully engaged.

37. For those who will be studying using the textbooks, do you recommend reading the textbook first or using the Captus Press preparatory product first?

Mary: I personally only used the Captus Press course; however, I believe the textbook would be an excellent resource to dive deeper into certain topics.

Dixon: I am not sure how to answer this. I only used the textbook and Mary only used the Captus Press.

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HRPA does not have any stand-alone practice exams.