

Canadian Fertility and Andrology Society Exam Orientation

ART Lab Exam

About the Virtual Exam

- The Assisted Reproductive Technology (ART) Laboratory Exam is the certification program for professionals working in Assisted Reproductive Technology Laboratories in Canada. It was developed by the ART Laboratory Special Interest Group (ART Lab SIG) of the [Canadian Fertility and Andrology Society \(CFAS\)](#) and Touchstone Institute.
- Results from the examination take up to eight weeks to process and are sent directly to the referring body, who will communicate the results directly to the examinee.

Format of The Exam

Virtual knowledge based Multiple Choice Question (MCQ) Examination

→ A series of multiple choice questions

→ Timing:

→ Registration and authentication: approximately 45 minutes

→ Exam length: 2 hours

→ Total exam time: Approximately 2 hours and 45 minutes

→ Examinees will be provided with the following to complete the MCQ:

- Set-up guide (sent via email)
- Functions and Features Guide (sent via email)

COVID-19 Exam Content

- > Examinees will **not** be assessed on their knowledge of COVID-19.
- > COVID-19 is not a factor in any exam content or question. It does not need to be considered.
- > No changes have been made to the exam blueprint during the COVID-19 pandemic.

Professional Conduct

- **Behaviour that disrupts the delivery of the exam** in any way including, but not limited to: challenging site administration staff directives, questioning exam policies and procedures, making disruptive comments about the exam, or other behavior that the examination staff considers disruptive or discourteous will be **documented and shared with the referring body**.
- Examinees who continue to exhibit disruptive behaviour after being warned will be **removed from the exam**.

Confidentiality

Upon registration for this exam, examinees were expected to read, understand and sign the Exam Conduct Agreement.

This document confirms examinees will not disseminate or reveal to others any content of the examination. This means exam content **cannot** be discussed or disclosed with others at any time, in any way, even after the exam is over.

Examples include, but are not limited to:

- sharing exam content with future examinees
- posting case information or exam questions online

Any breach in confidentiality of exam materials may lead to disciplinary and legal measures, including invalidating examinee results.

Please review Touchstone Institute's Ethical Exam Behaviour webpage by clicking below:

[Click here for webpage](#)

Exam Incident Reporting

- Incident: Anything that happens that is not an intended part of the exam, and may affect examinee's performance or scores.
- Examinees who experience an incident during the MCQ must:
 - Notify proctoring staff using the chat function prior to leaving the exam, OR call the hotline within 1 hour of completing the exam: (647) 204-2315
- An incident report must be completed **online** by the examinee within 48 hours. A link will be provided via email (only to those who have communicated an incident to staff)
- It is **prohibited** to send incident reports by email, it must be done via the link.
- Site staff may also ask proctors or relevant staff to complete a report to assist with the investigation process.
- Examinees who have completed an incident report can expect to receive an email response within 8 weeks of the examination date.

Exam Incident Reporting

Exam Discontinuation

- If examinees begin to feel unwell during the exam, they should notify exam staff immediately.
- If examinees have started the exam and do not wish to continue or are unable to, exam staff will document their early departure in an incident report.
- Examinees will be required to complete an incident report online within 48 hours, in addition to a discontinuation form. A link will be provided to do so.
- The incident report will be shared with the referring body.

Exam Incident Reporting

Technological Issues

- If an examinee is experiencing technological issues, they will be required to follow the steps below:
 - 1. Try to log back in using the exam day link if disconnected
 - 2. If unable to reconnect, check cell phone to see if a text was received (a text will be sent from Touchstone Institute in the event of a system-wide technical issue, in which case do NOT call the hotline)
 - 3. If no text was received, call the hotline immediately: (647) 204-2315
 - 4. Complete an incident report within 48 hours of the exam. Staff will provide a link to this

Examination Logistics

Identification Requirements

- Examinees will be required to verify their identity on the scheduled exam dates by showing personal identification that includes a photo and signature to the camera.
- The assigned proctor will confirm that the ID:
 - Matches the examinee
 - Is the same ID used during the pre-exam systems check, or shows identical name (including spelling) that examinee used for registration
- Acceptable forms of identification include:
 - Passport
 - Canadian Permanent Resident or Citizenship Card
 - Canadian Driver's License
 - Canadian Health Card
 - Canadian Identification Card

