Jurisprudence Examination

CANDIDATE INSTRUCTION GUIDE

If you will be taking the exam on or after Wednesday April 1st, 2020, please use this guide to prepare for the exam.

03/2020 – version

College of Veterinarians of Ontario
2106 Gordon Street Guelph, ON N1L 1G6
519-824-5600 I www.cvo.org

Instilling public confidence in veterinary regulation.

Candidate Instruction Guide
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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. The Jurisprudence Examination Workbook provides an overview of applicable legislation, regulations, College standards, guidelines and policies. The workbook also provides links to reference materials at the end of each chapter that candidates are expected to review.
2. This Jurisprudence Examination Candidate Instruction Guide outlines the steps candidates should take to prepare for the exam and sets out all of the related policies.

Quick facts

- The fee to write the exam is $175.00 + HST ($197.75). The exam fee is applicable to every sitting.
- The duration of the exam is a maximum of 3 hours.
- The exam asks 100 questions. The pass score is 67 correct answers.
- The College has moved to a 3-option multiple choice format 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 and location 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 Workbook including linked documentation before attempting the exam.

Applying to sit for the jurisprudence examination

Candidates must submit the following to apply to write the exam.

- Completed Application for Licensure form https://onlineservice.cvo.org/webs/cvo/application/
- Proof of Identity https://cvo.org/Applicants/Licensure-Process.aspx
- Signed CVO Jurisprudence Exam Confidentiality Agreement www.cvo.org/Confidentiality-Agreement
- Application fee www.cvo.org/Applicant-Fees
- Examination fee www.cvo.org/Applicant-Fees

Once the above has been received, candidates will receive an e-mail confirming their eligibility to take the exam. Candidates are expected to contact the testing facility directly to book a date to sit for the
Providing the testing facility with two weeks notice is generally advised. The exam is offered at College approved proctoring facilities listed below.

ONTARIO

Facility Name: Dewey College
Address: 5889 Coopers Ave, Mississauga, ON L4Z 1P9
Email: info@deweycollege.ca
Phone: 905-897-6668

Facility Name: University of Guelph – Open Learning and Educational Support
Address: 160 Johnston Hall, University of Guelph, Guelph, Ontario N1G 2W1
Email: olexams@opened.uoguelph.ca

Facility Name: Centennial College – School of Advancement Assessment Centre
Address: D2-01 Progress Campus, 941 Progress Ave, Scarborough, ON M1G 3T8
Exam booking information: visit [www.centennialcollege.ca/external](http://www.centennialcollege.ca/external) This is a direct link to the booking page. Candidates are to select option 2 Register Online and then from the drop down select College of Veterinarians of Ontario and select a listing of test dates.
Email: assessmentcentre@centennialcollege.ca
Phone: 416-289-5000 ext. 2598

Facility Name: Algonquin College – Test Centre
Address: 1385 Woodroffe Ave, Ottawa, ON K2G 1V8
Email: testcentre@algonquincollege.com
Website: [http://www.algonquincollege.com/testcentre](http://www.algonquincollege.com/testcentre)
Phone: 613-727-4723 ext. 7079

Facility Name: Carleton University – Testing Centre
Address: CUOL Office, 1125 Colonel By Drive, D299 Loeb Building, Ottawa, ON K1S 5B6
Email: testingcentre@carleton.ca
Phone: 613-520-6677

Facility Name: St. Clair College
Contact Name: Kim Lunansky
Address: 2000 Talbot Rd W, Room 206, Windsor, ON N9A 6S4
Email: klunansky@stclaircollege.ca
Phone: 519-972-2727 ext. 4406

Facility Name: Confederation College
Contact Name: Geraldine Kakeeway
Address: 900 Golf Course Rd, Kenora, ON P9N 3X7
Email: kenoracampus@confederationcollege.ca
Phone: 807-468-3121 ext. 4905
ALBERTA

Facility Name: University of Calgary
Address: External Examination Centre, University of Calgary MacKimmie Block (MB 117) 2500 University Drive NW, Calgary, AB T2N 1N4
Email: exam.centre@ucalgary.ca
Phone: 403-220-6223

BRITISH COLUMBIA

Facility Name: Langara College
Contact Name: Bobbie Morrison
Address: 100 West 49th Avenue, Vancouver BC V5Y 2Z6
Email: invigilation@langara.ca or bmorrison@langara.ca
Phone: 604-323-5323

Facility Name: Vancouver Community College – Assessment Centre
Address: Room 4027-1155 East Broadway, Vancouver, BC V5T 4V5
Email: assessments@vcc.ca
Phone: 604-871-7093

