

LEVEL EXAMINATION COORDINATOR

Attention: Kaely MacMillan
550 Snelling Street
Victoria, BC V8Z 2B4
orthoexams@shaw.ca

LEVEL I – III MAIL OUT EXAMINATION APPLICATION

Enclosed are the purpose, objectives, description, scope, and rules of the examinations, along with an application form. This application is intended for physiotherapists who feel that they have, through other courses or studies, completed the course requirements for Level 1 and would like to challenge the Level I written examination. It is also to be used for applying to write a Level I – III course examination after having completed the course but choosing to delay the examination, or for re-writing a failed examination.

A. HOW THE EXAMINATION WORKS

The examination is a correspondence examination that is written under the supervision of an invigilator named by you. The examination is mailed out to your invigilator, who supervises you writing the examination. The invigilator then mails it back to the Level Examination Coordinator for marking. The examination can be written anywhere, at any time during the examination period, but must be POSTMARKED to be returned by the examination deadline.

B. EXAMINATION DATES

MARCH EXAMINATION

Application deadline - Feb. 15
Examination mail-out - March 1
Examination return deadline - April 1
Results - May 15

JUNE EXAMINATION

Application deadline - May 15
Examination mail-out - June 1
Examination return deadline - July 1
Results - Aug. 15

SEPTEMBER EXAMINATION

Application deadline - Aug. 15
Examination mail-out - Sept. 1
Examination return deadline - Oct. 1
Results - Nov. 15

DECEMBER EXAMINATION

Application deadline - Nov. 15
Examination mail-out - Dec. 1
Examination return deadline - Jan. 1
Results - Feb. 15

C. EXAMINATION PROCEDURES

1. Applications, in writing, must be POSTMARKED by the application deadline. Late applications will be returned for resubmission without exception. Please note that applications by fax will not be accepted, as payment must accompany the application.
2. On the examination mail-out date a letter will be sent to each candidate assigning a candidate number and enclosing a receipt for fees paid for the examination. On this same date the examination, with the assigned candidate number, will be mailed to the invigilator.
3. The examination must be written under the supervision of an invigilator according to the examination rules.
4. All examinations must be POSTMARKED to be returned to the exam coordinator's office by the examination deadline.
5. You may withdraw from the examination and receive a refund of your fee by applying in writing. If your withdrawal letter is received prior to the application deadline there is no penalty. If the withdrawal is received after the application deadline you will receive a refund less a \$30.00 plus GST administration fee (\$31.50 total).

6. You may defer writing your examination until the next examination mail-out by applying in writing. If your deferral letter is received prior to the application deadline there is no penalty. If your deferral letter is received after the application deadline you must pay a \$20.00 plus GST administration fee (\$21.00 total).
7. Cheques for the exam fee will be held, un-cashed, until after the exam application deadline to allow candidates to defer or withdraw from the exam without being charged the administrative fee. Please expect the funds to be drawn from your account during the first week of your exam month as stated on the previous page. There is a \$10.00 penalty for all NSF cheques.

The examination fees are as follows:

Level I Challenge Exam: \$125.00 plus \$6.25 GST for CPA Members
 \$150.00 plus \$7.50 GST for Non-CPA Members

Level II & III Exams: \$75.00 plus \$3.75 GST for CPA Members
 \$125.00 plus \$6.25 GST for Non-CPA Members

Please make cheques/money orders payable to "Orthopaedic Division, CPA"

PLEASE NOTE THAT CREDIT CARD PAYMENTS
CAN NOT/ WILL NOT BE ACCEPTED

D. LEVEL EXAMINATIONS

1. PURPOSE

The Level Examinations are designed to test the theoretical knowledge of the physiotherapist in the field of manual therapy.

2. OBJECTIVES

The candidate should demonstrate by written examination:

- a. The ability to answer questions based on:
 - 1) material presented in the Level courses;
 - 2) clinical case histories.
- b. That the theoretical objectives of the Level courses have been met. The objectives and content of the courses are outlined in the CPA Diploma of Advanced Orthopaedic Manual and Manipulative Physiotherapy: Policies and Procedures: Education and Examination Standards Document - Curriculum.