Prohibited Items

→ The following items are **not** permitted to be in the room where examinees will take the exam:

- ✗ Any electronic devices aside from the computer being used for the examination (i.e. smartphones, tablets, laptops)
- ✗ Recording devices of any kind
- ✗ Exam material or writing utensils (paper, notes, books, pens etc.)
- ✗ Watches of any kind (smartwatches, digital, analog)
- ✗ Additional people or pets
- ✗ Purses/bags
- ✗ Hats

Permitted Items

→ The following items are permitted to be in the room during the exam:

- ✓ Tissues
- ✓ Lip balm
- ✓ Mints/lozenges
- ✓ Medication needed for a medical condition
- ✓ Water (in a clear container such as a glass, or bottle with the label removed)
- ✓ Small snack
- ✓ Mouse and mouse pad

System Requirements

The following requirements must be met in order to participate in the exam:

- Access to a computer (desktop or laptop). This exam cannot be taken on a tablet or mobile device.
- Computer must be hooked up to only one screen and must be connected to a power source.
- External or built-in webcam.
 - Examinees must be able to move their webcam in order to show their surroundings

System Requirements

- > Strong and reliable high speed internet connection of at least 10 Mbps download and 1 Mbps upload ([please click here to conduct a speed test](#) to confirm connection speed)
 - > Hard wired Ethernet connection is strongly recommended to reduce the risk of interruption to internet connection ([click here for more information](#) on connecting to internet via Ethernet)
 - > If Ethernet connection is not possible, examinees should ensure they have a strong Wi-Fi signal where they will take the exam
 - > Other household members should not use the internet to stream videos or take up bandwidth with other online activities during the exam
- > Up to date operating system: Windows 7+ or Mac OSX 10.10+
- > Google Chrome internet browser

Environmental Requirements

A proctor will confirm that examinees meet these requirements by conducting a room scan prior to the start of the exam:

- A quiet, private space with a table and chair to ensure confidentiality of exam
- No prohibited items
- No other programs or tabs open on the computer
- No content that could potentially provide an unfair advantage during the exam, including anything posted on walls or within the immediate area
- Pockets are empty

Note: Touchstone Institute reserves the right to ask examinees to perform a room scan at anytime during the examination if deemed necessary.

Virtual Protocols & Rules

- Choose a brightly lit room if possible, with minimal items in the background to limit distraction
- Avoid sitting in front of a window- this will make the picture appear dark
- Minimize the risk of others opening the door to the exam space and being in the camera frame by sitting across from any doorway. Consider placing a sign on the door while the exam is in session.
- Ensure the camera is on a steady surface to prevent shaking
- Look at the screen while answering MCQ questions
- Ensure a comfortable position is maintained throughout the day to avoid excessive movement while on camera

Washroom Breaks

- Exam Staff must be notified, and confirm washroom requests before examinees leave the room.
- Examinees must keep their online session open and video on at all times, audio will be muted by staff until the examinee returns.
- Breaks will be logged and a room scan may be required once the examinee returns.
- **No additional time will be given for breaks. Examinees are encouraged to use the bathroom prior to the exam start.**
- Examinees are encouraged to limit washroom use to 1 break once the exam is in progress.
- MCQ responses will be monitored for any suspicious patterns or changes following breaks.

Multiple Choice Question Exam (MCQ)

MCQ Participants & Roles

Note: Communication during the MCQ will take place via the chat (text) function.

- > Examinee: Completes MCQ questions independently. Camera remains on at all times and examinees can communicate with the proctor via the chat if needed. There will be no subject matter experts available to answer or clarify any content related questions.
- > Proctors: Proctors will be monitoring examinee's live webcam feed and computer screen. Proctors may periodically ask questions or instruct examinees to perform a specific task if exam protocols are not being followed.
- > There will be audio and video recording of the examinees for the duration of the exam. Please keep your audio and video on for the entire exam.

