



Jurisprudence Examination

CANDIDATE INSTRUCTION GUIDE

04/2022 – version

College of Veterinarians of Ontario
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Instilling public confidence in veterinary regulation.

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Introduction

Applicants seeking a General, Restricted, Academic and Post-graduate and Resident Licence in Ontario are required to successfully complete the Jurisprudence Examination (exam). The exam requires applicants to demonstrate knowledge of and the ability to apply relevant Ontario legislation and regulations, as well as College standards and guidelines. This exam is approved by the College's Registration Committee.

The College of Veterinarians of Ontario (the College) has created two documents to support applicants in successfully completing the exam.

1. This *Jurisprudence Examination Candidate Instruction Guide* outlines the steps candidates should take to prepare for the exam and set out all of the related policies.
2. The *Jurisprudence Examination Candidate Resource Guide (02/2022 version)* includes the legislation, regulations, College standards, guidelines and policies that the exam is based on.

Applicants are expected to have reviewed both documents before sitting the CVO Jurisprudence Examination.

Quick facts

- The fee to write the exam is \$175.00 + HST (\$197.75). The exam fee is applicable to every attempt.
- The duration of the exam is a maximum of 3 hours.
- The exam asks 110 questions. The pass score is 74 correct answers.
- The exam is a 3-option multiple choice format and is based on current psychometric recommendations.
- The pass/fail score is generated and presented to the candidate at the end of the test. Each candidate must meet or exceed the established pass score.
- Candidates are responsible for scheduling the date of the exam after receiving notification from the College that they are eligible to take the exam.
- Candidates may attempt the exam a maximum of two times before remediation is required.
- Candidates should read and review the *Jurisprudence Examination Candidate Instruction Guide and Resources Guide* including linked documentation before attempting the exam.
- Candidates will have access to an electronic copy of the *Candidate Resources Guide* while they are attempting the exam.

Applying to sit for the jurisprudence examination

Step 1: Candidates must submit the following to the College to become eligible to take the exam.

- Completed [Application for Licensure form](#)
- [Proof of Identity](#)
- Completed [CVO Jurisprudence Exam Confidentiality Agreement](#)
- [Licence Application fee](#)

- [Examination fee](#)

Step 2:

Once the above has been received, the candidates will be sent an email with exam booking instructions.

Step 3:

Once the candidate has reviewed the Jurisprudence Exam materials and is ready to take the exam, the candidate should schedule an exam appointment (location and time) with Prometric as soon as possible as seats are limited.

To schedule the exam, visit: www.IQTTesting.com

Candidates will be required to review and agree to Prometric's CBT examination agreement during account creation.

Exam delivery and locations

The College is offered online by [remote proctor](#) and Prometric testing centres.

Collection of candidate information

Prometric collects personal information and is used only by Prometric for the purposes of administering the CVO Jurisprudence Exam. Any and all information collected by Prometric may be shared with the College of Veterinarians of Ontario for the College's regulatory purposes. To review the [privacy policy](#), please see the Prometric website for further information.

Prometric is based in the United States of America (US) and data collected will be stored in the US.

Rescheduling, change exam centre or exam method

To reschedule your exam, change your exam centre or exam method, visit www.IQTTesting.com . Do not cancel your exam. Select 'Schedule/Reschedule and Exam'.

There is a \$35 fee (USD) associated with rescheduling and this is paid by the candidate to Prometric. This fee is applicable to changing the date, exam centre and exam delivery method. Candidates are not permitted to reschedule or cancel a scheduled examination less than five (5) calendar days prior to their scheduled examination, without an approved excuse.

If a candidate fails to appear for their scheduled examination, comes to the test without proper ID, and/or the proper admission letter, the candidate will forfeit the full applicable test fee.

Exam format

The exam is administered online and is proctored. A candidate has a maximum of 3 hours to complete the 110 question multiple choice examination.

Candidates may take unscheduled breaks and leave the exam room or view of the web camera solely for the purpose of using the washroom facilities upon approval by the exam administrator or proctor. Upon their return, the candidate will undergo a security check. The remaining exam time will continue to count down during the break and security check.

Jurisprudence examination blueprint

All candidates are tested on four domains, which cover core jurisprudence areas applicable to all licensed veterinarians practising in Ontario. Questions include situations relevant to all areas of practice, including companion animals, food producing animals, herd health and equine.

