

JURISPRUDENCE EXAMINATION CANDIDATE HANDBOOK

中醫針灸執業法規課程考試考生手冊



The College of Traditional Chinese Medicine Practitioners
and Acupuncturists of British Columbia (CTCMA)
卑詩省中醫針灸管理局

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Introduction

This handbook includes the policies and procedures for the Jurisprudence Examination. The regulatory body for Traditional Chinese Medicine (TCM) Practitioners and Acupuncturists in British Columbia is the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA). CTCMA will be referred to as “the College” in this handbook. The College is responsible for governing TCM Practitioners and Acupuncturists in accordance with the *Health Professions Act* (BC) and the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation of British Columbia.

Although accurate at the time of publication, changes may take place without prior notice. While the College will try to advise candidates of important changes, the College reserves the right to make changes in fees, examinations, policies and procedures at any time without advance notice.

The most recent version of this Handbook may be found on the College’s website at www.ctcma.bc.ca.

Purpose of Examination

The College is mandated by the provincial government to protect the public’s right to safe, effective and ethical TCM services by regulating the practice of TCM.

The purpose of the Jurisprudence Examination is to determine if candidates have acquired the minimum entry-level competency in jurisprudence for practice as an Acupuncturist, TCM Herbalist, TCM Practitioner, or Dr.TCM to be considered for registration by the provincial regulatory body. The public is thus protected when receiving treatment from registered professionals. The examination(s) must be written by all applicants, including graduates from Canada and those completing their education outside of Canada.

Contact Information

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About the Examination

The Jurisprudence Examination is a closed book online examination designed to assess knowledge in professionalism and self-regulation, communication, and law required for practice. The content of the examination is based on the Jurisprudence Course Handbook.

Technical Specifications

The following table provides the weighting (percentage) of the Jurisprudence Examination:

AREA	PERCENT
1. Professionalism and Self-Regulation	15% (+/- 2%)
2. Communication	33% (+/- 5%)
3. Law	52% (+/- 6%)

Format of Examination

The Jurisprudence Examination consists of 50 multiple-choice items. All 50 items are of equal value. Candidates should, therefore, attempt to answer every item. All multiple choice items are comprised of a question or incomplete statement followed by four (4) alternative options. Candidates must indicate the best option for an item to receive a mark for that item.

Languages

The Jurisprudence Examination may be written in English, Simplified Chinese or Traditional Chinese. Candidates may select the preferred language to write the examination on the online application form. Candidates writing the examination in Chinese may use the 'language' toggle to choose between writing the examination in Traditional Chinese or Simplified Chinese.

Examination Results

The answers are electronically scored. The standards were set using the Modified Angoff procedure. It is a criterion referenced process used to determine the Pass Mark (Cut Score) for a test. It relies on judgements made from a committee of experts in the area under examination and focusses at the item level.

A passing result on the examination indicates that the candidate has demonstrated the minimal standard of competence. A fail result indicates that the candidate has not yet demonstrated the minimal standard of competence.

Examination results will be emailed to candidates immediately following completion of an examination. Results will not be provided over the telephone or by fax.



Application Procedures

Examination Requests

The College contracted with Yardstick to administer the Jurisprudence Examination. Please follow the procedures below to apply to write the Jurisprudence Examination:

1. Go to the Jurisprudence Examination Site: <https://ctcmajp.ysasecure.com/>.
2. Click the 'sign up' button to create an account (if this is your first application to write the Jurisprudence Examination).
3. Complete the required information in order to proceed with the application.
4. Click on the 'products' tab and purchase the Jurisprudence Examination. Purchases are made online using a credit card only (no other form of payment is accepted).
5. Once the purchase is complete, simply click on 'Assessments' and click on the flashing 'book' button that will appear next to the Jurisprudence Examination name.
6. You will be required to choose the region, select available testing location you wish to write at and provide 3 date and time options that you are available to write the examination and submit the booking. The testing sites will review these dates and confirm which they are available for, using the first date listed as the candidates' first preference. Wherever possible the testing site will accommodate the first date provided.

After a booking is submitted, the booking request will be sent to the testing site for review and approval. You will be notified by the testing site once your booking is approved.

Booking Status

Once the booking request is submitted, you can log into your account at any time to check the status of your booking. You simply click on 'status' next to your Jurisprudence examination. A confirmation email will be sent to the candidate as soon as the examination request is processed.

Examination Invigilation

Candidates are required to write the Jurisprudence examination with an approved invigilator or at an approved invigilation centre. Please refer to the list of approved invigilators and invigilation centres on the CTCMA examination website.

