

**Entry to Practice
Examinations/Examinationen d'entrée à
la pratique
Handbook**

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General Information

OUR PURPOSE

The purpose of the Canadian Organization of Paramedic Regulators/Organisation Canadienne des Régulateurs Paramédicaux (COPR) is to facilitate collective and collaborative action in current and future interests of pan Canadian Paramedic regulation and to develop a common approach to provincial and federal obligations that may impact regulator function. For more information about COPR visit the web site: www.copr.ca.

CONTACT COPR

To contact a COPR Examination representative, go to the COPR website at www.copr.ca and click on the exam@copr.ca. Email correspondence will be responded to within three (3) business days.

EXAMINATION DEVELOPMENT PROCESS

The objective of the Examination development process is to ensure that the Examination achieves its stated purpose; to protect the public by ensuring that those who are certified possess sufficient competencies (e.g. knowledge, abilities, skills, attitudes and judgment) to perform important occupational activities safely and effectively. A rigorous test development process is implemented that meets or exceeds all professional standards as specified in the most recent edition of *American Psychological Association Standards for Educational and Psychological Testing* including the requirements of periodic evaluation.

Competency Study

The foundation for a criterion-referenced examination involves subject matter experts (SMEs). COPR subject matter experts identified the competencies required for the safe and effective practice of entry-level primary and advanced care paramedics. These competencies include knowledge, skills, abilities, attitudes, and judgments. The paramedic competencies undergo an extensive review by focus groups of other SMEs from across Canada (i.e. educators, regulators, administrators, researchers) to establish their validity and to ensure that the competency profile for entry-level paramedic practice remains current.

Blueprint Development

An Examination blueprint outlining the content to be tested in the Examination was developed and is reviewed periodically by COPR. The blueprint includes the competencies - that is, the content domain that forms the basis for test development. It also specifies variables that provide structure for the Examination, as well as guidelines and specifications for weighting the competencies to ensure that the Examination accurately reflects the domain of entry-level paramedics. A link to the Examination Blueprints can be found on the COPR website.

Item Development

Examination items (questions) are developed by SMEs who are trained in item writing. The Examination items measure the specified competencies in accordance with the guidelines identified in the Examination blueprint.

Item Review

Item Appraisers, from different regions across Canada review each new item to ensure that they measure content that is consistent with current Canadian entry-to-practice standards. They also ensure that stereotypes are not found in the items and that Examinees are not disadvantaged by the Examination content.

Professional Editing

All items are reviewed by the COPR testing agency to ensure clarity, consistency and appropriateness of the language used. The items are entered in the official item bank for future retrieval.

Examination Monitoring & Approval

Each version of the Examination is compiled by the COPR testing agency from items in the test bank in accordance with the blueprint specifications. Final approval of the Examination is given after the Examination SMEs have reviewed the entire Examination to ensure that each item measures content that is consistent with current standards of practice for the entry-level paramedic practitioner.

Standard Setting

The standard for the Examination is established by using the professionally accepted and widely used Modified Angoff method and/or Statistical Equating. The Examination Approval SMEs will set the specific passing (cut off) score for each version of the COPR Examination using this method. For more information on the Modified Angoff see Appendix III. The passing score represents the minimal performance expected of entry-level practice paramedics. It should be noted that COPR does not normalize scores (no bell curve).

Translation

Examinations are translated into French by an official translator, and further reviewed and validated.

Examinations

Examinations are 200 questions in length, created with the oversight of psychometricians and subject matter experts to ensure blueprint coverage of competency areas and other examination criteria are fulfilled. The Examination is 4 hours in duration. There is no midway break during the Examination. Candidates who arrive late for the Examination will not have the full 4 hours to complete the Examination. Candidates who arrive 30 minutes late will not be permitted into the Examination test centre.

Examination Security and Confidentiality

The Examination content is the property of COPR and must always remain secure. The Examination is administered in proctored test centres under strict protocols in order to ensure that security and confidentiality are maintained. Proctors are required to sign a statement of understanding as are all candidates taking the Examination. The *Candidate Statement of*

Understanding (Appendix II) outlines the expectations surrounding the Examination in terms of ensuring security of Examination content and confidentiality of Examination results.