The exam is comprised of the following domains and categories. The first chart shows the percentage of each domain represented in the exam. The second chart further defines the exam by category.

<u>Domain</u>	<u>Percentage of Items on Examination</u>
Regulatory Environment	12.8%
Professional Practice	24.5%
Practice Operations	23.6%
Clinical Practice	39.1%

<u>Categories for Questions per Domain</u>	<u>Number of Questions</u>
Regulatory Environment	14
College role and function	3
Accredited facilities	3
Licensure	4
Mandatory reporting	4
Professional Practice	27
Code of Ethics	4
Patient quality of life	4
VCPR	4
Conflict of interest	3

Steering	3
Informed consent	5
Sphere of competence	4
Practice Operations	26
Record keeping	4
Confidentiality and privacy	4
Sale of non-drug products	3
Delegation	4
After-hours care and access to emergency services	4
Telemedicine	3
Controlled substance management	4
Clinical Practice	43
Euthanasia	4
Rabies vaccinations	4
Pain assessment and management	5
Dentistry	4
Diagnostic lab testing	4
Radiation safety	4
Medically unnecessary surgery	3
Provision of services to wildlife	2
Humane animal handling	5
Prescribing	4
Dispensing	4

Preparing for the Exam

Candidates should review all of the Jurisprudence Exam information and all Prometric information that is relevant to test takers before the day of the exam.

Candidates taking the exam in-person should review Prometric's [test centre procedures](#) and the [What to expect on Test Day](#) video. Prometric's test centre regulations can be found [here](#).

Candidates taking the exam with remote proctoring should review the [ProProctor Candidate Information](#), [ProProctor Technical Support](#) and the [What to expect on Test Day](#) video. Prometric's ProProctor User Guide can be found [here](#).

Candidates are responsible for ensuring the physical exam space, hardware, software and technical requirements are provided for, and exam hardware is tested for functionality before the exam date to prevent issues which may result in the need to rebook the exam and having to pay additional fees.

Being well prepared for any examination is the best way to avoid surprises, manage anxiety, and perform to the best of your abilities. In addition to the obvious need to study the materials, there are other things candidates can do to have a good testing experience:

Weeks before the exam:

- Study –
 - Review the listing of test content in the examination blueprint provided in the *Candidate Instruction Guide*. This way you can be sure you know what content will be covered in the exam.
 - Be sure to read and review the material listed in the *Jurisprudence Examination Resources Guide*.
 - Review the sample questions – be sure you're familiar with the kind of test questions that will be asked.
- Be sure your ID for admission to the exam is in order and meets the requirements specified. For example, will your driver's licence expire before your exam date? Have you had a name change or married since your original application?
- If you have a medically confirmed disability or special need, the College will consider your request for testing accommodation. You will need to submit the required documentation as specified in the *Candidate Instruction Guide* no later than 6 weeks before the exam. You should allow time to obtain the required documentation.
- Be sure you have reviewed "Day of the Exam – Processes and Procedures" section of this guide.

Answering Multiple-choice Questions

- The questions will be based on the examination blueprint as listed above, so you will know what to expect.
- Be sure you understand what question is being asked. Note any important details, facts or specifics presented in the question.
- Your task is to select the BEST answer from those listed. Do not concern yourself if a choice you were expecting is not listed.
- You can begin by eliminating choices that are clearly incorrect to you. Then carefully examine each remaining option.

- Do not try to rush through the examination. In reading too quickly you may miss important details that are required to answer the question correctly.
- Be certain that you understand the question being asked.
- Be sure to read all the choices before you select the correct choice. All the choices are written to seem plausible or possible, so you need to read them all in order to select the best answer.
- The questions will be based on realistic scenarios and are not designed to “trick” you. So, don’t overthink your responses.
- Incorrect answers or “distractors” are often based on common misconceptions.
- The questions will be based on the references listed, so be sure the answer you select makes sense when considering the appropriate reference.
- Answer all of the questions, and then go back and review the questions about which you are unsure. Information you read in later questions may jog your memory about content of earlier questions.

Sample Questions

1. While attempting to obtain informed consent, the veterinarian notes that an elderly client is repeating the same questions over and over again. The client seems confused and is unaware of today’s date and the time. How should the veterinarian proceed?
 - A. Establish if the client understands the nature of the condition and the anticipated effects of the treatment options and alternatives.
 - B. Ensure that the client has signed the informed owner consent form and that it’s stored in the medical record.
 - C. Verify that the client information is accurate and that he is the animal’s legal owner, and ensure that the medical record is up to date.