MANITOBA

Facility Name: Brandon University
Contact Name: Val Rodgers
Address: Financial & Registration Services, 2nd Floor, Clark Hall, 270 18th Street, Brandon, MB R7A 6A9
Email: rogers@brandonu.ca
Phone: 204-727-9735

NEW BRUNSWICK

Facility Name: Crandall University
Contact Name: Jessica Grimes
Address: Stultz Hall, 333 Gorge Rd, Suite 143, Moncton, NB E1G 3H9
Email: jessica.grimes@crandallu.ca
Phone: 506-858-8970 ext. 153

NOVA SCOTIA

Facility Name: Acadia University
Address: 38 Crowell Drive, Wolfville, NS B4P 2R6
Phone: 902-585-1434

PRINCE EDWARD ISLAND

Facility Name: Holland College
Contact Name: Tanya Jackson
Jurisprudence examination blueprint

The exam is administered online and is proctored. A candidate has a maximum of 3 hours to complete the 100 question multiple choice examination. 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.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Percentage of Items on Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td></td>
</tr>
<tr>
<td>Scope of Practice</td>
<td></td>
</tr>
<tr>
<td>Information Management</td>
<td></td>
</tr>
<tr>
<td>Professional Accountability</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Categories for Questions per Domain</th>
<th>Number of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td>32%</td>
</tr>
</tbody>
</table>

NOTE: Test takers must pay a proctoring fee directly to Holland College in order to take the test at this location. Please keep your receipt and submit it to CVO licensure staff for reimbursement.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinarian-Client-Patient Relationship</td>
<td>7%</td>
</tr>
<tr>
<td>Advertising</td>
<td>3%</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>3%</td>
</tr>
<tr>
<td>Informed Owner Consent</td>
<td>7%</td>
</tr>
<tr>
<td>Mandatory Reporting</td>
<td>2%</td>
</tr>
<tr>
<td>Euthanasia</td>
<td>8%</td>
</tr>
<tr>
<td>After-Hours Care and Access to Emergency Services</td>
<td>2%</td>
</tr>
</tbody>
</table>

**Scope of Practice** 39%

<table>
<thead>
<tr>
<th>Topic</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabies Vaccinations</td>
<td>5%</td>
</tr>
<tr>
<td>Pain Management</td>
<td>3%</td>
</tr>
<tr>
<td>Delegation to an Auxiliary</td>
<td>8%</td>
</tr>
<tr>
<td>Complementary and Alternative Medicine</td>
<td>2%</td>
</tr>
<tr>
<td>Compounding Veterinary Drugs</td>
<td>3%</td>
</tr>
<tr>
<td>Drugs (non-compounding)</td>
<td>10%</td>
</tr>
<tr>
<td>Veterinary Dentistry</td>
<td>3%</td>
</tr>
<tr>
<td>Ordering Lab Tests</td>
<td>3%</td>
</tr>
<tr>
<td>Telemedicine</td>
<td>2%</td>
</tr>
</tbody>
</table>

**Information Management** 20%

<table>
<thead>
<tr>
<th>Topic</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Requirements</td>
<td>12%</td>
</tr>
<tr>
<td>Retention and Release of Records</td>
<td>5%</td>
</tr>
<tr>
<td>Confidentiality and Privacy</td>
<td>3%</td>
</tr>
</tbody>
</table>

**Professional Accountability** 9%

<table>
<thead>
<tr>
<th>Topic</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized Practice</td>
<td>2%</td>
</tr>
<tr>
<td>College Processes</td>
<td>3%</td>
</tr>
</tbody>
</table>
Preparing for the Exam

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** –
  - Use the learning method that works best for you. Schedule enough time to cover the material well. If you learn best by listening, you may want to record key points in a recorder to play back at a later time. You may want to ask others to ask you questions about the material.
  - 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 Workbook*, including links to the reference materials at the end of each chapter.
  - Most people find that more frequent, shorter study sessions are more effective than long, uninterrupted periods of study.
  - Review the sample questions – be sure you’re familiar with the kind of test questions that will be asked.
  - Since you are allowed to bring a paper copy of the *Jurisprudence Examination Workbook* into the exam, it will be helpful for you to become very familiar with its contents and where things are located.
  - While you will not have time to look up each question during the exam, you should study the references in the *Jurisprudence Examination Workbook* so that you can answer most questions and only look up a few questions for which you can’t recall the answer.
- Be sure your ID for admission to the exam is in order and meets the requirements specified in the *Candidate Instruction Guide*. 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 is pleased to 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.

