

# Hearing Instrument Dispensing Practical Examination

## **Candidate Information Guide**

July 2025



College of

**HEALTH AND CARE PROFESSIONALS OF BC**



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## Introduction and Examination Structure

The College of Health and Care Professionals of BC (CHCPBC) is mandated to protect the public by ensuring that new registrants meet the minimum competencies required for safe, independent, entry level practice. Part of that process is the registration requirement for candidates to pass specific examinations. For the purposes of this document, candidate refers to any conditional registrant who is eligible to sit the CHCPBC Hearing Instrument Dispensing Practical Examination.

The Registration Committee of the CHCPBC approves all examinations which are acceptable for registration with the College. CHCPBC administers the Hearing Instrument Dispensing (HID) Practical Examination, which is one of the approved examinations for entry into the HID profession. All other registration-related examinations are administered by third parties. Information on additional examination requirements can be found in the [Entry-to-Practice Examination Requirements](#) policy on the [CHCPBC website](#).

The HID Practical Examination is the final step in obtaining Full Registration as a Registered Hearing Instrument Practitioner (RHIP), licensed to practice in British Columbia.

The HID Practical Examination requires the candidate to demonstrate proficiency with both verbal responses to competency-based questions and performance of clinical activities that are considered entry level requirements. The successful candidate will demonstrate appropriate techniques to ensure the client is provided with care that is effective and safe.

The HID Practical Examination is designed to assess entry to practice competencies in a controlled environment. The examination assesses only 'must do' aspects of HID practice and focuses on those skills and abilities that would be expected of a 'just qualified candidate', who has not yet practised independently.

The HID Practical Examination is a timed exam administered in 4 sections as follows:

### 1. Assessment (2 hours)

The Candidate will demonstrate performance competency and practical understanding of:

- taking a case history;  
Candidates should demonstrate the ability to gather a thorough and relevant case history to gather information on hearing and communication health. This includes asking appropriate questions to identify any auditory, medical, or lifestyle factors that may impact hearing care.
- otoscopy;  
Candidates are expected to perform otoscopy. This includes demonstrating appropriate hygiene, infection control, safe and systematic technique, and appropriate handling of both the client and the otoscope throughout the procedure.
- audiometric assessment;  
Candidates should demonstrate the ability to complete a full battery of audiometric tests in a clinically appropriate sequence. This includes obtaining informed consent, following infection control protocols, selecting and performing relevant



assessments based on the client's case history, and ensuring accuracy, consistency, and client safety throughout the process.

- pure-tone and speech audiometry;  
Candidates should demonstrate the ability to conduct all pure tone and speech audiometry while obtaining consent, clear instruction, following infection control protocols, and ensuring appropriate setup. All Testing will be conducted using supra-aural headphones, and candidates must independently and correctly place all transducers (e.g., headphones or bone oscillator) for all required testing, including masking. As this is a fundamental clinical skill, examiners will not assist with transducer placement, and it is expected that candidates are confident and prepared to manage this setup on their own.

For the purposes of the exam, only two frequencies will be tested, no exceptions will be made. Candidates are expected to proceed as though conducting a full assessment, demonstrating all required steps using only the two frequencies. If additional frequencies would typically be included, candidates should continue with the testing process using the data provided (i.e., the two frequencies tested), making appropriate adjustments within the context of standard hearing test procedures. The modified frequency range does not exclude any expected components of the hearing test.

Note: Examiners will place an ear block in the exam client's ear. If the threshold identified by the candidate does not meet the predetermined required thresholds, the examiner will adjust the threshold on the audiogram without further explanation. Candidates are expected to accept this as the true threshold and proceed with the next steps of the test accordingly.