Correct answer is A

2. A client asks a veterinarian to transfer her cat’s medical records to another veterinary hospital. What is an appropriate way to transfer the medical records to the veterinary hospital?
 - A. Send a paper copy using regular mail.
 - B. Ask a client who lives near the hospital to drop off the records.
 - C. Email an encrypted electronic copy to the veterinarian at the hospital.

Correct answer is C

3. A veterinarian who practises in a clinic in a neighbouring town is attending a social event. An individual at the party recently got a puppy and asks her for de-worming medication. How should the veterinarian respond?

- A. Recommend over-the-counter treatments that are available at a local pet store.
- B. Inform the individual that his dog should be assessed by a veterinarian prior to treatment.
- C. Ask the individual to drop off a fecal sample so she can formulate an appropriate treatment plan.

Correct answer is B

4. A veterinary practice has decided to terminate its relationship with a client. How should the practice proceed?
- A. Send a registered letter to the client indicating that all services will be terminated on receipt of the letter and that the practice will send the medical records to a clinic of her choosing.
 - B. A senior partner in the practice should phone the client to explain the practice's position and offer to transfer the medical records to a clinic of her choosing.
 - C. Send a registered letter notifying the client of the date that regular and emergency service are terminating, and that the medical records will be sent to a clinic of her choosing.

Correct answer is C

Day of the Exam

Candidates will be under video surveillance in the testing centres and while online for remote proctoring.

What to Bring

1. Government-issued Identification

Candidates will be required to present one form of valid, government-issued identification which includes a recent, recognizable photograph and signature. The candidate's first and last name on the identification presented at the test centre must match the candidate's first and last name on file with the College.

The proctor may request a second form of photo I.D as additional verification; as such, candidates are advised to consider having two types of photo I.D. readily available on the day of the exam.

This identification must be original as issued (no photocopies or electronic copies), be valid (not expired) and resemble the candidate's current physical appearance.

Examples of acceptable identification include:

- Passport
- Canadian citizenship card
- Driver's license issued in Canada
- International Passport
- Canadian Permanent Resident Card
- Provincial identification card (formerly known as the Age of Majority card)
- Certificate of Indian Status Card (issued on or after December 15, 2009)

Please Note: Provincial health cards are not considered acceptable forms of identification due to [Ontario's health privacy law](#).

2. Prometric Scheduling Confirmation Email

You will be asked to present this to the test centre personnel or proctor.

Note: Candidates must provide proof of COVID-19 vaccination as required by the test centre's jurisdiction. Check with the specific test centre for their policy regarding alternatives to proof of vaccination such as a recent negative COVID-19 test within 48 hours of the exam or proof of legitimate and validated accommodation/exemption (e.g. medical).

Arrival/Set Up

Candidates testing at Prometric Test Centres should plan to arrive at least 30 minutes before the scheduled appointment time, factoring in time for travel, weather conditions and screening measures at the test centre.

Candidates taking a remotely proctored exam should plan to begin the process 15 minutes before the scheduled appointment time, and must ensure their technology is operational prior to the date and time of the exam.

Candidates who arrive or log in after their scheduled appointment time are not guaranteed a seat to take the exam due to potential scheduling conflicts with subsequent Jurisprudence Exam candidates and Prometric's other test takers. The candidate will need to reschedule their exam and additional fees may apply.

Starting the Exam

A brief tutorial with an overview of the navigation and features of the computer-based format of the exam will be available prior to the start time of the exam. Candidates are strongly encouraged to review the tutorial in the time provided before starting the exam.

During the Exam

The exam is 3 hours long.

Candidates will have access to the *Jurisprudence Examination Resources Guide*. It will be provided as an electronic .pdf document.

Candidates will not be able to access the internet, and are not permitted to use any electronic devices including but not limited to phones, cameras, recording devices, wireless headsets/earphones/earbuds, smart watches, fitness trackers and calculators.

There are no scheduled breaks during the examination. Any candidate who wishes to take an unscheduled break must raise their hand and a proctor will sign them out of the test room. When returning, the candidate must sign back in with all security checks. The exam timer on the screen will continue to count down. The exam timer does not stop during an unscheduled break, and candidates do not receive additional exam time.

