

# 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](http://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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[info@ctcma.bc.ca](mailto:info@ctcma.bc.ca)



## 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.

New in August 2020: The online examination is to be taken by remote proctoring.

For further information regarding “Remote Proctoring”, please consult this Online Proctoring FAQ: [Exam FAQ](#)

## Examination Area 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.

## Examination Related Fees

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

## 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 during the examination.

## 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.

At the end of the examination, after a candidate submitted the examination, the result will be available. 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 result(s) will also be available after the online examination session by logging into the Jurisprudence Examination Site (<https://ctcmajp.ysasecure.com/>). The results will also be emailed to candidates immediately following completion of an examination. Results will not be provided over the telephone or by fax.

*\*A summary of the examination result can also be printed AFTER, but not during, the online examination session. Candidates are reminded to abide to the Code of Conduct to keep examination information confidential as specified on Page 8 of this Handbook.*



## 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). A Purchase Receipt Email is sent right after the exam is purchased. A Booking Instructions email will be sent to you with information of the steps below to book an online session and support information for Remote Proctoring from ProctorU.

*Please keep the information email handy as you may need the information when having trouble booking online exam session, confirming setup preparedness, and/or experiencing technical difficulties on Exam Day.*

5. Once the purchase is complete, please click on the "Exams" tab where you will be able to click on "Book " for an available online exam session. You will be taken to the "New Booking " dashboard. Click on "Remote Proctoring ".
6. Select your time zone from the available drop downs. If you are unsure of your time zone, you can google "What time zone is XX " and enter your location.
7. You will see the available dates you may select in dark grey. Choose the date you wish to book and from the time drop down option, you will see available the available times for you to write.
  - o **NOTE: NOT all times are available. Please select a time that is closest to when you can write.**
8. Complete the booking by clicking "Submit Booking ".

*A "Booking Confirmation" email will be sent. Please ensure that your Exam date and time is correct. Pay particular attention to the time zone specified in the confirmation email and convert to the appropriate local time zone, if needed, so that you will log into your account at the correct time on Exam Day.*

### 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 countdown clock is available in your account to tell you how much time is left till your scheduled connection time.

#### Preparing Computer Station for Exam Date

IMPORTANT information to prepare your computer station to take this exam is available in the Booking Confirmation Email. Please make sure your computer station is prepared at least 30 minutes prior to the scheduled connection time. The preparation can be done any time prior to the Exam Date. DO NOT wait till the last minutes to prepare your workstation. *Technical issues encountered during the exam, which are caused by a candidate not following all instructions for preparing and testing their computer system, may result in additional exam fees payable by the candidate for rebooking another exam session / assessment sitting.*

There is also a Test Your Equipment-"Test It Out" button in your account on the Exam Site. Clicking the button will begin an assessment/check of your computer system readiness for an online exam by remote proctoring with



the ProctorU Platform. Please contact Technical Support as specified in the Booking Confirmation Email for assistance if needed.

### Examination Workstation / Workspace Reminders

- Your webcam is installed and turned on. Microphone and Speakers need to be functional and on.
- With exception to the examination website, all other programs and applications are closed.
- You have your government-issued photo identification ready to show the proctor. The identification must be valid (not expired) and include your signature. Examples include a driver's license or a passport.
- You are only allowed to have one monitor connected to your computer during the assessment. If you use more than one monitor, disconnect it and make sure that it is facing away from you.
- Your workstation is clear of any non-approved materials.
- Contact ProctorU Assessment Support directly for technical support. All the methods to contact them is in your Booking Confirmation Email. *On Exam Day, it is recommended to CALL or use the LIVE CHAT for faster response time.*

### Examination Tutorial

A tutorial in English is available for candidates to be familiar with the Exam interface. Candidates can launch the "Tutorial" in their account after logging in the Exam Site: <https://ctcmajp.ysasecure.com/>.

### 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 downloading the Accommodation Special Needs Application Form on the CTCMA Jurisprudence Examination webpage (<https://www.ctcma.bc.ca/examinations/jurisprudence-examination/>) or through the link in your account at the Exam Site and completing all required information with original signatures to the College.