Preparing for the Registration and Security Process

- Have government issued identification ready.
- The authorization process will require examinees to take a picture of themselves and a picture of their identification with the webcam.
- Examinees will be asked questions by the proctor via the chat function to verify understanding of environmental requirements to take the exam.
- Once an examinee has been authorized, they will be directed back to the dashboard of the MCQ exam. Examinees will then be asked to conduct a room scan by the proctor through the chat function.

Exam Dashboard

- When the examinee is being authorized, they will be asked to hide (not close) their small "screen sharing" window.
- When examinees are on the dashboard prior to the exam, they will be met with a proctor via chat who will conduct the 360 degree room scan.
- Once the room scan is complete, examinees will be provided with a PIN that will allow them to access the exam.
- Examinees are not permitted to close the small "screen sharing" window or they will automatically be removed from the exam. If that happens, they should contact Touchstone Institute immediately for instructions.

Losing Connection

- > If an examinee loses connection, the following actions must be taken:
 - > Log back into the exam. The authorization process and room scan will need to be completed again. The MCQ Exam will have paused and examinee answers will automatically be saved. Examinees may be granted extra time equivalent to what may have been lost due to a connection failure.
 - > If an examinee cannot log back into the exam, they are allowed to retrieve their cell phone to call the exam day hotline.

Security Scan

- Before the exam starts, the proctor will introduce themselves through the chat box.
- **Examinees will not see or hear the proctor during the exam and the main form of contact will be the chat**
- Once the proctor has introduced themselves, examinees will be asked to do a security scan via the chat.

IMPORTANT:

- The time allotment of 2 hours and 45 minutes includes the time it requires to complete the security scan. Examinees have been allotted enough time to complete the MCQ exam.
- If the security scan takes more than 5 minutes, an incident report will be completed and the examinee may be granted more time to complete the MCQ exam.

Security Scan

Room Scan:

- > Examinees will be asked to do a 360 degree scan of their testing space.
- > This ensures there are no recording devices or other people in the room, including pets.
- > Examinees must move their camera slowly in a complete circle to show the entire space.

Desk Scan:

- > Examinees will be asked to show a camera view of their desk and workspace where they will be conducting the exam.
- > This is to ensure there are no recording devices or other prohibited items present.

Security Scan

Pocket Scan:

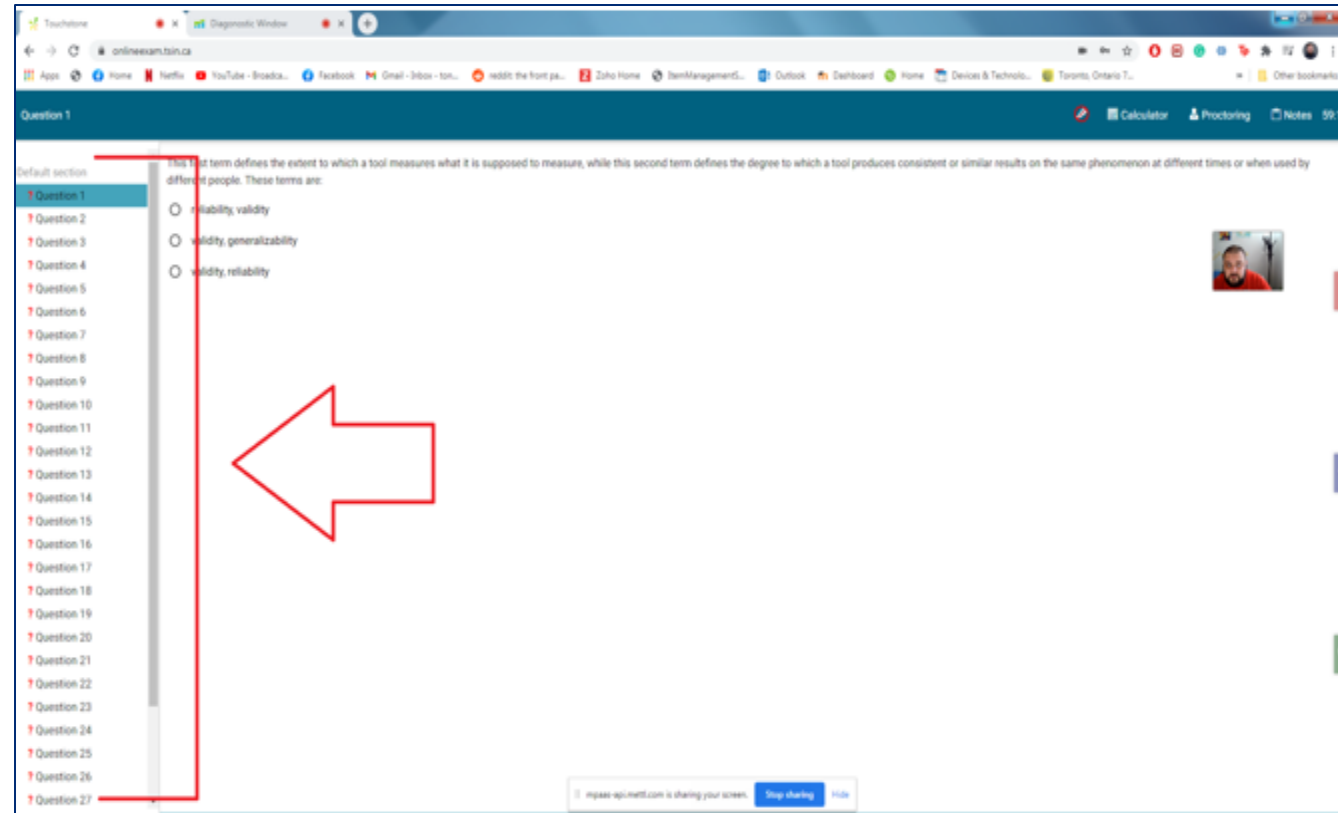
- Examinees will be asked to remove all items from their pockets and show that their pockets are empty.
- When prompted, examinees must stand up and move the camera to show each pocket being pulled out.
- If they do not have pockets, examinees must let the proctor know. Examinees will still need to show the proctor proof of no pockets through the webcam.
- Once completed, the proctor will message examinees with confirmation.