- tolerance testing;  
Candidates should demonstrate appropriate procedures for identifying frequency-specific tolerance thresholds using clinically accepted methods. This includes providing clear instructions to the client, using safe presentation levels, following correct procedures, and adhering to best practices to ensure client comfort and accurate results.
- masking;  
Masking procedures should be performed according to the candidate's academic training. Candidates are expected to inform the examiner of the specific institutional protocol they are following. Examiners will have access to the recognized masking formulas from academic programs most commonly seen in our setting (e.g., Douglas College, Grant MacEwan, UBC, IHS). If a candidate applies a procedure unfamiliar to the examiner, the examiner may request clarification or rationale, and the candidate should be able to explain their approach. The examiner will ultimately determine whether appropriate masking has been applied.
- tympanometry;  
Candidates should demonstrate the ability to complete tympanometry in a manner consistent with clinical standards. This includes providing appropriate instruction and obtaining consent, following sanitation and infection control protocols, and performing the procedure accurately. Candidates are expected to interpret the findings, consider possible underlying causes, and determine appropriate next steps or recommendations; and



- general demonstration.  
Candidates are expected to demonstrate appropriate infection control and hygiene practices, obtain the appropriate level of consent where applicable, and maintain clear and accurate documentation throughout all procedures. This includes ensuring that audiograms, chart notes, and any related reports meet professional standards and contain all required elements.

There will be an audiometer with supra-aural headphones provided at the test site and the Candidate will be given time between check-in and the start of the examination to familiarize themselves with the equipment. Additionally, the information for the audiometer can be found in Appendix B: Equipment Examination Resources.

## **2. Fitting & Verification (1 hour)**

Address knowledge of the initial hearing instrument fitting process. The Candidate will demonstrate competencies and clinical performance related to:

- subjective needs assessments;
- appropriate selection of hearing instruments;
- prescriptive targets;
- the steps involved in a hearing instrument fitting;
- clinical documentation;
- Appropriate Infection Control:  
Candidates are expected to follow standard infection control practices to ensure a safe and professionally maintained clinical environment. follow up care and outcome measures;
- Consent and Counseling:  
Candidates are expected to obtain appropriate consent and demonstrate accurate and clear counseling
- ANSI Hearing Standards with Electroacoustic Analysis:  
Candidates should be able to complete the full setup for electroacoustic analysis, interpret the results accurately, and assess whether they fall within tolerance limits. Based on the outcomes, candidates are expected to provide appropriate clinical recommendations based on the results.
- real ear measurement (using a provided Behind the Ear (BTE) hearing aid):  
Candidates will be required to perform the full setup for real ear measurement on a live client using a provided behind-the-ear (BTE) hearing aid. This includes appropriate equipment setup, placement, infection control, client instruction, and obtaining consent. While the actual measurement will not be run, candidates must clearly explain how they would proceed with the test through its different stages. They are expected to simulate key actions and articulate clinical decisions throughout.
- interpretation of real ear measurements:  
Candidates will be expected to interpret real ear measurement results, and demonstrate their ability to understand all elements of the measurement, and make appropriate clinical recommendations based on the data.

Real ear equipment and a hearing aid test box (an Audioscan RM500) will be on site.



### 3. Red Flags (30 minutes)

The Candidate will be expected to recognize contraindications to proceeding with hearing assessment and hearing aid fitting. The key focus of this section is the knowledge and identification of red flag, appropriate recommendations and interpretation of outcomes, and associated contraindications.

### 4. Ear Impressions (30 minutes)

The Candidate will demonstrate competency in:

- otoscopy and taking an ear impression for an ITC;
- demonstrating appropriate infection control and hygiene; and
- adhering to procedural protocol to ensure the client's safety.
- appropriate documentation, instruction, consent and recommendations.

*Note: For each of the four exam sections, the Candidate needs to demonstrate “must do” aspects of clinical practice in the presence of the examiner, even if these competencies were performed in another section of the exam with the same examiner present.*

## Eligibility to Take the HID Practical Examination

To be eligible to take the HID Practical Examination, you must meet all of the following requirements as outlined in the [Examination Requirements \(Conditional Registrants\)](#) policy:

1. You must be registered with the College as an RHIP, Conditional, or be a former RHIP, Conditional who has been permitted by the College to take the exam as a non-registrant.
2. You must provide proof of successful completion of the ILE Written Examination.
3. You must submit a completed [Summary of RHIP](#) (PDF), unless you have been formally exempted.

## Registration and Waitlist

### How to Register for the HID Practical Examination

To register for the HID Practical Examination, please follow the steps below:

#### *Assess your eligibility*

Ensure that you meet the eligibility criteria outlined in the [Examination Requirements \(Conditional Registrants\)](#) policy before submitting your registration.

#### *Download and Submit the Registration Form*

Download the *HID Practical Examination Registration Form* from the College's [website](#) and submit the completed form to [exams@chcpbc.org](mailto:exams@chcpbc.org).