Technical support on exam day (Remote Proctoring)

If you need support during your exam, you can ask your proctor for assistance through the chat function. If you need further technical support, then scroll to the bottom of the [Prometric ProProctor webpage](#) and you can communicate your issue to the Bot (automated live chat).

If you experience a persistent issue preventing you from reconnecting to Prometric (loss of internet, power outage, etc), contact College staff at 519-824-5600 / 1-800-424-2856 ext. 2228 or 2223 or licensure@cvo.org. College staff are available: Mon – Thu 8:30-4:30 and Fri 8:30-4:00. If you reach staff voice mail, please call the College again to speak with the Receptionist who will try to find a staff person to assist you. We cannot provide a guaranteed response time for support calls and emails placed after business hours.

Illnesses and Extraordinary Personal Circumstances on Examination Day

Candidates are strongly encouraged not to attempt the exam and to reschedule their booking if, prior to the examination, they are ill or have other extraordinary personal circumstances, i.e. bereavement, recent physical injury, etc., that may affect their exam performance.

If illness or another type of emergency arises after launching their examination, candidates must inform the proctor immediately.

Candidates must notify the College as soon as possible if they were unable to complete the exam due to an illness or extraordinary personal circumstance.

Examination-related Issues on Examination Day

If an exam administration incident occurs, the candidate should immediately notify their Prometric proctor so that the issue can be addressed and resolved. Prometric will inform the College of any exam incidents.

If a technical issue occurs (either on the side of the exam host or the candidate) that ends the exam session prematurely the candidate's answers made before the connection was lost will be saved. The exam will need to be rescheduled and the candidate will restart their exam from the beginning.

Candidates must submit any complaints or concerns about any aspect of the examination, i.e. process, technical, administration, etc. to the live proctor on exam day for immediate attention and correction if possible. The complaint or concern will be captured in the video recording and/or the chat log with the proctor.

If you believe an incident was not satisfactorily resolved or that the issue may have impacted your performance, please report this on the post-exam survey before ending the exam session. The College will review all of these reports.

See the exam 'general' and 'appeal' policies at the end of this document for further details.

Before Ending the Exam Session

Candidates will have the option of completing a post-exam survey. We encourage you to provide feedback. Your constructive feedback regarding your experience with the exam will help improve future administrations.

After Ending the Exam Session

Candidates may exit the exam room at any time when they have finished the exam.

The Confidentiality Agreement forbids candidates from discussing the exam with anyone including other candidates they encounter as they exit the exam room and testing centre.

Jurisprudence exam policies

1. General

The candidate is responsible for arranging their exam with Prometric when they are notified that they are eligible to take the exam.

The fee to sit for the exam is \$175 + HST (\$197.75). An application for licensure and payment for the licence application fee and the exam fee must be received by the College before a candidate will be permitted to register for the exam. If a candidate fails to appear for their scheduled examination, comes to the test without proper ID, and/or the proper admission letter, the candidate will forfeit the full applicable test fee.

If a candidate misses a scheduled exam booking for extraordinary reasons, the candidate may write to the Registrar within two weeks providing an explanation as to why the exam was missed and attach appropriate supporting evidence.

2. Testing accommodations

The College is committed to assuring that all persons interacting with the College are able to obtain, use and benefit fairly and equitably from its programs and resources. It is recognized that persons with disabilities or special needs may require accommodation in order to obtain this objective.

A candidate must submit a written request to the College for testing accommodations no later than six weeks before sitting for the exam. The request should include supporting medical documentation and a description of the specific accommodation requested. The Registrar will review the request and consider it for approval. Applicants will be notified and provided with written confirmation of any testing accommodations that are to be provided.

3. Misconduct

Candidates must keep the content of the test and all test items confidential and private before, during and after the exam. Candidates must not discuss, share or reproduce any test items in any manner before, during or after the examination to maintain and protect the security and integrity of the test. Candidates must sign a confidentiality agreement to acknowledge and agree to comply with these security measures.

Prometric employs live proctoring, AI technology, and online monitoring software to prevent cheating and to ensure the security of exam content. Any potential dishonesty or suspicious behaviour is flagged and noted on the candidate's video log file for further review by the College. If cheating is detected at any point, the proctor can shut down the exam session to prevent the behaviour from escalating. If the exam proctor has proof that a candidate has cheated in any way, including giving or receiving assistance or copying test materials, the proctor is authorized by the College to immediately dismiss the candidate from the test.