Special Accommodations

Candidates with a disability who requires examination accommodations must submit a request for consideration (in writing, signed, dated, and enclosed with supporting documentation) to the College at least twenty (20) business days prior to their anticipated examination write date. The accommodation request may be submitted by using the Accommodation for Special Needs Application Form on the CTCMA examination website.

Refund

The College's Jurisprudence Examination fee is non-refundable. A candidate who is absent from the examination due to unforeseen circumstances (e.g. illness, death in the family) must submit written notification (signed, dated, and enclosed with supporting documentation) to the College within fourteen (14) business days after the examination date to apply for a refund. The refund request may be submitted through any of the following methods:

- a) By fax to 604-738-7171
- b) By email to info@ctcma.bc.ca



c) By mail to:

CTCMA
1664 West 8th Avenue,
Vancouver, BC V6J 1V4

Taking an Examination

Valid Identification

Candidates must present a valid form of photo identification to an invigilator prior to being allowed to write an examination. This identification must be government issued (passport, driver's license, etc.).

Online Examination Delivery

The approved invigilator or invigilation centre will be provided with instructions, and a secure password to access an online examination in advance of a candidate's scheduled examination write date.

Examination Attempt

At the beginning of the invigilation of the examination, a candidate must verify that the correct examination has been provided. Once a candidate has viewed an examination, unless the wrong examination has been sent to the approved invigilator or approved invigilation centre, it will be considered to have been an attempt at the examination and the examination will be considered written.

If a candidate discovers he/she has been sent or are writing the wrong examination he/she should bring the discrepancy to the immediate attention of the examination invigilator. The candidate must remain at the invigilation site for further instruction. If this is not brought to the invigilators' attention immediately – the candidate will not be entitled to a rebooking request / refund.

Examination Time Allotment

Candidates will be allowed only 75-minutes to complete their Jurisprudence Examination. A count down timer will be available during the examination on the computer screen to confirm the time remaining in the assessment. A watch or wall clock is not to be used for timer confirmation.

Examination Booking Changes

Candidates must follow the rules and regulations of Yardstick Testing & Training for any booking changes. Any booking change requests must be submitted to Yardstick Testing & Training at 'testing@getyardstick.com' within 2-business days of the booking date and time. Any requests placed outside of this window will not be approved and the candidate will lose their examination seat resulting in the re-purchase and rebook of the assessment. The College will not be involved in brokering any arrangements between a candidate and an approved invigilator or invigilation centre.

Examination Related Fees

The fee for each Jurisprudence Examination sitting is \$175.00 + tax.

Retaking an Examination



A candidate who failed an examination once may repeat the failed examination by submitting a new Jurisprudence Examination application.

Confidentiality and Security of Test Materials

Security precautions eliminate unfair advantages among the candidates and avoid the high human/financial costs of replacing examination materials. That is why the strictest security measures are taken to protect the content of the examination before, during and after the examination.

All examination materials are protected by copyright. The College takes strict security measures to protect examination materials during all phases of development and administration including: development and review of material; reproduction, transportation and disposal of materials; and administration of material to candidates.

Code of Conduct

Candidates are subject to the Rules of Conduct as described below. Candidates who contravene the Rules of Conduct may be denied participation, may have results invalidated and/or may be denied registration. Each candidate, by the act of participating in a Jurisprudence Examination, agrees to the following Code of Conduct:

1. Candidates acknowledge that the examination and the items therein are the exclusive property of the College.
2. Candidates acknowledge that they CANNOT remove any part of the examination from the test site, nor can they give or receive assistance from another candidate during the examination.
3. Candidates acknowledge that their participation in any act of cheating, as described below, may be sufficient cause for the College to terminate their participation, to invalidate the results of their examination, or to take any other necessary action.
4. Cheating refers to any act or omission by a candidate that could affect the result of that candidate, another candidate, or a potential future candidate. These acts include:
 - a) non-eligible individuals posing as eligible candidates;
 - b) bringing study or reference materials to the test area;
 - c) giving or receiving assistance to or from another candidate during the examination;
 - d) removing or attempting to remove examination material by any means, electronic or otherwise, from the testing site;
 - e) receiving or giving information about the written component or the clinical component either BEFORE OR AFTER the examination. For example, releasing information about questions such as diagnosis, or tasks and activities involved in the examination. Note: this includes discussing examination items or other information about the examination with examiners or other candidates after the examinations.