#### *Eligibility verification*



Once your form is received, College staff will review your file to confirm your eligibility to sit the exam.

#### *Conflict of interest check*

If you are eligible (or expected to become eligible before the final exam date), you will be asked to declare any potential conflicts of interest with the assigned examiners.

#### *Declarations and Consent*

At the end of the registration form, you will be required to review and provide your declaration and consent to the following documents: the Candidate Code of Conduct, Recording Consent, and Confidentiality Agreement (see *Appendix D* for details).

#### *Submit payment*

You will receive an email notification once your invoice for the exam fee, in accordance with the [CHCPBC Fee Schedule](#) (PDF), is ready. The email will also include the deadline to complete the payment.

#### *Receive exam schedule*

Exam sittings require one day only. Once all required steps are complete, you will be allocated an examination day and time and receive your official examination schedule by email.

**Note:** The College is responsible for assigning exam dates and times. While we understand that candidates may have preferences, personal scheduling requests may not be accommodated due to the complexity of the process, including the need to manage conflicts of interest and other logistical considerations.

### **Waitlist**

Registration for the HID Practical Examination is processed in the order in which requests to take the exam are received and eligibility requirements are met, subject to availability. Once the exam is fully booked, or if you are not yet eligible at the time of registration but may become eligible before the final exam date, you will have the opportunity to join a waitlist.

You may indicate your interest in being added to the waitlist by selecting the appropriate option on the registration form.

- Individuals on the waitlist will be contacted should space become available and may be given scheduling priority for the next available session.
- Placement on the waitlist does not guarantee a seat in the current exam session. However, it allows for the possibility of being offered a spot if space becomes available due to a cancellation or other circumstances, provided you meet the eligibility requirements at the time the offer is made.
- Candidates who miss the registration deadline but wish to be considered for the current session are encouraged to contact the College at **exams@chcpbc.org** to inquire about waitlist availability.



## Requests for Accommodation

All accommodation requests must be submitted to the College at least 60 days in advance of the examination date. The specific deadline will be posted on the [College website](#) once the examination schedule has been finalized.

Accommodations not disclosed beforehand cannot be considered during the appeal process. It is essential that any need for accommodation is communicated early to ensure proper arrangements are made.

Examination day accommodation is defined as a modification of examination procedures or testing conditions that affords Conditional registrants with physical or mental conditions, disorders, or disabilities a fair attempt at an examination. The purpose of examination accommodation is to promote equal opportunities to meet CHCPBC's examination requirement.

Depending on an individual's specific needs, examples of examination day, accommodation may include, but are not limited to:

- Additional time;
- A separate room;
- A reader;
- A sign language interpreter;
- Large font text.

Candidates who believe they may be eligible for an exam accommodation are encouraged to review the [Entry-to-Practice Examinations](#) Policy for detailed criteria. If you believe you have met the accommodation criteria, download the *Accommodation Request Form* from the College's [website](#) and submit the completed form, along with any supporting documentation to [exams@chcpbc.org](mailto:exams@chcpbc.org) by the deadline outlined on the [website](#).

Upon receiving an accommodation request, CHCPBC staff will conduct an initial review and may follow up to gather additional information to assess the appropriateness and feasibility of the requested accommodation. The College will only request information that is reasonably necessary for this purpose.

Candidates are responsible for providing sufficient documentation to support their request.

Accommodation requests are reviewed and decided by the Registration Committee on individual basis. After the initial staff review is complete, candidates will be informed of the date of the next available Registration Committee meeting at which their request will be considered.

If the requested accommodations are not viable, alternative suitable accommodations will be explored.

## Examination Venue

The HID Practical Examination is administered by the College twice a year, during the Spring and Fall, at [Douglas College Coquitlam Campus](#). Prior to exam day, you will be notified of your time slot to attend the exam. Please ensure you arrive on time and register



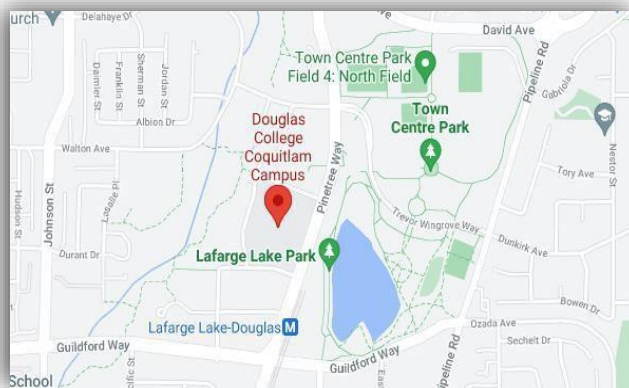


at the front of the Hearing and Vision Centre.