3. DESCRIPTION

The examination is written in the presence of an invigilator who is selected by the candidate (more details regarding the selection of an invigilator will follow). The examination questions are comprised of a case history essay and short answer or multiple choice questions. A combined mark of the case history and written components of 00 – 64.9% = fail; 65 – 100% = pass. A section of safety questions will be incorporated into each of the Level Course examinations. This section will be a mandatory pass requirement for the examination. Results are on a pass/fail basis only. No total score or percentage will be disclosed. Results will be given in writing only. No results will be given out over the phone.

4. RULES

- a. The examination is administered by the Orthopaedic Division, CPA.
- b. The examination is marked by the Education Committee of the B.C. Section, Orthopaedic Division, CPA, following the guidelines set out by the National Orthopaedic Division, Education Committee.
- c. The fee for the examination is ratified by the National Orthopaedic Division Executive and Education Committee.

- d. Candidates challenging the Level I examination without having taken the Level I Course will only be allowed to challenge the examination once. If the exam is failed the candidate will be required to take the Level I course prior to rewriting the examination. In the case of failure of a Level I – III Course examination, the examination can be rewritten once without retaking the corresponding course. If the re-write examination is failed, the corresponding course must be retaken in its entirety and the examination successfully passed before the individual can move on the next Level Course.
- e. The candidate is responsible for:
- 1) choosing an invigilator. (See “f” below for further details);
 - 2) selection of a mutually acceptable time and place to write the examination;
 - 3) writing the examination prior to the examination return deadline and getting the registered package postmarked by the examination return deadline;
 - 4) any gratuity to the invigilator;
 - 5) reimbursing the invigilator the cost of sending the examination registered mail to the exam co-ordinator.
- f. The invigilator may be any responsible person who is considered trustworthy by the candidate. The invigilator may not be related to the examination participant. **THE INVIGILATOR MAY NOT LATER WRITE THE EXAMINATION** at any time after having invigilated it.
- *Note: the examination is sent by registered mail and must be signed for by the invigilator upon delivery. It may be better to apply using the invigilator's work address for this reason. Unclaimed exam packages will remain at the post office location indicated on the invigilator's delivery slip for 14 days before being sent back to the Exam Coordinator's office as per Canada Post.
- g. The invigilator is responsible for:
- 1) receiving and storing the examination before the examination;
 - 2) ensuring that the rules of the examination are adhered to;
 - 3) ensuring the candidate has no access to the examination before or after the examination time;
 - 4) returning the examination by TRACEABLE MAIL to:
LEVEL EXAMINATION COORDINATOR
ORTHOPAEDIC DIVISION, CPA
550 SNELLING ST
VICTORIA, BC
V8Z 2B4
- h. The examination must be **COMPLETED AND POSTMARKED TO BE RETURNED** to the Level Examination Coordinator by the examination deadline. **EXAMINATIONS THAT HAVE NOT BEEN WRITTEN BEFORE THE EXAMINATION DEADLINE MUST ALSO BE RETURNED BY THE INVIGILATOR.**
- i. The time allowed for the examination is 3 hours (180 minutes).
- j. The examination is completed by the candidate under strict examination procedures:
- 1) under the view of an invigilator;
 - 2) no books, notes or bones are allowed in the room;
 - 3) rough paper notes are NOT allowed to be taken out;
 - 4) no photocopying of the examination is allowed;
 - 5) no name must appear on the examination; **THE CANDIDATE NUMBER ONLY** should be used.

LEVEL EXAMINATION APPLICATION FORM

Applicant's name: _____
(As you would like it to appear on your certificate)

Mailing address for confirmation
of registration:

Mailing address for results:

(telephone no.) _____

(work phone no.) _____

E-mail address _____

CPA number: _____

Orthopaedic Division Member: Yes / No

Invigilator's name: _____

Invigilator's address: _____

_____ Postal Code: _____

Telephone Number: _____

Level of examination applied for:

I ____ II Lower ____ II Upper ____ III Lower ____ III Upper ____

Date (month) of examination applied for: _____

Date of previous application (if any): _____

Date Level Course taken (for reapplication): _____

I have read the rules and procedures for the Level Examinations. I have enclosed the appropriate examination fee (Including GST) and made my cheque payable to: "Orthopaedic Division, CPA".

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Application received - date: _____

Candidate number: _____ Cheque number: _____