MCQ Overview

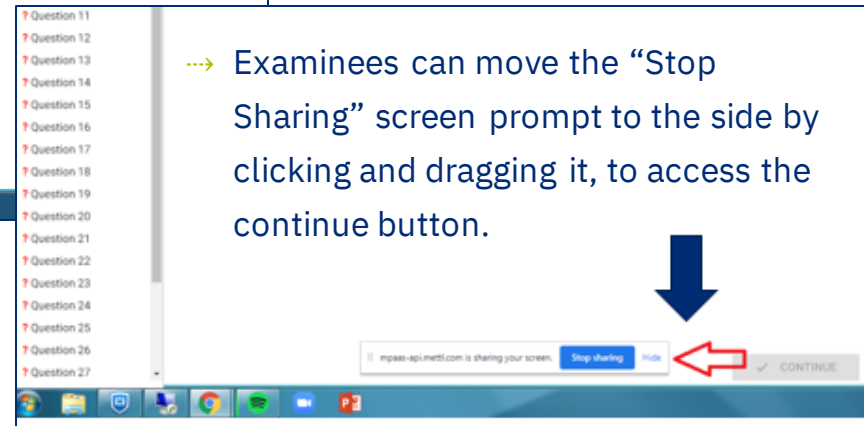
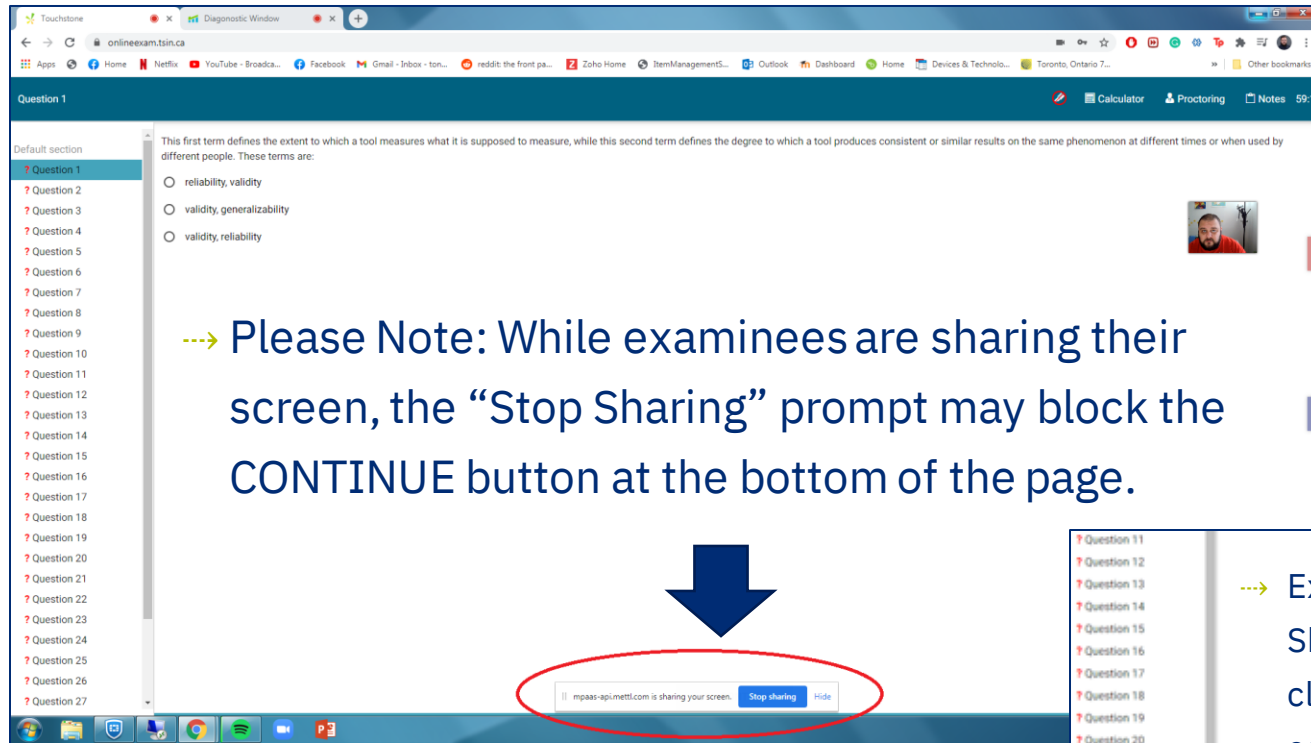
- When the proctor has completed the Security Scan, the examinee will be prompted to begin the exam.
- Examinees should read the questions carefully and select the best answer to each question.
- Time will be announced on the screen (in text) when there are 30, 15, and 5 minutes remaining. A visual notification will also display at 3 minutes remaining.
- Once 120 minutes (2 hours) has passed, examinees will be prompted to submit their exam.
- Examinees may choose to submit their exam and leave if they finish before time is up.