**Address:**

Douglas College Coquitlam  
Campus 1250 Pinetree Way, Co-  
quitlam, BC V3B 7X3

Please reference Appendix B for  
instructions on parking and reg-  
istration on site.



## Contact Information

If you have any questions, concerns, or requests for accommodation before the exam, please contact the CHCPBC Registration Office at **[exams@chcpbc.org](mailto:exams@chcpbc.org)**.

For any questions or issues that arise on the day of the HID Practical Examination, please email **[exams@chcpbc.org](mailto:exams@chcpbc.org)**. This inbox will be monitored during the exam period to ensure timely support.

## Examination Attendance

In accordance with the [Entry-to-Practice Examination Requirement](#) policy, late cancellations, no-shows, and examination forfeitures are counted as a failed examination attempt under Schedule 8, section 8.0 of the CHCPBC Bylaws. These instances are defined as follows:

- **Late cancellation** – Where an examination sitting is cancelled by an individual less than 72 hours in advance of the start of the examination.
- **No-show** – Where an individual does not cancel their examination sitting but does not present themselves at the examination sitting to take the exam.
- **Forfeiture** – Where an individual presents to take an examination, and may participate in the examination, but:
  - Does not submit their examination documents to the examiner.
  - There is an instance of improper conduct or an unresolvable discrepancy leading to the cancellation of the examination by the invigilator.
  - The Registration Committee or Inquiry Committee fails the individual due to improper conduct during or an unresolvable discrepancy during the examination.

An unexpected illness, such that a candidate cannot attend or complete their scheduled



examination session, must be reported to the College as soon as possible. Candidates should be aware of any public health measures in place and take steps to prevent and mitigate risks of communicable diseases or other health emergencies.

- Visit the [British Columbia Centre for Disease Control \(BCCDC\) website](#) for current information on health emergencies and public health orders.

If a Candidate considers their late cancellation, no show or forfeiture occurred due to extenuating circumstances, they may submit a written request to the Registration Committee to have the examination attempt discounted. Requests may be submitted by email to [exams@chcpbc.org](mailto:exams@chcpbc.org).

## Preparing for the Examination

### Resources

Candidates are encouraged to review the available resources—at a minimum, the following guidelines and protocols—found on the [Clinical Policies, Practice Guidelines & Protocols](#) page under the [Practical Resources](#) tab on [CHCPBC website](#):

- Adult Ear-Related Red Flags: Referral Criteria for Medical Clearance
- Audiologic Management of Adult Hearing Impairment
- Clinical Masking for Audiometric Testing in Adults
- Documentation & Records Management
- Ear Impressions
- Health Care Providers' Guide to Consent to Health Care
- Real Ear Probe Microphone Measurement Verification of Hearing Aids in Adults

These materials outline key standards, policies, and expectations relevant to clinical practice. While the College's primary mandate is to regulate registrants in the interest of public safety, and not to provide prescriptive instructions on how to carry out clinical tasks, it is strongly advisable to familiarize yourself with the available resources, including but not limited to practice standards, protocols, and clinical guidelines. A clear understanding of the regulatory framework and professional expectations will support your readiness for the assessment.

It is important to note that these materials should not be your sole source of preparation. They do not replace the need for practical experience or academic training, nor do they offer step-by-step clinical instruction. Instead, they provide insight into the expectations that registrants are mandated to meet and held accountable to. When used alongside your formal education and clinical experience, these resources can enhance your preparation by reinforcing the standards of safe and ethical practice.

### Equipment At the Examination

The following equipment will be on site for the examination:

- Audiometer: Aurical
- Tympanometer: Sentiero
- Real Ear Measurement: AudioScan RM500



It is very important to be on time for the examination to ensure there is adequate time to become familiar with the equipment prior to the start of the examination session. Thirty minutes is allotted to each candidate for equipment familiarization prior to the start of their examination session. Equipment information can be found in **Appendix A**.

