



*Ontario College of
Reflexology*

Exam Preparation

N104 - Hand Reflexology Course

Chapter 18

Ver. 1.1

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The Ontario College of Reflexology

The **Ontario College of Reflexology** is a nonprofit provincially incorporated college formed in 1996 and its prime objectives are:

To establish and operate a college or society of reflexology for the purpose of:

- a) *accreditation of reflexologists in the province of Ontario where required and as permitted by applicable statutes of Ontario;*
- b) *maintaining and improving the qualifications and standards of the reflexology profession;*
- c) *uniting members of the reflexology profession and protecting the character and status of the profession, promoting ethical practice;*
- d) *promotion of reflexology in the province of Ontario;*
- e) *provide educational programmes and resources on reflexology within the province of Ontario;*
- f) *provide an effective referral system of qualified reflexologists in the province of Ontario;*
- g) *and such other complementary purposes not inconsistent with these objects.*

Exam Preparation

Steps to Certification

Practicum:

After completing the in-class instructional course, you are required to record a minimum of 70 reflexology records. Refer to Chapter 5, *Reflexology Health and Session Records*. If you have previously attended the Workshop H100, you are allowed a *credit* of 10 reflexology records, thus reducing the required records from 70 to **60**. This course consists of theory and practical instruction and a minimum of 70 hours practicum.

Mid-Term Practical Assessment:

- When you have completed between 15 to 25 reflexology sessions (a third of your practicum), you are entitled to have your practical techniques assessed by your instructor. The cost of the mid-term practical assessment is already included in your course fee (one only).

- During the mid-term practical assessment, you will be giving a reflexology session to your instructor (open books and charts are allowed). Your instructor will provide feedback on your practical techniques and how you can improve it. Your instructor will also evaluate your completed Reflexology Health and Sessions records to determine if it is completed properly.

- For a distance education student, the student is required to video-tape a mid-term practical assessment on a volunteer client. The video tape is submitted to the student's professor for evaluation.

Examinations:

- **Written** (allow 3 to 4 hours) - Be prepared and if an examination fee is required, it is due at the time of the examination.

- **Practical** (1 hour) *and* submission of the *Reflexology Record Portfolio* containing at least 70 reflexology records. You have one (1) year to compile the 70 session records. You are **required** to bring your reflexology record portfolio and any necessary supplies (for giving a session to the practical examiner) to the practical examination. At least twenty (20) will be chosen at random for marking purposes by the examiner. An examination fee if required, is due at the time of the examination.

Arrangements for examinations should be made with the individual teacher to find out when examination dates have been or are being set up.

Any time extension required to complete the practicum may be made in writing to the Dean of the college.

Anatomy and Physiology

You should know the parts, organs and their functions of the following **Body Systems**:

- a) Skeletal System
- b) Muscular System
- c) Endocrine System
- d) Urinary System
- f) Reproductive System
- g) Digestive System
- h) Circulatory System
- i) Lymphatic and Immune Systems
- j) Respiratory System
- k) Nervous System

Suggestions to Help Prepare Yourself for Examinations

1. Study all of the textbook and your own notes. The *chapter summary* at the end of each chapter **contains all of the necessary information required for the written examination.**
2. Memorize the location and names of all reflexes on the Hand chart.
3. You are expected to have worked on **at least 70** pairs of hands - some of which will be three (or more) sessions on the same client. Thus, you should see the progress of your volunteer client's health. You are required to bring the *Reflexology Record Portfolio* containing at least 70 Reflexology Session Records and Reflexology Health Records with you. The practical examination will **not be given** if you have less than 70 session records.
4. Be sure to book an appointment with your instructor for a Mid-Term Practical Assessment after you have completed a third of your practicum. This will give you feedback on how you may improve your practical and record-keeping skills.
5. On the day of your practical examination, a minimum of twenty (20) reflexology records will be chosen at random by the examiner for marking purposes. They will be returned to you after being marked. Some examiners may require several days to mark the practicum. Should this be required, the confidentiality of the session records will be maintained at all times by the examiner until returned to you.
6. *Optional:* See a certified hand reflexologist to have a hand reflexology session - it will give you an added experience of someone's session besides your classmates and your teacher.

7. Get together with members of your own class to exchange sessions. This has the advantage of someone you know and someone who has had the same training you have (it counts toward the 70 session records too).
8. Anatomy and Physiology - you should know the location of the parts, organs, glands, etc., of the body and their functions.
9. Take your towel, your examination fee if required, pencils and pens, and your Reflexology Record Portfolio to the practical examination.