ELIGIBILITY REQUIREMENTS

Eligibility to write the Examination requires successful completion of a provincially approved education program at the relevant level, or provincially-deemed-equivalent, and approval of candidacy by a Provincial Regulator who has adopted the COPR Examination as their entry to practice Examination.

Depending on the Provincial Regulator, a candidate is permitted to take up to a maximum of three attempts at the COPR Entry to Practice Examination. If not successful after the third attempt, it will be necessary to submit evidence to the provincial regulator of completing provincially approved further training before being permitted further attempt(s).

Candidates who falsify documents will not be allowed to write the Examination. If falsification is discovered after the Examination has been taken, the Examination results will be null and void.

Request for Accommodation

COPR supports reasonable and appropriate modifications to the COPR Entry to Practice Examination procedures in order to accommodate candidates under the applicable human rights legislation.

Candidates with protected characteristics (e.g., disability, family status, religion) are entitled under provincial human rights legislation to reasonable accommodation in testing arrangements that provide for fair and valid assessment. COPR will consider any testing accommodation requests while ensuring the integrity of the Examination and ensuring that the Examination tests the required competencies of entry level primary or advanced care paramedics.

To request an accommodation for a physical, cognitive or other diagnosed disability please complete the *COPR Entry to Practice Examination: Accommodation Request* form that can be found on the COPR website. This form and supporting documentation must be sent to COPR **when you apply for the Examination**. Accommodation includes any medication you want to bring into the Examination.

Where the requested accommodation relates to disability, current documentation must be sent to COPR at exam@copr.ca by a qualified regulated health professional such as a medical doctor or psychologist on the *COPR Disability Information Form*. The qualified regulated health professional must have specific training and expertise with respect to the disability for which accommodation is being requested and must be certified or licensed to practise in their field.

The documentation provided should confirm the existence of a disability and describe in detail the impact of the disability as it relates to completing the Entry to Practice Examination, the candidate's specific needs and the proposed accommodation, with an explanation of how the requested accommodation will mitigate the impact of the disability in completing the Examination.

COPR may require that candidates undergo an independent medical examination, where appropriate.

Requests for accommodation are considered on a case by case basis. COPR's *Guidelines Regarding Testing Accommodation for Candidates with Disabilities* is attached to the *Accommodation Request* form.

Note: Requests for accommodation received by COPR fewer than 35 business days before the Examination will not be considered, except in unusual circumstances, such as a recent injury.

APPLYING FOR THE EXAMINATION

(See Appendix VI for Flow Chart of Candidate Registration Process)

Non-Resident of Canada

All applicants must be approved by a Provincial Regulator. There are no exceptions. Non-residents of Canada must provide their full contact details (full name, address, phone number, email address, photo) as part of their application. Applications to take the Examination are available from Provincial Regulators.

Examination Sites

Examination locations are available in provinces where the COPR Examination has been adopted as the provincial entry to practice examination as well as in Qatar. Current adopting provinces are Newfoundland and Labrador, Prince Edward Island, Nova Scotia, Manitoba, Saskatchewan and British Columbia. COPR, and its testing partner Yardstick Assessment Strategies (YAS), strive to ensure that candidates taking the COPR Examination are not required to drive long distances to test centres. Generally, test centre locations are colleges and universities where computer labs and experienced proctors are used to oversee the Examination administration. The site can be booked online by a candidate soon after an application has been approved by the provincial regulator.

Language of Examination

The Examination is available in both of Canada's official languages; English and French. Applicants must choose their language preference as part of the application process.

Disclosure of Personal Information

COPR will not disclose a candidate's personal information to anyone other than the Examination contract agency who will use it for the sole purpose of providing a secure Examination to the candidate.

COPR will not give candidate results to any other individual or organization other than the regulatory body that authorized the candidate to write.

Candidate's Statement of Understanding

Candidates must agree 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.

Conduct occurring before, during or after testing that violates principles detailed in the *Candidate Statement of Understanding* may result in invalidation of Examination results and/or other penalties and will be reported to COPR and provincial regulating authorities.