If a proctor believes that cheating may have occurred, Prometric will report it to College staff who will investigate the occurrence.

In any of the above circumstances the candidate will fail the examination. The candidate may not re-write the CVO Jurisprudence Exam until the matter has been reviewed. The Registrar will refer the candidate's application to the Registration Committee for review.

4. Examination scoring and results

The College sets the pass mark for each exam using the modified Angoff method and statistical equating. This process uses a systematic and documented approach to establishing a defensible pass/fail score for each exam form. This focus group approach asked "judges" (veterinarian attendees) to estimate the percentage of minimally competent, newly credentialed veterinarians who would answer each exam question correctly, considering the mix of Ontario graduates and veterinarians who trained in other provinces and internationally. In addition to this, equating procedures are also conducted to build in consistency of performance expectations over time. The number of exam questions asked and the set passing criteria may change when the exam is refreshed.

Each candidate must meet or exceed the final pass score to successfully complete the exam. A candidate is not compared to any other applicant's performance, and there is no pre-set pass/fail quota for the exam. It is the total score that determines whether the result is a "pass" or "fail."

Each candidate's score will appear on a computer screen after the candidate has submitted the exam. The exam score report will be e-mailed to the College and the candidate's e-mail address on the day the candidate attempts the exam. The score report provides the applicant's scores in each of the categories defined in the examination blueprint.

The College will accept a request from unsuccessful candidates for a re-scoring of the test. The request must be received in writing within two weeks from sitting for the test. The re-scoring will only confirm the accuracy of the data generated by the online test form and total score.

5. Remediation

An applicant of the College, who is required to take the College jurisprudence exam based on the type of licence applied for, is granted a total of 3 attempts to successfully complete the College jurisprudence examination. However, if an applicant is unsuccessful in passing the examination following the second attempt, the applicant must engage in a directed remedial meeting with a chosen College staff member, approved by the Registrar. An applicant will be permitted to attempt the examination for a third time, following successful completion of the directed remediation.

Procedure

Once an applicant has failed the jurisprudence exam the second time, the Principal, Licensure will arrange a directed remedial meeting with the College staff member and the applicant.

The applicant and College staff member will meet (face-to-face, teleconference or other form). The meeting will involve a reflection of exam performance and the following will be discussed:

- a) Identification of problems - the two parties will review and discuss the areas that need improvement as identified in the two exam score reports provided to the applicant at each exam sitting.
- b) Knowledge expected for attempting the exam – review of exam resources guide
- c) Plan for improvement and preparation for the final retake of the exam

Following the direct remedial meeting, the College staff member will notify the Principal, Licensure that the remediation meeting has taken place. The Principal, Licensure will contact the applicant to arrange for the third exam sitting.

If the applicant fails the exam for a third time, the Registrar will refer the application to the Registration Committee for review.

6. Appeals

Candidates who fail the exam and who meet specific criteria and requirements have the right to appeal their results to the Registrar for consideration of another attempt.

If a candidate wishes the Registrar to review the specified circumstances that, in the candidate's opinion, affected the candidate's exam performance, the candidate must submit their request in writing.

The Registrar will not review complaints regarding the content of the exam or possible responses to the questions. Therefore, the content of the exam is not subject to appeal.

The Registrar will consider an appeal only if the candidate claims that a failing result is based on one or more of the following circumstances:

- Illness on the day of examination
- A personal emergency
- Procedural irregularities

If it is confirmed that the correct processes and procedures were followed and appropriate measures were taken during exam when concerns were first raised by the candidate, then no further action is required. If it is confirmed that there were some discrepancies in exam processes or procedures but appropriate actions were taken during the exam, no further action is required. In such cases, the investigation reveals that the measures taken were sufficient enough to have addressed the concerns, and the candidate's performance on the exam should not have been significantly affected.

However, if significant errors or discrepancies in the exam administration or process are confirmed, and that these errors or discrepancies may have potentially affected the candidate's test performance, the exam attempt is waived. The candidate is granted to sit for the exam, the exam is not counted toward the number of attempts, and there is no additional cost.

Questions

If you have any questions about the exam, please contact: licensure@cvo.org or 519-824-5600 ext. 2223 or 2228.