Taking the Examination:

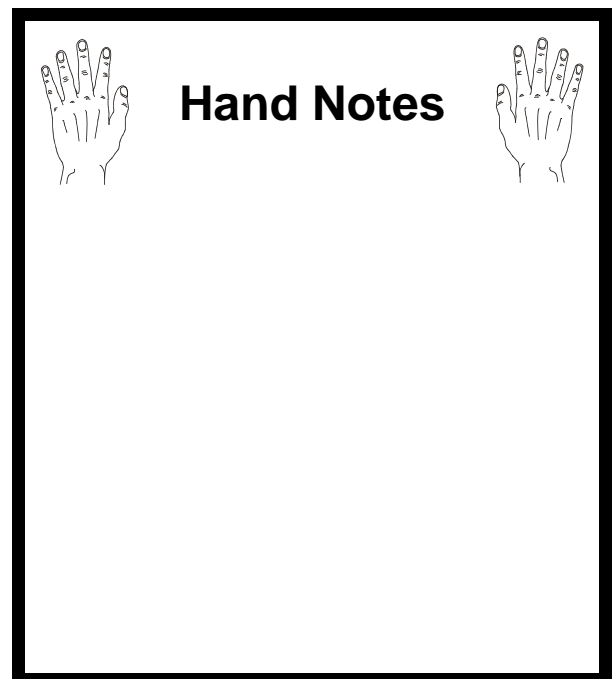
Written Examination:

1. Read the questions carefully!
2. When answering a question with multiple choice answers, cover the answers, read the question, think of the answer, then look for the best answer. Give only **one** answer.
3. On questions that are *True or False*, choose **one** answer only.
4. Define means explain and give a definition of the subject.
5. List means list all possible answers.

The written examination is designed so that if you have studied, worked and applied yourself, you should pass. The minimum passing mark is the average mark of 80% (written and practical).

Practical Examination:

1. Have you done at least the minimum required reflexology sessions (70)?
2. Have you had a professional hand session?
3. Is your session to a level of professional proficiency?
4. Does your hand session have flow? Or do you have to think of what comes next?
5. The examiner is your client. Work the hands, do not say '*you would do this and do that.*'
6. Marks will be deducted for any reflexes or procedures missed on the practical examination.
7. Your Reflexology Hand Session should be so good that it is obvious you passed.
8. The minimum passing mark is the average mark of 80% (written and practical).





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Examinations Instructions For N104 Hand Reflexology Course Students

Written Examination:

- **Nearest Examiner Within 100 Miles:** Contact a teacher or examiner nearest to you to arrange a date to complete your N104 Hand Reflexology written examination. During the examination period, books or charts are **not** allowed (exceptions to this rule are dictionaries and language translation books) and only writing tools are permitted (such as pens, pencils, erasers, etc.). Bring with you, your letter of *Examination Authorization* and present it to the examiner. Allow up to three (3) hours to complete the written examination.

- **Proctored Examination:** In case of a nearest examiner being too far away from you, you may select a volunteer who is willing to proctor your N104 Hand Reflexology examination for consideration by the Ontario College of Reflexology. You must provide the proctor's name, address and telephone number to the college. **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. We will mail a sealed envelope containing the written examination and instructions to the proctor. You may arrange for an examination date suitable with your proctor. During the examination period, books or charts are **not** allowed (exceptions to this rule are dictionaries and language translation dictionaries) and only writing tools are permitted (such as pens, pencils, erasers, etc.). Allow up to three (3) hours to complete the written examination.

Practical Examination:

- **Nearest Examiner Within 100 Miles:** Contact a teacher or examiner nearest to you to arrange a date to complete your practical examination. The practical examination consists of giving the examiner a complete hand reflexology session based on the hand reflexology procedure as outlined in the N104 Hand Reflexology Course textbook. During the examination period, only materials required for the practical examination will be permitted (such as towel, oil and wipes). The examiner will **not** provide these materials. Bring with you, your letter of *Examination Authorization* and present it to the examiner. Also, provide to your examiner your *Reflexology Health and Session Record Portfolio*. Your Reflexology Health and Session Record portfolio will be marked by the examiner and returned to you. Allow up to an hour to complete the practical examination.

- **Videotaped Examination:** (See Guideline to the Practical Examination by Video) In case of a nearest examiner being too far away from you, you may choose to have your practical examination videotaped if accepted by the college. This consists of giving a volunteer a complete hand reflexology session based on the hand reflexology procedure as outlined in the N104 Hand Reflexology Course textbook while your work is being videotaped with no open books or charts visible to the student. Video taping and costs involved is the responsibility of the student. Only VHS, VHSc, mini-dvd and DVD North American video format will be accepted. Upon completion of the practical examination, send the video tape and your *Reflexology Health and Session Record Portfolio* to the Head Office. Your Reflexology Health and Session Record Portfolio will be marked and returned to you by the Head Office. Allow up to an hour to complete the practical examination.



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Proctored Written Examination Guidelines

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 hand 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.



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Guideline to the Practical Examination By Video

Do not attempt the practical examination by video unless you have a firm knowledge of the hand routine. This is a practical examination and you should be prepared to perform the hand routine as a professional and as though this was a “live” practical examination.