On the day of the Examination, each candidate will receive an electronic copy of the *Candidate Statement of Understanding*. Candidates will not be able to begin the Examination without reading and agreeing to the statement. A print version is attached to this document as Appendix II.

Submitting Your Application

Application processes are provided by Provincial Regulators. All applications must be submitted to the Provincial Regulator. There are no exceptions.

Submitting Your Examination Fee

Examination Fees are required to be paid in advance in order to reserve a seat to write the Examination and are collected by COPR through the third-party Examination provider; YAS. YAS will email candidates with payment details and timelines.

Deadline Dates

The deadline for registering for the Examination is **7 weeks** in advance of the date of the Examination.

Examination Fees

The fee for each attempt is **\$650.00 plus applicable tax(es)**.

Payment Methods

Payment is made online using VISA, MasterCard, or American Express. If you have difficulty or questions regarding payment processes, contact the **Yardstick Assessment Strategies Support Line at 1.866.793.4820**.

AFTER APPLYING

Email Acknowledgement

Five weeks before the examination an email will be sent out to candidates from YAS with instructions on how to purchase and schedule the Examination. Candidates have one week to purchase the examination. This is referred to as the “booking window”. Once the Examination has been purchased and scheduled, a confirmation email listing the date, time, and location of the Examination will be sent via email. The email will also contain instructions on what to bring on Examination day to the test centre. Candidates are encouraged to check their “junk” email folders to ensure they receive all email notifications.

Examination Site Change

In the event of an unexpected Examination site change, all candidates affected will be contacted by email and/or phone in order to confirm the new location.

Examination Cancellation by Candidate

Refunds will be provided to candidates who cancel their COPR Entry to Practice Examination registration, or who have not satisfied the registration pre-requisites 14 calendar days prior to the Examination based on the following:

- 22 – 27 calendar days before the Examination: 75% refund
- 15 – 21 calendar days before the Examination: 50% refund
- 14 days before the Examination: No Refund

COPR Entry to Practice Examination Study Guide

The Entry to Practice Examination Study Guide can assist candidates in preparing for the Examination process by providing tips and strategies for Examination preparation as well as sample examination questions. Information provided includes:

- A summary of the Examination development process;
- The Examination format;
- Recommended Examination taking strategies;
- Examples of type, format and content questions that are on the Examination;
- An appendix of abbreviations and acronyms; and
- A list of reference textbooks utilized by item (question) writers when developing the Entry to Practice Examinations.

COPR Preparatory Tests

COPR's Preparatory Tests have been created to familiarize candidates with the format and style of the questions on the Entry to Practice Examinations.

The preparatory tests simulate the format of the actual Examinations, but on a smaller scale. Each test contains 60 multiple choice, single answer questions that align to the blueprint used in the Examinations. The preparatory tests use the same software and platform as the Entry to Practice Examinations. Upon completing the test, the system will provide the correct response to each question, a rationale for the correct response, the NOCP the question is blueprinted to and at least one textbook reference. Preparatory Test can be purchased for \$75.00 by going to <https://coprpreparatory.yasasecure.com> and setting up an account. COPR Preparatory Tests are intended for a single user; not for sharing, distribution, copying, or resale.

ON EXAMINATION DAY

Admission to the Examination

Candidates are required to bring a copy of the Examination scheduling confirmation email and government issued photo identification (e.g. passport, drivers` license) to the test centre for the proctor to validate the candidate's identity. Candidates without proper identification will not be allowed to take the Examination. Candidates are encouraged to keep their contact information current in the YAS *Measure*® platform and with their provincial regulator.

The proctor will provide information to all candidates regarding the test centre and Examination protocol including the storage of cell phones and mobile devices, calculators, paper material, books, bags, wristwatches, etc. Please make every attempt not to bring anything to the test center other than the required paperwork, identification and permissible items. Test centres vary with respect to items they will, or will not, allow in the testing centre. Permissible items may include

water/juice/coffee/drink in spill proof container with no label and **only if approved by the Test Centre Proctor** and sweater without pockets. Disposable ear plugs are provided.

