



NATIONAL OCCUPATIONAL THERAPY CERTIFICATION EXAMINATION

IN-PERSON
COMPUTER-BASED EXAM

Revised January 2024





TABLE OF CONTENTS

1	Quick steps
1	Registration process:
1	Initial registration with CAOT
2	Booking your exam site with Meazure Learning
3	Review booking confirmation, website, and manuals
3	Testing accommodations
4	Testing sites
5	Computer-based exam user interface
7	Exam day procedures
10	After the exam:
10	Contacts
11	Appendix:
	CAOT's statement of understanding

Quick steps:



Registration process:

The initial registration with CAOT/NOTCE Department:

The registration for the NOTCE is completed through www.notce-ena.ca.

To register for the NOTCE please use your CAOT account. Avoid creating a new account during the exam registration process if you already have a CAOT account. To login or reset your password, you may visit: <https://www.caot.ca/login.html>. During the registration process, you will provide a variety of contact information, one selection of your preferred exam site, and you must agree to statements related procedures and exam attempts. You will also need to consent to the release of your exam results to all provincial regulators in Canada.

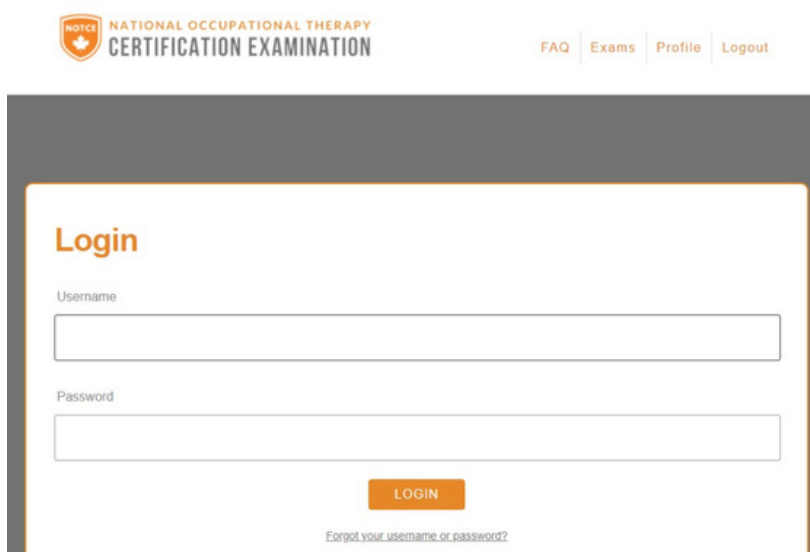
The selection of your preferred site during the initial registration process is to help the NOTCE department and Measure Learning understand what is required for the testing sites and to ensure that testing accommodations can be accommodated. Unfortunately, the sites selected during the initial registration process are not guaranteed. You will see the final offering of sites during the booking of your exam site- see step 3.

Once your exam registration with CAOT is complete, you will receive an automated email confirming your registration.

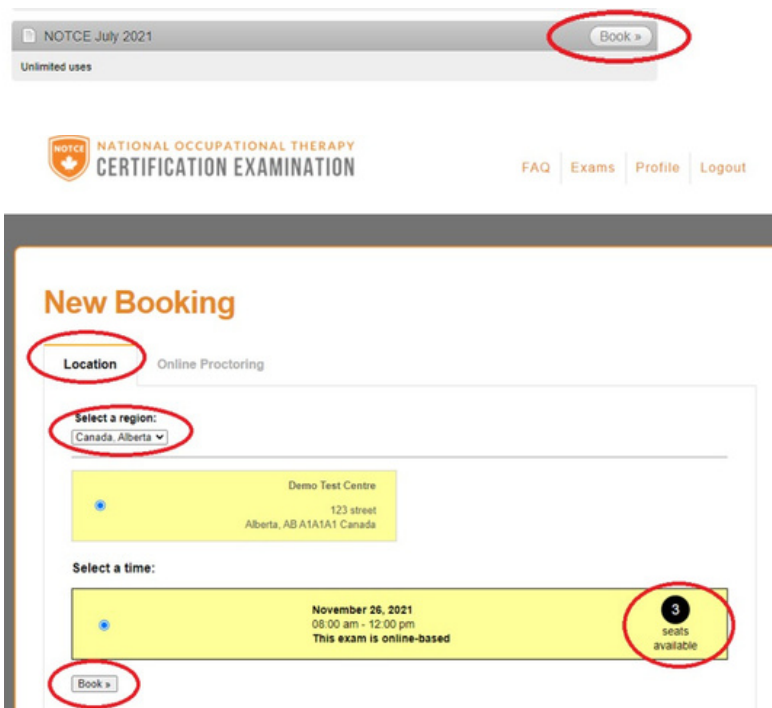
Booking your exam seat with Meazure Learning:

4-6 weeks before the exam, Meazure Learning will send you an email with login details to your own personal Meazure Learning account and instructions to book your exam seat. The url to the login page is: <https://caot.ysasecure.com/login>

It's mandatory that you book your exam seat through Meazure Learning during the booking window. The booking window will be open for five days. The dates of the booking window will be included in the e-mail from Meazure Learning. When the booking window opens, you will need to log into your Meazure Learning account to select your exam site.



Booking steps:

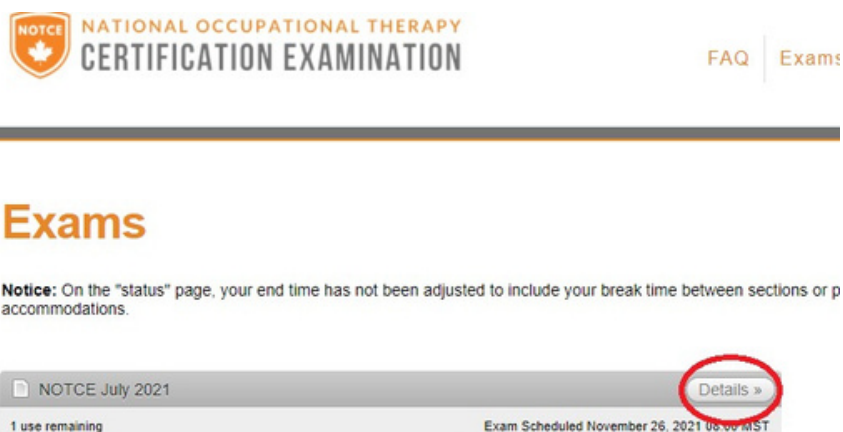


1. Once logged in to your Meazure Learning account, you will see the NOTCE listing where you can click on "Book".
2. Click on "Location".
3. Select your "Test Centre" and "Time".
4. Complete the booking by clicking "Book".
5. An automated Booking confirmation email is sent to you confirming your exam seat.

Please Note: If you are unable to book a seat at the in-person testing centre, you will need to contact Meazure Learning (Phone: 1-888-900-0005, Option 1.) to switch exam format for you to book your online exam.

Important: The exam sites available during the booking window may not match the list of sites offered during the initial registration with CAOT. This is due for a variety of reasons, such as capacity limitations and unexpected closures and availability of testing centres. When the booking window opens, reserving your location is on a first-come first-served basis.

Once your exam is booked, you will be able to return to your Meazure Learning account to access details of your scheduled exam, click on “Details” next to the NOTCE booking. Please note: If you had requested testing accommodations for your exam (ie extra time), this will not show on the “Details” page. It will only show the default time for every candidate.



Review the booking confirmation, website, and manuals:

Once you have booked your exam through Meazure Learning, you will receive an email confirming your exam site location and exam time. Please verify this information.

Please refer to the NOTCE website (www.notce-ena.ca) for the NOTCE Resource Manual (over 100 free practice questions), exam policies, and study resources.

Testing accommodations:

Requests for testing accommodations will be reviewed subject to the [Testing Accommodation Policy Document](#).

When registering for the exam, you will identify that you require accommodations by completing “Form A” via the registration process. Depending on your request for accommodations, supporting documents can be one of the following:

[Form B](#), completed by a health professional.