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[www.ctcma.bc.ca](http://www.ctcma.bc.ca)  
[info@ctcma.bc.ca](mailto:info@ctcma.bc.ca)

### Refund

The CTCMA 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 604-357-1963
- b) By email to [info@ctcma.bc.ca](mailto:info@ctcma.bc.ca)
- c) By mail to:



CTCMA  
900-200 Granville St,  
Vancouver, BC V6C 1S4

## Taking the Online Examination By Remote Proctoring

### Examination Day Registration Process

- Approximately 10 minutes before your exam appointment, please log in to your account at <https://ctcmajp.ysasecure.com/> and click on the 'Exams' tab.
- At the scheduled connection time, your examination status will change from "Status" to "Launch". Click this to connect to the proctoring interface.
- At this time, you will be connected to a virtual/online proctor who will walk you through the registration process. Please make sure to give permissions to allow procedures for identification verification and for securing workstation and workspace. Permissions required include audio and video recording during exam, sharing computer screen, enabling microphone and speaker, and monitoring computer software use (Please see Exam FAQ for full details),
- You will be required to show your identification and pan the examination room (ensure your camera is small and lightweight so you can move this around your working station). *Tips: Make sure non-permissible items are out of reach (e.g. cell phones). Please keep your examination environment as clear and tidy as possible for faster check. It is a good idea to cover or put away any unrelated items in the proximity of the examination workspace to reduce distraction.*
- Once the registration process is complete and satisfactory, you will be permitted to access and begin your assessment.
- **NOTE:** Registration process can be swift or it may take a longer time for some candidates. However, registration time does not count towards your assessment time and your examination timer does not start until you start writing the online examination. *On Exam Day, it is recommended to CALL or use the LIVE CHAT for faster response time if you encounter any problems during the Registration process.*

To see a 3-minute video of how the Registration Process works on exam day, click [here](#).

### Permissible Items/Breaks:

- Water or other beverage in a clear, label free water bottle or glass
- You will NOT be permitted to use the washroom during the exam, unless you have special accommodations approved by CTCMA.

### Late Admittance:

- Your scheduled connection time is critical to a successful administration.
- If you connect 30 minutes after the scheduled connection time, you will be denied access to the examination and the exam will show "expired".
- All candidates who miss their examination sitting should contact YARDSTICK to rebook their online examination session.
- *Technical issues encountered during the exam, which are caused by a candidate not following all instructions for preparing and testing their computer system, may result in additional exam fees payable by the candidate for rebooking another exam session / assessment sitting.*





For additional information, please visit the [Exam FAQ](#) page.

### Valid Identification

Candidates must present a valid form of photo identification to the proctor for identity verification purpose prior to being allowed to write an examination on Exam Day. This identification must be government issued (passport, driver's license, etc.). Your photo ID is scanned during the registration process.

### 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 Completion

At the end of the examination, candidate should either speak or use the chat function to contact the proctor that they are ready to "submit" the examination. Proctor will then guide the candidate to press the "Submit" button to finish the examination. The exam will immediately be submitted for grading after confirming to "Submit Exam". After submitting, responses cannot be changed anymore. An "Exam Review" page will then show the result. Candidates will be receiving an email at the end of the exam with the same information on the exam review page. This is also showing up on the 'History' link after completion of their examination in the Yardstick testing account.

Once the examination is completed and submitted, the online proctor will then guide the candidate to sign off the Remote Proctoring Connection. At this time, a survey for ProctorU will be available to comment on the Remote Proctoring experience. (Please only comment on the remote proctoring experience in this particular survey.)

Candidates can provide feedback regarding the CTCMA Jurisprudence Exam (e.g. application process, content) by clicking the link to a feedback survey there.

## Other Examination Information

### 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 '[testingsupport@getyardstick.com](mailto:testingsupport@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 the proctoring services.

Once a candidate book a time slot, there is a countdown timer till the launch time of their exam. There is a withdrawal option available right below that. If a candidate feels that they cannot take the exam for the day that they booked, please click on 'Withdraw' and book a new time slot. They can also write to



<mailto:testingsupport@getyardstick.com> and support staff would also be able to help them with it if they find it too difficult to do.

This can be done anytime prior to the exam booked time. But, if a candidate tries to reschedule/cancel after the initial booking time, this would be considered a no show and the candidate would have to repurchase the exam.

### Retaking an Examination

A candidate who failed an examination once may repeat the failed examination by purchasing a new Jurisprudence Examination in the “Products” as specified in Step 4 of the “Examination Requests” section.

## 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.