Before the Start of the Examination

Arrive at least 30 minutes prior to the examination start time for registration and orientation. Candidates who arrive more than 30 minutes late will be denied access. Proctors will log each candidate into the examination at the designated time. Before the examination begins candidates will be required to read and agree to the *Candidate Statement of Understanding*. Candidates will have the opportunity to take a 'Tutorial Quiz' prior to the actual examination in order to become familiar with the computer interface. The time spent on the tutorial quiz does not count towards the actual examination time. An online calculator and memo pad are available as part of the interface. Scrap paper and pencil will be provided by the Proctor at the beginning of the examination and must be turned in at the end of the examination.

Lavatory Break During the Examination

Candidates will be permitted to leave the secure Examination Computer Lab once during the four-hour examination for the purpose of utilizing lavatory facilities.

Candidates who wish to utilize lavatory facilities will be required to register their candidate identification on an "In/Out Report". The Examination Proctor will verify the candidate identification number, record the time the candidate left and re-entered the computer laboratory, and have the candidate sign the form. The examination time clock continues to run while the candidate is out of the computer laboratory. Extra time is not provided for lavatory breaks.

Name and/or Contact Information Change

Candidates are encouraged to keep their contact information current in the Yardstick *Measure*® platform and with their provincial regulator.

Failure to Take the Examination

No refund will be provided to a candidate who does not take the Examination at the approved test centre and at the scheduled date/time unless the failure to take the Examination is due to:

1. Death in the family (immediate), or
2. Sudden illness or injury (incapacitating), or
3. Other circumstances deemed by COPR to be commensurate to (1) or (2).

Candidates have 10 business days from the date of the Examination to submit a refund request, with supporting documentation, to COPR outlining the circumstances that prevented them from taking the Examination on the scheduled Examination day. If the refund request is approved, 50% of the purchase price may be refunded.

At the End of the Examination

At the end of the Examination, candidates will receive confirmation that their examination responses have been captured. Candidates can leave the test centre when they have finished their Examination.

AFTER THE EXAMINATION

Examination Marking Review

Following the administration of the Examination, all question data will be reviewed to ensure that questions meet best practice standards for high stakes examinations. If some questions do not meet such standards, they will be reviewed by a panel of paramedic subject matter experts to determine the most appropriate course of action to ensure examination fairness. This may include the exclusion of the items in question from the calculation of the candidates' final scores.

Results

Results will be provided immediately following the examination marking review, and the determination of the passing score. The pass score for each examination is determined through a modified Angoff standard setting process. See Appendix III for more information on this process. The time between the end of the examination administration period and the release of scores will be approximately **3-4 weeks**. Please do not contact the testing agency – Examination results are distributed by provincial regulators simultaneously.

Although there are 200 questions on the examination, not all of them are included in the results. COPR introduces newly authored questions each examination and then psychometrically monitors and evaluates them for future inclusion into the operational item bank.

COPR Certificate

A certificate will be mailed approximately one month after notification from the Provincial Regulator of a successful attempt at the COPR Entry to Practice Examination. Please ensure your contact information is current.

COPR Administrative Fees

The following administrative fees apply:

Certificate Replacement:	\$75.00
Receipt Replacement:	\$25.00

To purchase replacements:

1. Go to <https://copr.ysasecure.com/>
2. Enter your username and password as you used to purchase your Examination previously.
3. Select "Products", then select the product you wish to purchase.
4. Receipt replacements will be sent in a printer friendly version emailed within 3 business days of the purchase. Replacement certificates will be created with the next printing of COPR certificates.

Candidate Standard Score Report

COPR utilizes standard score reporting. Each COPR Examination is assembled to cover the same proportion of examination content; however, each examination differs somewhat in its overall difficulty. To ensure fair and equitable examinations and not penalize candidates who receive more difficult examinations, scores are standardized to be comparable to previous examinations' scores.

In addition to an individual's pass/fail status, candidates are also provided their performance in each NOCP competency area based on color coded bars.