OR

E-mail from your university accessibility department.

OR

E-mail from your religious leader.

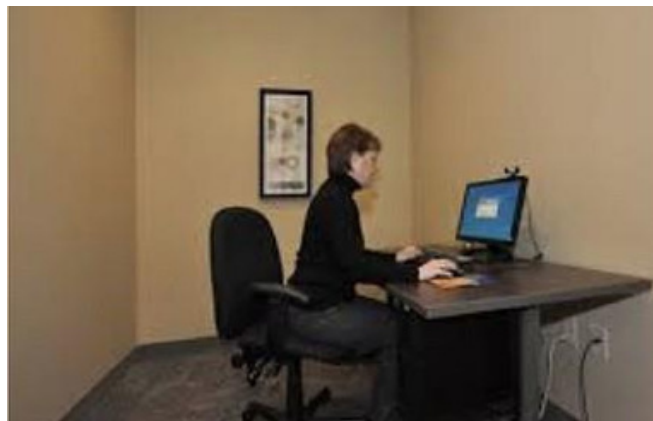
Supporting documentation cannot be submitted by the test taker, it must be directly sent by the health professional, accessibility department, or religious leader to exam@caot.ca.

IMPORTANT: Once you have been granted accommodations for your exam, you have the responsibility confirm your accommodations with the proctor **BEFORE** you begin the exam to ensure your accommodations are accurate.

Testing sites:

Each testing site will differ in appearance, layout, capacity, and the ability to host testing accommodations.

Candidates are provided with a workstation that includes an office chair and a desktop computer. Each workstation may not have dividers to ensure the privacy of the exam. The pictures below are examples of testing sites. You will notice differences, such as layout, size, chairs, and extra rooms for accommodations.