### **Supplies and Materials**

The following table details what candidates must bring and may bring to the examination. The table also indicates what supplies and materials will be available on site.



Must Bring (Required)	May Bring (Optional) <sup>1</sup>	Provided on site
<ul style="list-style-type: none"><li>• Government issued photo ID</li><li>• Appropriate Personal Protective Equipment</li></ul>	<ul style="list-style-type: none"><li>• Ear Impression syringe or gun impression</li><li>• Speech testing wordlist</li><li>• Pen/pencil</li><li>• Disposable gloves (size S/M/L will be available)</li><li>• <b>Audiogram<sup>2</sup></b></li></ul>	<ul style="list-style-type: none"><li>• Sanitization material and disposable gloves (size S/M/L will be available)</li><li>• Otoblock</li><li>• Ear light</li><li>• Equipment batteries</li><li>• Otoscope</li><li>• Otoscope tips</li><li>• Ear Impression syringe</li><li>• Ear Impression gun</li><li>• Ear impression material</li><li>• Tympanometry tips</li><li>• Audiogram</li><li>• Blank paper</li><li>• BTE hearing instrument</li><li>• Manufacturer specifications</li><li>• Slimtube and earhook</li><li>• Domes</li><li>• Probe tubes</li></ul>

<sup>1</sup> Any items brought by candidates under the "May Bring" category are subject to review by the Invigilator prior to the start of the exam. This is to ensure that all materials are appropriate and do not pose a risk to the integrity or fairness of the assessment. Items deemed unsuitable will not be permitted for use, and the College-issued equipment will be required instead.

<sup>2</sup> Candidates may optionally bring their own audiogram for use during the assessment. This is allowed only if the audiogram is approved by the Invigilator before the session begins. To be approved, the audiogram must contain all required information relevant to the assessment and must **not** include any case history questions. If the audiogram is missing required content or contains disallowed information, the College-issued audiogram must be used.



## Exam Clients

For all examinations, the College will assign and provide Exam Clients (formerly referred to as "volunteers"). Candidates are not permitted to bring their own Exam Clients.

This approach ensures a standardized and consistent process, providing a close simulation to clinical practice, where professionals work with a variety of clients. Exam Clients are selected to support an objective and structured assessment environment.

Candidates should prepare as they would for clinical practice, demonstrating their competencies in a controlled and standardized setting.

This process ensures fairness and consistency across all exam sessions.

## Recording of Exam Sessions

All HID Practical Examination sessions will be audio recorded. This measure supports a standardized and transparent evaluation process while ensuring fairness in assessments and appeal procedures.

Candidates are required to provide written consent for recording at the time of submitting their registration form to the College. Those who do not provide consent will not be permitted to participate in the examination.

Recordings may be used for complaint resolution, and Quality Assurance reviews during appeals. Access to these recordings will be strictly limited to authorized personnel in accordance with privacy legislation and regulatory requirements. All recordings will be securely stored and deleted in accordance with CHCPBC record retention and record disposal policies once they are no longer required for review or regulatory purposes.

This recording process aligns with professional standards by maintaining an objective and verifiable record of candidate performance, and examiner conduct.

## Examination Results, Retakes, and Appeals

### Passing Criteria

To pass the HID practical examination, a Candidate must pass **ALL** four sections of the examination. If a Candidate is unsuccessful in one or more sections, they will be required to retake the **entire** examination.

### Receiving Results

Candidates will receive their results by email within **10 business days** after the **final day of the HID Practical Examination session**. Results will be sent via email directly from the College of Health and Care Professionals of BC (CHCPBC).



Please note that CHCPBC does not provide detailed information regarding specific (in)actions/behaviours that causes candidates to fail the Examination; doing so would compromise the integrity of the Examination and provide an unfair advantage to candidates when retaking it.

**Important:** *Examiners do not have your final results, and we ask that you refrain from requesting the examiners to advise how you have done on each section. Examiners are not at liberty to disclose any such information.*

## Retakes

A Conditional Registrant who fails the HID Practical Examination will be offered a space at the next sitting of the examination. They must continue to work under general supervision until the examination is successfully completed. Retakes are offered in accordance with the maximum number of attempts and the timelines for examination completion outlined in the [Entry-to-Practice Examinations](#) policy. Partial retakes are not permitted; a Conditional Registrant must take an examination in its entirety each time they attempt it.