The following format is required to be followed when video taping your practical examination - marks will be deducted when the work is not clear enough to be seen:

1. Start of the video tape: The student acknowledges the washing of hands, “*I have washed my hands before starting.*”
2. The student introduces self and the volunteer client.
3. The student takes the volunteer client’s health record (volunteer client’s health record sheet is to be filled out before the start of the video tape - do not video tape while the volunteer client is filling in the health record sheet but it is expected that the review of the volunteer client’s health record sheet by the student is video taped.)
4. The student examines the volunteer client’s hands for hand problems (explain what they are doing).
5. The student talks his/her way through the entire session.
6. The student performs warm-ups - explains.
7. The student explains what is being done. For example, - the *Relative to Solar Plexus Reflex* (is located in the center of the diaphragm reflex) is worked to remove stress - then show where it is and how to work it. The pituitary gland reflex is then worked (show how to find it), then how to work it.
8. The student continues with the spine reflex with the full explanation of what he or she is doing.
9. The student then continues through the routine from the back of the hand forward, explaining each reflex, how to find it and how to work it.
10. After completion of the right hand, then the left hand is started, explaining each move throughout the routine.
11. The *Solar Plexus Push Technique* (optional) is applied to both hands.
12. The student then feather touches both hands (sides, back and sole).
13. The student dismisses the volunteer client with thanks.
14. The student acknowledges to wash hands, “*I am going to wash my hands now.*”
15. End of video tape.

Notes:

- **Be sure that your name and student number is marked clearly on the video tape.**
- Be sure that your Reflexology Health and Session Records are enclosed.
- While video taping, ensure that there is a clear view of the student’s hands at all times (avoid obstructions such as elbows, etc.). The examiner marking your video tape must be able to see the student’s work at all times, otherwise marks will be deducted. A volunteer may be required to move the video camera to provide an unobstructed view and as well as a clear view of the reflexes worked.
- Ensure that the audio is clear at all times so that the examiner will be able to hear the student’s explanations. **Avoid background noises such as voices, dog barking, radios, etc.**

The Ontario College of Reflexology provides this partial book list to give information as to titles available. The Ontario College of Reflexology does not necessarily endorse or agree with all the material contained therein.

Since the information in these books offers a variety of applications, the Ontario College of Reflexology *suggests* that certification course students taking the OCR examination, **wait** until their course of studies is complete, before studying other variations of charts, diagrams and techniques.

Some of these books are out of print. Check your local library for these books.

1. *Reflexology Today*, Bayley, Doreen E. - Thorsons Pub.
2. *Helping Your Health With Pointed Pressure Therapy*, Bean, Roy E. - Parker Pub.
3. *Press Point Therapy*, Bendix, G. - Avon Books
4. *Zone Therapy*, Bergson, Anika and Tuchak, Vladimir - Pinnacle Books
5. *The Foot Book*, Berkson, Devaki - Fitzhenry and Whiteside Ltd.
6. *Zone Therapy*, Bressler, Harry Bond
7. *Body Reflexology*, Carter, Mildred - Reward Pub.
8. *Hand Reflexology*, Carter, Mildred
9. *Helping Yourself with Foot Reflexology*, Carter, Mildred - Reward Pub.
10. *Zone Therapy*, Fitzgerald, Dr. William - Economy Hill Press
11. *Footsteps to Better Health*, Graziano, Joseph
12. *Holistic Reflexology*, Grinberg
13. *Healthy Feet*, Hall, George J. - Health For All Pub.
14. *Reflexology: A Patient's Guide*, Hall
15. *Stories The Feet Can Tell*, Ingham, Eunice - Ingham Pub.
16. *Stories The Feet Have Told*, Ingham, Eunice
17. *Reflexology: Art, Science, History*, Issel, Christine
18. *The Anatomy Colouring Book*, Kapit, Wynn - Canfield Press, Harper and Row
19. *Reflexology For Good Health*, Kaye, Anne and Matchan, Don C. - Strawberry Hill Press
20. *The Complete Guide to Foot Reflexology*, Kunz, Barbara and Kevin
21. *The Practitioner's Guide to Reflexology*, Kunz, Barbara and Kevin
22. *Hand Reflexology Workbook*, Kunz, Barbara and Kevin
23. *Hand and Foot Reflexology - A Self Help Guide*, Kunz, Barbara and Kevin
24. *Reflex Zone Therapy*, Marquardt
25. *Foot Notes*, McGlone, Sr. Mary
26. *Feet First*, Norman, Laura - Simon and Shuster Inc.
27. *I Am Joe's Body*, Ratcliff, J.D. - Berkley Pub.
28. *The Reflexology Workout*, Rich, Stephanie - Harmony Books
29. *The Metamorphic Technique*, Saint-Pierre and Boater - Weiser
30. *Reflexology*, Segal, Maybelle - Whitmore Pub.
31. *Prescription Drugs and Their Side Effects*, Stern, Edward - Grosset and Dunlap
32. *Decouvrons La Reflexologie*, Turgeon, Madeleine - Les Presses Metropolitaines
33. *Right Brain, Left Brain*, Turgeon, Madeleine - Healing Arts Press
34. *Zone Therapy*, White, George Star
35. *The Gray's Anatomy Colouring Book*, Wiley, John - John Wiley and Sons
36. *New Reflexology Handbook*, Wittman, C.T. - TDM Press
37. *Touchpoint*, Eastman, Yvette - Ptarmigan Press

Hand Notes