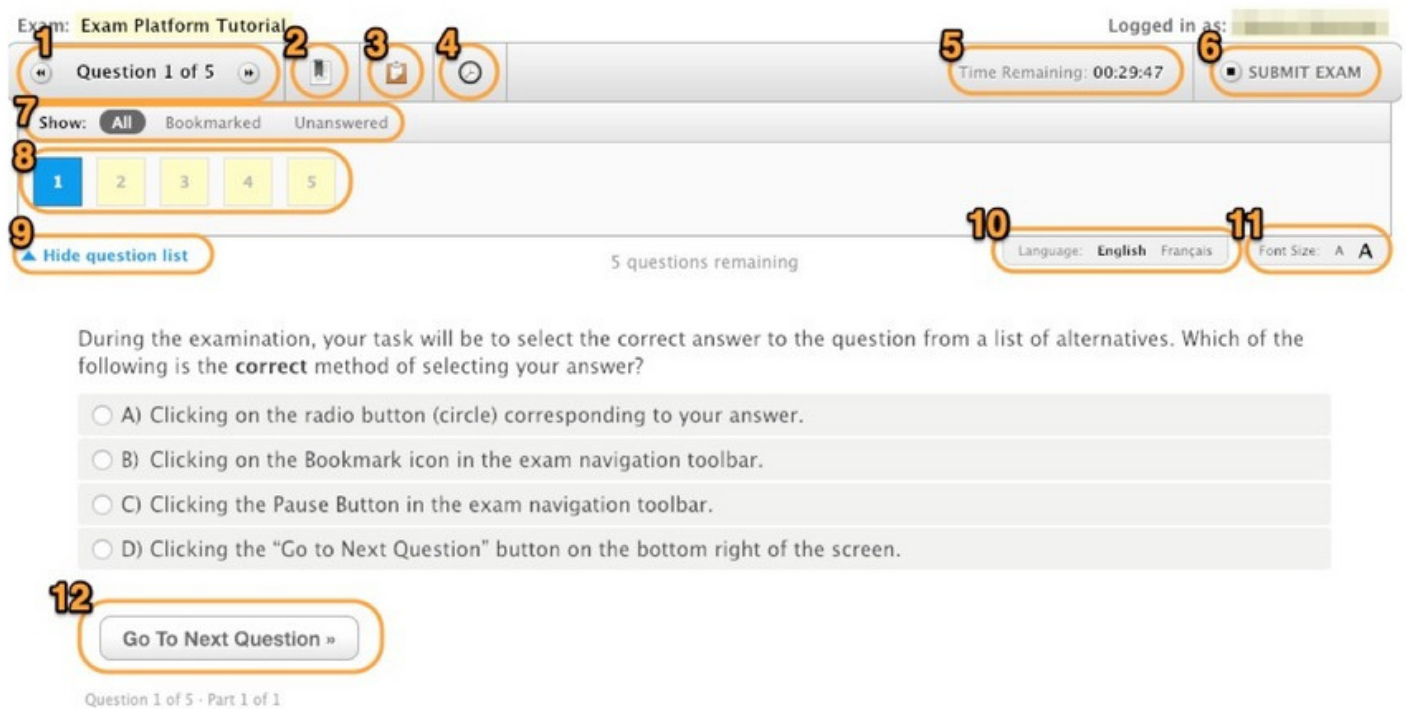


Private room- (used for testing accommodations, not available at every testing centre)

Meazure Learning - testing interface

Computer-based exams will be delivered by way of Meazure Learning's test driver on servers hosted in Canada.

Exam interface features



Below is a description of each numbered feature in the screen shot above:

- 1. Current question display:** this will show you which question number you are currently on as well as the total number of questions available.
- 2. Bookmark ribbon:** here you can bookmark a question using the ribbon. When selected, the question number in the question display box will then have a red ribbon displayed over top so you can easily refer back to questions as needed.
- 3. Clipboard/online notes:** this is used as an online scrap paper function. You can type in notes or information pertaining to each question and come back to it later for reference. Each piece of information is stored with that particular question, it does not carry over to the next.
- 4. Clock icon:** this is used to hide the time remaining countdown clock. You can click this again to bring the countdown clock back.
- 5. Time remaining countdown clock:** this will display the amount of time remaining on your assessment. This will begin at the full allotment of time and begin counting down towards 0:00:00. Once the timer runs out, the assessment will automatically submit.

6. Submit exam button: once you are ready to submit your answers, click this button to submit the assessment.

7. Question status display: here you can choose which question boxes appear in the question box area. You can choose to show all questions, all bookmarked questions, or all unanswered questions.

8. Question display box: here is where all questions will be shown. Boxes with a Yellow colour and grey outline are 'unseen'; boxes with a Yellow colour and a black outline are 'seen' but 'unanswered'; boxes that are white and a black outline are 'seen' and 'answered'. You can click on a question box to quickly jump to that question as well.

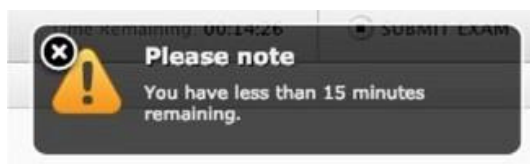
9. Hide question list: clicking this button will hide the Question display box. Click this again to re- display the question boxes.

10. Language toggle: here you can choose which language you wish to have the question displayed in. If an alternate language is available, it will be displayed here. You can go back and forth between languages as needed.

11. Font size toggle: Here you are able to increase or decrease the font size. There is no limit to how large or small you can make the font.

12. Go to next question button: here you can quickly move to the next question in order.

As you get closer to the end of the allotted examination time, a time remaining pop- up window will appear when 30 and 15 minutes are remaining. This is to ensure candidates are aware of the time limit remaining and can be removed by clicking the X.



Computer-based testing tutorial:

The purpose of the tutorial exam is to practice using the computer-based exam interface. Exam candidates do not need special computer skills, except the ability to use a mouse to navigate on a screen. It is strongly encouraged that exam candidates take the tutorial in advance to become familiar with the computer-based testing experience and to become comfortable with the navigation features.

Meazure Learning will upload the tutorial exam to your Meazure Learning account <https://caot.ysasecure.com/login> which you will be able to access once your login details have been sent to you.

