Policy Number: PPE3.0
Policy Name: Exam Conduct
Effective Date: September 27, 2019

Policy: Following are the required standards of conduct for candidates when writing the Professional Practice Exam.

All candidates must:

- Arrive at the designated exam location early to allow for time to sign in;
- Bring with them to the exam location their government issued photo id and confirmation letter from APEGs;
- When signing in for the exam, sign a declaration not to disclose the content of the exam to others. Candidates refusing to sign the declaration will not be permitted to write the exam;
- Be in their assigned seat at the exam within 5 minutes of the exam room doors opening. The exam doors will be closed once the exam writing begins. Candidates arriving at the exam location after the doors have been closed will not be permitted to write the exam;
- Leave all backpacks, coats, documents, books, cell phones, etc. at the supplied coat check area in the exam room;
- Only use non-intelligent time devices (i.e. no smart watches allowed);
- Not talk to anyone in the exam room;
- Ask questions of the proctors by raising their hand or approaching the proctors’ table at the front of the exam room;
- Only write on the exam papers/booklets provided. Extra booklets are available if needed;
- Only write their exam numbers on their exam papers/booklets as means of identification. Candidates must not write their name on any of the exam papers/booklets;
- Only have coffee/water, pens and supplied exam papers at their exam station. No food is allowed in the exam room unless pre-authorized for medical reasons (refer to the Special Accommodations Exams section of PPE1.0 – Professional Practice Exam Policy). Water is also supplied in the room;
- Sign out of the room when needing to use the washroom. Only one candidate at a time can leave the room. No items are allowed to leave the room with the candidate. When returning to the exam room, candidates must cross their name off of the sign out sheet; and
• **Not** cheat on the exam. Candidates caught cheating on the exam will:
  o Have all exam materials and anything associated with the alleged cheating confiscated,
  o Be removed from the exam room and not allowed to complete the exam,
  o Receive a mark of zero on the exam, and
  o Be reported to the APEGS Investigation Committee.

**Rationale:** To ensure that those writing the PPE understand the required conduct when writing the exam.

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**Council Motion:** 19-120:C  
**Date of Motion:** September 27, 2019  
**Reason for change:** New policy.