



Ontario College of Reflexology

Proctored Written Examination Guidelines

E10-0402

The proctor shall not be related to the student by blood or marriage. **Such proctors must be a professional or a trustworthy volunteer who is not related to you by either blood or marriage.** The proctor shall also not be a student of the college or have plans to continue their education with the college.

The student is permitted to bring writing tools (such as pens, pencils, rulers and erasers.)

No books are allowed except for dictionaries (medical not permitted) and language translation textbooks.

The proctor will receive a package containing instructions, a sealed envelope containing the written examination (do not open until time of exam) and a return envelope.

The proctor may arrange a suitable date (within **two weeks** after receipt of the examination) and location with the student for the examination. The location shall be such that the student will have at **approx. 2 to 3 hours** of quiet time (no distractions - such as children playing, music, etc.) and that there is **no access to information on reflexology such as a wall poster containing foot reflexology points.**

At the time of the examination, the proctor shall open the sealed envelope containing the examination and give it to the student. The proctor shall monitor the student at all times to ensure that the student did not have access to any information on reflexology. Washroom breaks are permitted upon request by the student. Proctors are **not permitted** to answer any questions except for language translations where the student's primary language is not English. There are no time limits to complete the examination but most usually take two hours. **Once the student has finished the examination, the proctor shall immediately seal the written examination in the return envelope provided along with a signed declaration by the proctor.** The student shall **not** have access to the written examination again when it is completed.

The sealed envelope containing the completed written examination will be returned to OCR within **five (5) business days.** **Failure to return the completed examination within the time limit will void the examination.**

Any contravention to the above will result in a failure mark assigned to the student without recourse.