Exam day procedures:

The NOTCE will be accessed through your Meazure Learning profile: <https://caot.ysasecure.com/login>. Please be sure you have access to your profile prior to arriving on site. You must know your login and password as this will not be provided to you on exam day.

Please plan to arrive 30 minutes before your exam start time. Arriving 30 or more minutes late for your scheduled start time will cause a forfeiture of your exam and all related fees. If you arrive 1 to 29 minutes after the scheduled start time: you may write examination, however, time will not be added to your exam.

Upon arriving to the testing site, introduce yourself to the on-site proctor. Provide your name and inform the proctor(s) that you are taking the NOTCE. The proctor will provide you with additional details about the site, such as where to keep your belongings and the location of the washrooms.

The proctor will direct you to where you are sitting for the exam, as the proctor will have a pre-determined seating plan. Please do not proceed to select your own seat without the approval of the proctor.

For your comfort, it is advisable to dress appropriately (i.e. layered clothing) as exam room temperatures may vary. In consideration of others, please do not wear scent or perfume to the exam.

Items you MUST bring:

- Photo identification, valid (non-expired) government-issued i.e. driver's license, passport, or another official document with a photograph).
- Meazure Learning login details. You will be required to log into your Meazure Learning account to take your exam. The on-site proctor will ensure that you are able to log on successfully and begin the exam.

Items you can have during the exam:

- Water in a clear container (no labels) **Note:** Not all sites will allow water.
- Disposal ear plugs (foam preferred, inspected by the proctor). It is recommended to bring ear plugs if you are sensitive to noises.

Items NOT permitted:




Unless approved by way of testing accommodations, you are **not permitted** to have: food, medicine, pencil/ scrap paper, bags, purses, hats, or electronic devices in the examination area. This includes items such as cell phones, tablets, or any type of watch. All devices must be left either OUTSIDE the testing room, or in the DESIGNATED AREA in which you, the proctor, have identified for storage of personal belongings during the duration of the exam. All devices must be TURNED OFF. Before candidates are permitted access to the examination room, proctors will ensure the following:

- All clothing with pockets or hoods are checked to ensure there is nothing inside
- Glasses are checked to ensure they are not video equipped
- Hats and watches are left with candidates' other personal belongings
- High boots are removed and inspected to ensure nothing is inside

During the exam:

Approximately 10 minutes before the exam, the proctor will provide verbal instructions. Once logged into the exam platform through your Meazure Learning account to write your exam, you will have to agree to the CAOT's Statement of Understanding (Appendix 1), before starting your exam.



The proctor's role is to only provide support technically and administratively, and to ensure examination security is always maintained. At no time, will the proctor provide any advice, guidance, or direction to candidates related to the content of the exam. Actions and behaviors that are not allowed and will be flagged by a proctor during an exam:

- Talking aloud: Unless an accommodation has been permitted, talking aloud, or talking to others during the exam is not permitted.
- Utilizing materials that are not allowed: You are only allowed the permitted materials allowed by CAOT.

Cheating:

If you are behaving in a manner that could be interpreted as cheating or irregular behaviour during the examination, the on-site proctor will intervene and make a record of the possible incident. Depending on the behavior observed by the proctor, you could simply be warned and continue to write the exam, or if warranted, the exam can be promptly terminated. You will be asked to reach out to the NOTCE department for further instructions if the incident is severe enough that your exam was terminated.

Lavatory breaks:

You are permitted one lavatory break per exam part, unless more breaks have been pre-approved under testing accommodations. If you choose to break to use the lavatory, the time clock on your examination will continue to run. Only one person at a time will be escorted to the washroom and will be required to sign in/out of the examination room. During a lavatory break, you are not permitted to access any personal items that have been stored unless specifically observed by the proctor.