- Red – Indicates areas of weakness. These likely represent focus areas for candidate growth.
- Yellow – Indicates candidate performance below acceptable performance.
- Light Green – Indicates acceptable performance.
- Darker Green – indicates area of strength.

Only the *Total Standard Score* determines the pass/fail result. A sample of the Standard Score Report can be found in Appendix IV.

Manual Verification of Results

Unsuccessful candidates can request a manual verification of their results whereby a manual rescoring is conducted to confirm the Examination score. Examination responses are not analyzed or reviewed. The fee for a Manual Verification is \$200.00 and is non-refundable. Candidates can submit a request through the COPR website to have this service conducted. Results of the Manual Verification will be provided generally within 5 business days of purchase.

Examination Appeal

A candidate, who has failed the COPR Entry to Practice Examination, may request a formal review of their Examination to the Chair of COPR Examination Committee. A candidate's Examination results may be reviewed only based on suspected irregularities in the Examination process, and not because of alleged errors in content of the examination. The content of an examination is not subject for review at the request of the candidate either singly or as a group. A request to review the examination results based on process must present evidence that the alleged irregularity materially affected the candidate's performance. The existence of irregularities is in itself not sufficient to reverse the results of the examination. Please contact COPR directly if you want further information on this process.

Applying to Rewrite the Examination

If you fail the examination, you will need to contact the Provincial Regulator in order to determine your eligibility to reapply.

Incomplete Certification – Time Limits

Eligible time limits are set by the Provincial Regulator.

APPENDICIES

Appendix I: Sample Questions

Sample questions are available in the Examination Study Guide (www.copr.ca). In addition, candidates may purchase Preparatory Tests. See Page 9 of this Handbook for information on how to purchase Preparatory Tests.

A “Tutorial Quiz” is available for all candidates to try prior to their actual Examination, which is designed to familiarize candidates with the computer-based interface. Access to this system tutorial will be provided to successful applicants in advance of their Examination date.

Appendix II: Candidate Statement of Understanding

Conduct occurring before, during or after testing that violates principles detailed in this *Statement of Understanding* may result in invalidation of Examination results and/or other penalties and will be reported to the Canadian Organization of Paramedic Regulators/Organisation Canadienne des Régulateurs Paramédicaux (COPR) and provincial regulating authorities.

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

1. The COPR Entry to Practice Examination is highly confidential. The Examination questions **are the property of COPR**. Unauthorized disclosure of the Examination questions is **prohibited under copyright laws**. By signing this statement of understanding, **you agree to maintain the confidentiality of the COPR Examination questions**. You must therefore:
 - Keep the Examination content confidential, **even after the Examination**. This also includes not discussing the content with anyone who wrote the Examination before you, with you, or who has not written the Examination yet.
 - Not use or be in possession of any electronic device (such as cell phones, cameras, pagers, iPods, etc.) in the Examination room;
 - Realize that any recording or memorization of Examination questions is strictly **forbidden** whether you intend to recreate parts of the Examination for financial gain or not.
2. Candidates will be observed at all times while they are taking the COPR Examination. This observation will include direct observation by invigilators (Proctors) or camera monitors. Invigilators may not necessarily inform you of their observations, but they are required to report behaviour that may violate the terms and regulations of COPR or other forms of irregular behaviour.
3. 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 invigilator and/or COPR as soon as possible.

4. COPR 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 one person from gaining an unfair advantage over others. To promote these objectives, COPR reserves the right to cancel or withhold any Examination results when, in the sole opinion of COPR, 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.

Appendix III: The Angoff Method and Determining a Pass Mark

Standard Setting is the business of setting passing scores, (or what is referred to as 'cut scores'), for Examinations. The cut score(s) serves to **classify** candidates into categories; those who score above the cut score are judged to possess the minimum level of proficiency required for inclusion into the category, while those who score below the cut score are deemed not to possess the minimum level of proficiency required, and are classified accordingly.