## Appeals

Candidates who wish to appeal their HID Practical Examination result must submit a request within **seven (7) business days** of receiving their results. All appeals are reviewed by the Registration Committee in accordance with the [Entry-to-Practice Examinations policy](#).

### *Appeal Submission Process*

- Review the Appeal Criteria (see Appendix C) to determine whether your circumstances meet the established grounds for submitting an appeal.
- Download the *HID Exam Appeal Form* from the College's [website](#) and submit the completed form to [exams@chcpbc.org](mailto:exams@chcpbc.org) within the 7-day window.
- CHCPBC staff will review your submission and may request additional information to determine whether it meets the established grounds for appeal.
- If your request is deemed eligible, CHCPBC staff will conduct further investigation and present the findings to the Registration Committee for review and a final decision.

### *Confidentiality*

All appeal submissions and review processes will be handled with the utmost confidentiality and professionalism. For further questions regarding the appeal process, please contact [exams@chcpbc.org](mailto:exams@chcpbc.org).

### *Role of the Invigilator*

The Invigilator for the CHCPBC HID Practical Exam is the CHCPBC staff member responsible for the integrity of the Examination before, during, and after the Examination. The Invigilator ensures that examiners remain neutral while fulfilling their role in administering the Examination.

**Note:** If you have concerns regarding the exam environment, examiner conduct, or the behavior of others during the exam, it is important that you report these issues to the invigilator immediately. Please be aware that any concerns not reported at the time of the



exam may not be considered valid grounds for an appeal. Using such examples in an appeal could result in the appeal being invalidated.

## Examiner Conduct and Communication

Examiners are required to maintain a neutral and professional demeanor throughout the examination process. They are not permitted to engage in personal conversations with candidates, ensuring that all interactions remain focused solely on the assessment.

To maintain fairness and consistency, examiners follow a strict script. They cannot deviate from this script, rephrase, or alter the wording of any questions or instructions. They may only repeat questions verbatim if needed. While this approach may feel impersonal, it is essential in preserving the integrity of the examination and eliminating any potential for real or perceived bias.

Candidates should be aware that examiner conduct is standardized to ensure equal treatment for all. Differences in perceived examiner demeanor do not reflect subjective attitudes but rather adherence to the structured format of the examination. This consistency allows for a fair and objective assessment process for all candidates.

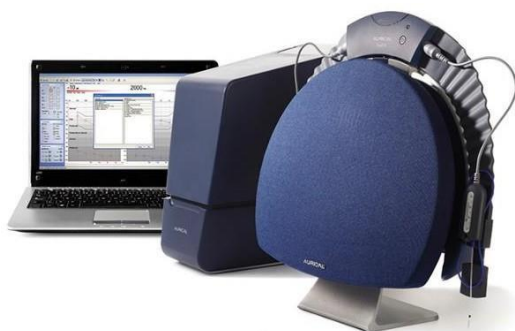


## Appendices

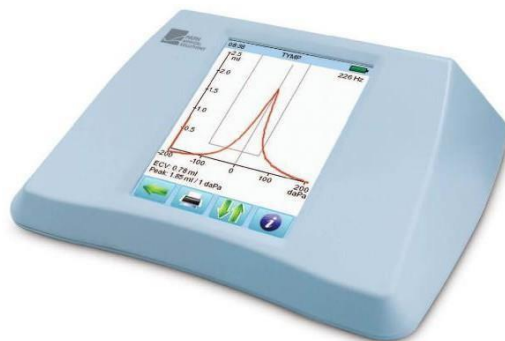
### **Appendix A: Equipment Examination Resources**

Please find attached to this Candidate Information Guide the User Guide for the following pieces of equipment:

- Audiometer: Aurical



- Tympanometer: Sentiero



- Real Ear Measurement: AudioScan RM500







## Appendix B: Map of Douglas College

### Second Floor - Building A & B Coquitlam Campus





 Parking

Please park on ground floor parking lot here. Parking meter machine located in lobby and outside

\*Please note there are 2 parking lots one for the community centre and one for Douglas College. Please ensure you park in the Douglas College parking lot off of Town Centre Blvd.