Break between parts 1 and 2:

The scheduled break between parts 1 and 2 is up to **45 minutes**. The break time between parts may slightly vary based on verbal instructions and number of candidates writing at a specific location. When part 1 is completed candidates are instructed to quietly leave the testing area and return at a set time to log back into the computers, under proctor supervision, and resume part 2 as a group. You will not be granted additional time for your 2nd part if you are late returning to your computer. Verbal instructions are also provided before the start of part 2, and all candidates are to begin part 2 at approximately the same time (you will not be able to start your 2nd part early). The break between parts is unsupervised. You may access your personal belongings, eat, talk to other candidates, and leave the premises for fresh air.

After the exam:

After completing the NOTCE, you will receive confirmation that your responses have been captured and submitted. You will be requested to complete a NOTCE survey about your exam experience.

Exam results will be uploaded to your CAOT profile, 6-8 weeks following the exam.

If you wish to submit a reconsideration request based on administrative (including technical issues) or on extenuating circumstances, you must do so as soon as possible and within 7 days of the exam: see the [NOTCE Reconsideration and Appeal policy for details](#).

Contacts:

NOTCE Department:

E-mail: exam@caot.ca

Phone : 1-800-434-2268 ext 235

Hours of Operation: Monday through Friday from 9am-5pm Eastern Time

Contact NOTCE Department with questions about:

- Initial registration and payment for the NOTCE.
- Testing accommodations.
- Appeals
- Complaints about the administration of the exam.
- Post exam procedures
- Exam results

Meazure Learning:

Real Time Chat: Click [HERE](#).

Ticket support (for non-urgent matters): Click [HERE](#).

Phone: 1-888-900-0005, Option 1.

Contact Meazure Learning with any questions about:

- Booking your exam seat (only during the booking window)
- Issues with your Meazure Learning account or booking your exam, or to modify your booking.

Appendix1 : statement of understanding

Please read carefully. Conduct occurring before, during or after testing that violates the principles outlined below may result in invalidation of examination results and/or other penalties and will be reported by the test provider to the National Occupational Therapy Certification Exam (NOTCE) staff, who will report it to the provincial regulatory bodies in Canada.

The NOTCE is highly confidential. The examination questions are the property of CAOT. Unauthorized disclosure of the examination questions is prohibited. By accepting this statement of understanding, you agree to maintain the confidentiality of the NOTCE questions. You must therefore:

Keep the exam content confidential, even after the exam. This also includes not discussing the content with anyone who wrote the exam before you, with you or who has not written the exam yet. Not use or be in possession of any electronic device (such as cell phones, cameras, wearable technology, tablets, pagers, etc.) during the exam. Realize that any recording or memorization of exam questions is strictly forbidden whether you intend to recreate parts of the exam for financial gain or not.

Exam writers are permitted one lavatory break per exam part, not to exceed 5 minutes, unless more breaks have been pre-approved under testing accommodations. If you choose to break to use the lavatory, the time clock on your examination will continue to run. The scheduled break between books is up to 45 minutes. If exam writers leave the room for longer periods, the proctor may discontinue the exam.

Candidates are observed at all times while they are taking the exam. Any cheating and/or breach of confidentiality/security or any attempt to subvert the examination process by any candidate violates the purpose and principles of the examination. Any candidate who carries out, takes part in or who witnesses such behaviour must report it to the Proctor and/or CAOT as soon as possible.

The NOTCE strives to report results that accurately reflect the skill and performance of each candidate and represent a valid measure of their knowledge or competence as sampled by the examination. Accordingly, our standards and procedures for administering examinations have two related goals: giving candidates comparable opportunities to demonstrate their abilities and preventing any of them from gaining an unfair advantage over others. To promote these objectives, the NOTCE reserves the right to cancel or withhold any examination results when, in the sole opinion of NOTCE, a testing irregularity occurs; cheating has occurred; there is an apparent discrepancy in, or falsification of, a candidate's identification; a candidate engages in misconduct or plagiarism; when aberrancies in performance are detected for which there is no reasonable and satisfactory explanation; or the results are believed to be invalid for any other reason.

A candidate agrees to abide by all regulations, as well as oral and written instructions controlling the conduct of the examination. These regulations are intended to preserve the integrity of the examination process by providing standard test administration conditions that yield valid and reliable results.

___ **I have read, understand and agree to abide by the above statement**