Standard Setting is most often a judgmental process. It typically involves a panel of subject matter experts and stakeholders who must estimate the difficulty of each question for so called **minimally competent**, or borderline candidates. Those judgments are then aggregated in order to arrive at a passing score across sets of questions. Standard setting methods differ in the way that those judgments are made by panelists, and in the way that question level judgments are aggregated to create a passing score. One of the most common methods of standard setting is the *Modified Angoff* method. The central task of the Modified Angoff method is for panelists to estimate the **percentage** of minimally competent candidates who would answer each item correctly. The instructions to panelists would be to examine the question carefully, both in terms of the 'structure' of the question, and of the difficulty of the competency being tested. This information is used to make a judgment regarding the expected performance on that question of the minimally competent candidate. Two types of judgments are common, either the **probability** that any single candidate would answer the question correctly, or the number out of 100 minimally competent candidates that would answer the question correctly.

These judgments are summed for each panelist to create a recommendation for a passing score. This makes sense, because the item level judgments are themselves pass level judgments per question. For example, if a panelist provided judgments of 0.7, or 70% for every question, the passing standard would logically be 70% for the entire Examination.

Item	Angoff Participant 1 round 1	Angoff Participant 1 round 2
1	0.87	0.79
2	0.64	0.60
3	0.43	0.47
4	0.55	0.51
5	0.61	0.63
6	0.43	0.44
7	0.76	0.79
8	0.61	0.66

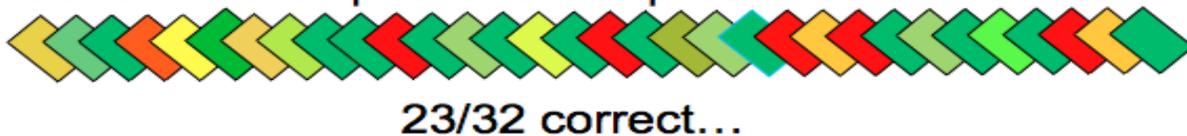
Typically, these judgments are made over multiple rounds after which the judgments become increasingly refined. Between rounds, various types of information can be provided to panelists regarding the reasonableness of their judgments. A common type of information is *impact data*, or the number and percentages of candidates who would pass based upon the average or median passing score recommendation by panelists. Other types of feedback include the difficulty of each question for the candidates or the consistency of each panelist's judgments.

As shown in the figure below, the changes in item-level ratings impact the overall recommended passing score. The passing score recommendation made in the final round is the one that is ultimately adopted.

Round One: Initial Ratings



Round Two: "Impact" data is presented.



For more detailed information on standard setting procedures and methods see the book, [Setting Performance Standards: Concepts, Methods, and Perspectives](#), edited by Gregory Cizek and Robert Sternberg.

Appendix IV: Standard Score Template

Candidate Standard Score Report



COPR Canadian Organization of Paramedic Regulators
OCRP Organisation Canadienne des Régulateurs Paramédicaux

The following report shows your results on the November 2016 administration of the COPR Entry to Practice Examination for Primary Care Paramedic. This information is provided in 3 areas: Pass/Fail status (upper right), overall standard score versus passing mark (middle), and standard score performance versus passing mark for each National Occupational Competency (NOCP) (bottom). Details on standard scores are provided at the bottom of this report.

Exam Performance Report

Name:	Lionel Wyndham
Candidate ID:	91516061
Date of Examination:	19/11/16
Exam Result:	FAIL

We regret to inform you that you did not earn the minimum standard score required to pass on this examination. The score you achieved was 446.12, shown in Figure 1 by the length of the red bar, while the required score to pass was 475, represented by the black vertical line.

Your Total Standard Score

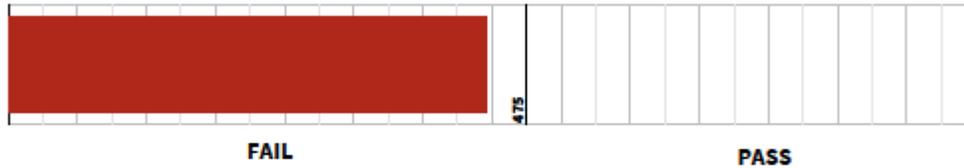


Figure 1. Your standardized total score, which determines your Exam Result (Pass/Fail)

Your performance in each NOCP Competency Area is shown in Figure 2. In this graph, the length of each bar represents the level of your performance and the vertical black line represents the approximate level of acceptable performance with each respective Area. The bars are also colour-coded as follows: red indicates likely areas of weakness; yellow indicates performance below acceptable performance; light green indicates acceptable performance; darker green indicates a likely area of strength. Note that only your Total Standard Score determines your Pass/Fail result; the second graph is for your information only.