#### Legend

 second floor room we will be in

 walkway to entrance. Upon entering, please go up the stairs or use the elevator on the right-hand side to reach the second floor



## **Appendix C: HID Exam Appeal Criteria**

### *Purpose*

The appeal process allows Candidates to formally request a review of their exam results if they believe a procedural error, bias, or unfair practice influenced their performance or final outcome. The goal is to ensure transparency, fairness, and accountability in the exam process.

### *Grounds for Appeal*

An appeal may be considered only on the following grounds:

- Procedural Error: Evidence that the exam was not conducted according to established protocols, resulting in a disadvantage to the Candidate.
- Bias or Conflict of Interest: Evidence that an examiner demonstrated bias or had a conflict of interest that impacted the scoring or evaluation.
- Administrative Error: Candidate believes there are errors in the recording, reporting, or calculation of exam results.
- Unforeseen Disruption: Significant disruptions during the exam session (e.g., equipment malfunction, environmental disturbances) that were not adequately addressed and affected the Candidate's ability to perform.
- Inequitable Exam Conditions: If Candidates were not provided with the same resources, equipment, or time as others, creating an unfair testing environment.
- Failure to Accommodate Approved Needs: If reasonable accommodations for disabilities or medical conditions, approved in advance, were not provided during the exam.

### **EXAMPLES OF NON-APPEALABLE SITUATIONS**

- Dissatisfaction with exam content or structure.
- Disagreement with an examiner's professional judgment unless tied to a procedural error.
- Concerns regarding examiner demeanor or conduct will not be addressed unless there is clear evidence of bias or a conflict of interest.
- Personal circumstances that are outside the scope of accommodations
- Requests to have previous results considered.
- Requests to consider performance in other sections of the exam
- Appeals seeking exemption from retaking the entire exam.
- Events or conflicts not reported to the invigilator on the day of the exam — retroactive claims cannot be considered.
- Employment Human Resources (HR) Issues resulting from candidates' results
- Suggesting alternative actions, such as enrolling in an additional course to address gaps in demonstrated knowledge, in an effort to request a passing outcome.
- Consideration of accommodation requests that were never formally submitted or approved prior to the exam.
- Nervousness, lack of preparation, or general dissatisfaction with individual performance.



## **Appendix D: Declarations and Consent**

### **1. Candidate Code of Conduct**

To ensure proper administration of CHCPBC's HID Practical Examination (the "Exam"), Exam candidates are required to comply with the principles of the Candidate Code of Conduct.

Each candidate must:

- act in a professional manner, work cooperatively, and follow the directions of the Examiners, Invigilator(s), and CHCPBC staff at all times.
- be respectful of other volunteers and candidates.
- begin each section promptly, to ensure time limits for each section are met.
- maintain confidentiality of the examination questions at all times.
- avoid discussing any aspects of the Exam with other candidates and volunteers during the Exam.
- refrain from the use of alcohol and/or controlled substances during the Exam.
- turn off all electronic devices during the Exam, including while seated in the waiting area and between sections.
- ensure all personal items and clinical items not approved for the Exam are NOT brought into the Exam room.
- refrain from any distracting conversation or noise during the Exam, including while seated in the waiting area and between sections.
- contact an Invigilator immediately if unable to complete the Exam.

### **2. Candidate Confidentiality Agreement**

In keeping with the College's mandate of protecting the public, and in the interest of fairness and impartiality for all candidates, current and future, I will not divulge the contents of this examination, including specific questions, to other students, coworkers, supervisors, or employers.

### **3. Recording Consent**

#### **PURPOSE OF RECORDING**

Beginning in Spring 2025, the College will implement audio recording of HID practical examination sessions. The purpose of recording is to support:

- Fair and consistent evaluation of candidate performance
- Quality assurance and training
- Review and resolution of candidate appeals or concerns
- Integrity of the examination process

Recordings will include interactions between the candidate, exam client, and/or examiners during the HID Practical Examination.

#### **STORAGE AND PRIVACY**

Recordings will be securely stored, accessed only by authorized College Licensure team, and retained only for the duration required to support the purposes listed above. After



this period, recordings will be securely deleted.

#### **CONSENT**

HID Practical Examination session will be audio recorded for the purposes described. Refusal to provide consent will result in ineligibility to participate in the examination.