The day before the exam:

- Get a good night’s sleep.
- Be sure you know the directions to the test facility.
- Be sure your car is ready to operate (and has plenty of gas!)
• If you are driving, be sure you know where you will park, and be sure you have change or a debit card for any required parking meters or devices.
• Prepare your clothing – be sure to dress in layers, as temperatures in testing facilities can vary, and you want to be comfortable.

On the Exam Day:

• Arrive 30 minutes early
• Bring the original government-issued photo identification that you submitted to the College with your application for licensure.
• Bring a paper copy of the Jurisprudence Examination Workbook (during the exam you will not be allowed to access this document online.)
• Bring a watch, and keep track of your time during the test. If watches are not allowed, be sure you know where the clock is located in the testing room.
• Avoid excessive fluids or a big breakfast. You want enough food to “keep you going” during the test, but you also want most of your bloodflow directed to your brain and not your stomach!
• Avoid distractions – For example, if you have contact lenses that sometimes bother you, then you may want to wear your glasses instead.
• Become familiar with test procedures, exam directions and computer interface.
• Manage your time. Mark questions about which you are unsure. Answer all the questions on the exam first, and then return to those questions that you want to review. Reading questions may remind you of something that will help you answer an earlier question.
• As there is no penalty for guessing, be sure to mark an answer for every question, even if you are not sure of the answer.

Answering Multiple-choice Questions

• The questions will be based on the examination blueprint as listed above, so you will know what to expect.
• It is most important that you read each question and all the choices carefully.
• 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.
  • Sometimes choices will include several elements – the best answer will include the most correct elements. For example:
• Considering the color wheel shown here, which of the following colors are most similar?
  a. Green, red, yellow
  b. Purple, yellow, orange
  c. Blue, red, yellow
  d. Red, purple, orange

Discussion:

a. Green is opposite red on the color wheel, therefore dissimilar. Yellow is 4 spaces away from red on the color wheel.

b. Is the second best answer. Purple, yellow and orange are all on the same side of the color wheel, and red is contained in both purple and orange. However, they are not as close together on the wheel as purple, red and orange. This is a good example of a choice that might be selected in error if you did not read all the choices.

c. Blue, red and yellow are primary colors all equally spaced apart on the color wheel. If the candidate did not read the question carefully, this might be an attractive choice, since blue, red and yellow are often seen listed together as primary colors.

d. Is the correct choice – Red, purple and orange are next to each other on the color wheel. Red is a primary color included in both purple and orange.

• 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.
• There is not a scoring correction for guessing, so be certain that you answer ALL questions, even if you are not sure of the answer.
• 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

Jurisprudence exam policies

1. General

The College provides a list of approved proctored testing sites. The candidate is responsible for arranging his/her exam with one of the approved sites when he/she is notified that he/she is eligible.

The fee to sit for the exam is $175 + HST ($197.75). An application for licensure and payment for the licence application and the exam fee must be received prior to registering for the exam. The cost of the exam fee is charged for every attempt whether the candidate is in attendance or not.

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, attach appropriate evidence and include the request for rescheduling.

Candidates should arrive at the testing facility at least 30 minutes before the start of the exam, unless otherwise notified by the College, to register and confirm identification. A refund will not be issued if the applicant is too late to write the exam.

Upon arriving at the testing facility, candidates must present the proctor with a piece of valid, government-issued photo ID. The ID must contain your full first name and last name, as well as your signature. The proctor will verify that the name on your ID matches the name entered in the CVO examination portal. If the candidate does not produce the required identification, the candidate will not be permitted to sit for the exam and the fee will not be refunded.

Candidates may bring into the testing room a paper copy of the College’s Jurisprudence Examination Workbook and may refer to this document during the exam. Candidates may NOT use any materials other than the Jurisprudence Examination Workbook during the exam. Materials not allowed in the testing room include:

- any book or materials other than the Jurisprudence Examination Workbook; and
- electronic communication devices including, but not limited to, calculators, cell phones, pagers, tablets and laptops.
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. The organization will provide and strive to exceed the required accommodation experience when evident or requested.

A candidate must submit a written request 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.

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, the proctor will report it to College staff who will investigate the occurrence.

In any of the above circumstances the candidate will receive a fail mark. 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. 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. 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 workbook
c) Plan for improvement and preparation for the final retake of the exam

Following the direct remedial meeting, the College staff member and the applicant will sign off on a form confirming that the remediation has been successfully completed and that the applicant can proceed with the final exam attempt. The College staff member will send this form to the Principal, Licensure. 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 re-sitting.
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 at the 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 at 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 sitting 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: Lindsay Sproule, Principal Licensure and Professional Corporations at lsproule@cvo.org or 519-824-5600 ext. 2228.