Your Competency Standard Scores

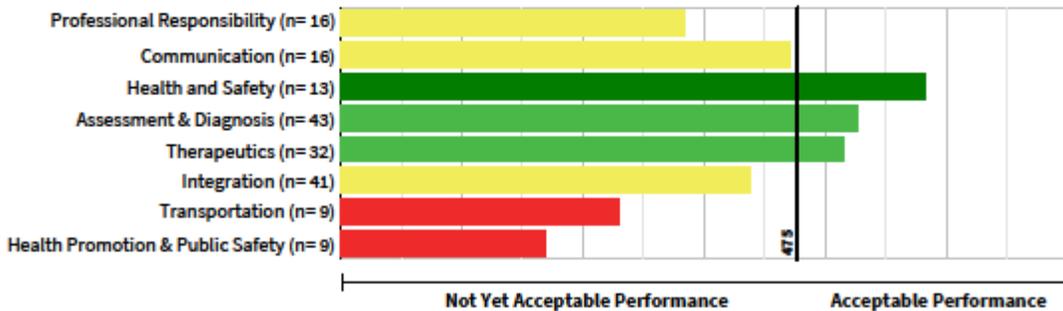


Figure 2. Your standardized competency scores for each NOCP Competency Area.

Note on Standard Scores: Every COPR Examination is assembled to cover the same proportion of exam content. However, each exam differs somewhat in its overall difficulty. To not penalize candidates who receive more difficult exams, scores from each exam are **standardized** to be comparable to previous exams' scores. For example, 70% on a more difficult exam will be standardized to a **higher** standard score than 70% from an easier exam. Using standard scores, passing scores are the same across all examinations (in this case, 475) and scores on different examinations can be directly compared.

Appendix V: Provincial Regulatory Bodies

In provinces where COPR has an Examination services agreement with a regulatory body, the Provincial Regulator will provide COPR with a list of candidates authorized to write the Examination. COPR will send the Provincial Regulator the pass/fail result of each candidate on their list.

The following provinces utilize the COPR Entry to Practice Examinations:

- Manitoba
- Nova Scotia
- Prince Edward Island
- Saskatchewan
- Newfoundland and Labrador
- British Columbia

Candidates, who have passed the Examination, and want to work in a regulated jurisdiction, are required to contact the regulatory body in that province for registration requirements. (Links to all paramedic regulators in Canada can be found under the *Contact Us* tab on at www.copr.ca).

Appendix VI: Candidate Examination Registration Process

Timeline	Candidate Action
At least 7 weeks prior to the Examination	Candidate completes application with Provincial Regulator
5 weeks before the Examination Booking Window Opens	<p>Yardstick Assessment Strategies (YAS) emails candidates their booking credentials with details of how to log in and purchase their Examination.</p> <p>Candidate logs on to the booking website and purchases the Examination via credit card.</p> <p>Once the Examination is purchased, candidate selects location and time of sitting. YAS sends a booking confirmation email confirming seat at examination.</p>
4 weeks before the Examination Booking Window Closes	Booking window closes. No further bookings are accepted.
Day of Examination	Examination Day: Candidate shows up at the scheduled time (at least 30 minutes prior to the examination start time) and location with the appropriate documentation.

Examination Cancellation by Candidate

Refunds will be provided to candidates who cancel their COPR Entry to Practice Examination registration, or who have not satisfied the registration pre-requisites 14 calendar days prior to the Examination based on the following:

- 22 – 27 calendar days before the Examination: 75% refund
- 15 – 21 calendar days before the Examination: 50% refund
- 14 days before the Examination: No Refund

Examination results are emailed to applicants 3-4 weeks after completion of the exam. Approximately 8 weeks after the examination, successful candidates are mailed a certificate of completion.