Exam Start Screen Part 1

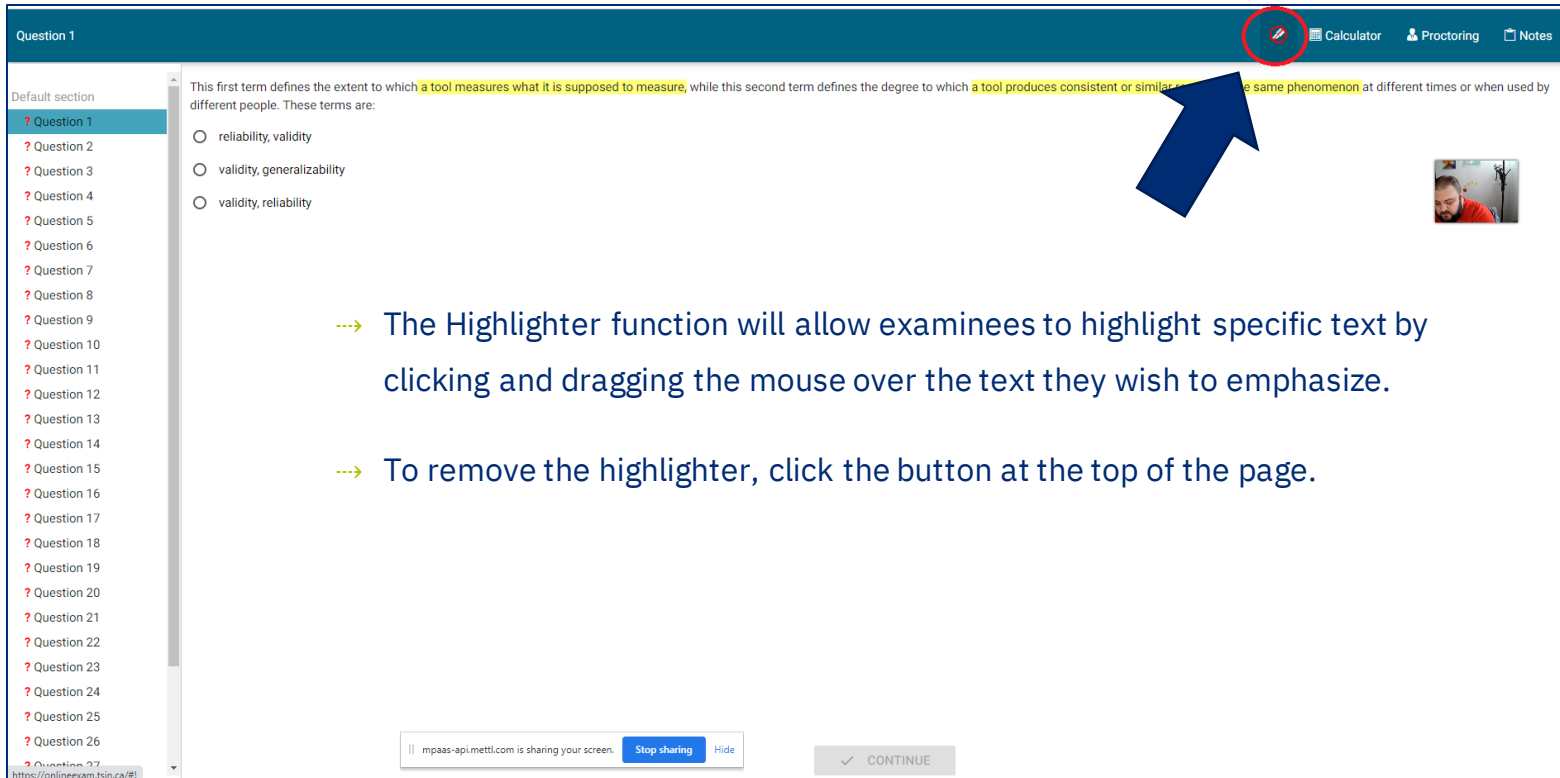
- This is the exam home screen. The exam questions will be listed on the left hand side.
- Scroll down to answer all questions within this area of the exam.



Exam Start Screen Part 2



Highlighter Function



Question 1

Default section

? Question 1

? Question 2

? Question 3

? Question 4

? Question 5

? Question 6

? Question 7

? Question 8

? Question 9

? Question 10

? Question 11

? Question 12

? Question 13

? Question 14

? Question 15

? Question 16

? Question 17

? Question 18

? Question 19

? Question 20

? Question 21

? Question 22

? Question 23

? Question 24

? Question 25

? Question 26

? Question 27

Calculator Proctoring Notes 5

This first term defines the extent to which a tool measures what it is supposed to measure, while this second term defines the degree to which a tool produces consistent or similar results over time or when used by different people. These terms are:

reliability, validity

validity, generalizability

validity, reliability

Calculator Proctoring Notes 5

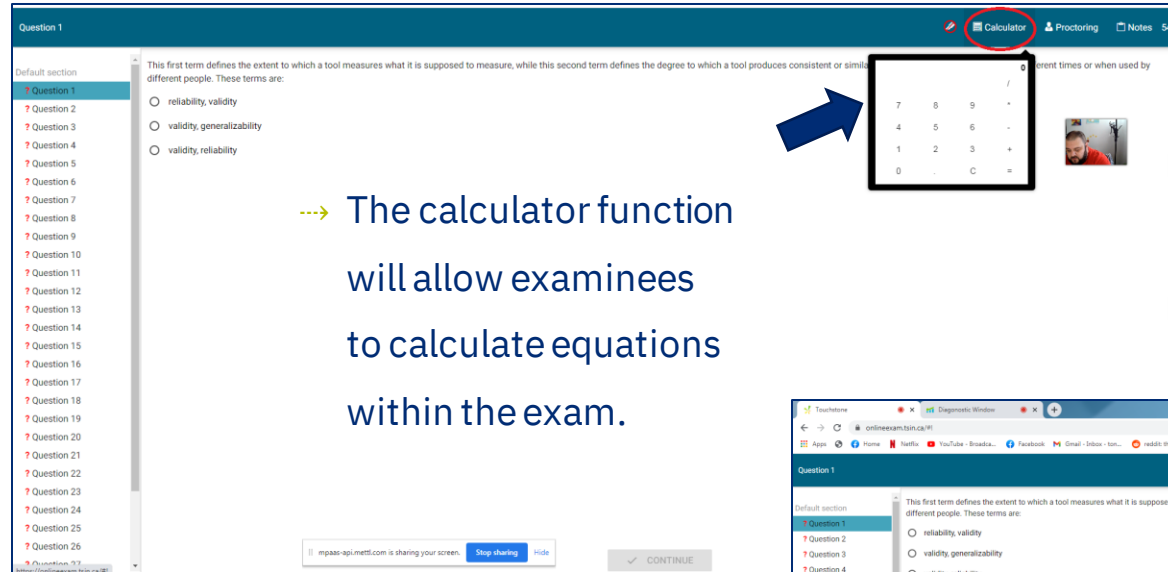
mpaas-api.mettl.com is sharing your screen. Stop sharing Hide

CONTINUE

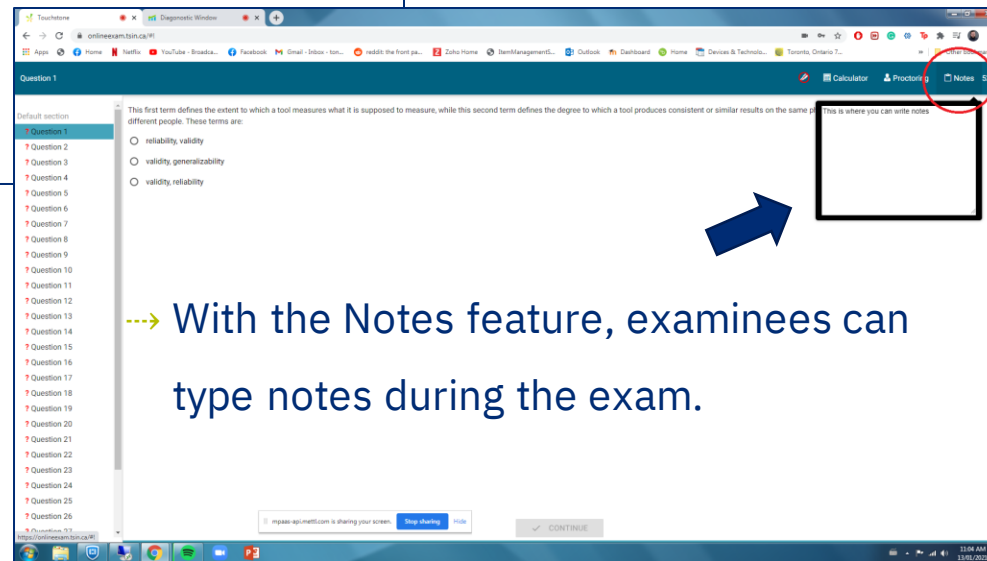
https://onlineexam.tsin.ca/#/

- The Highlighter function will allow examinees to highlight specific text by clicking and dragging the mouse over the text they wish to emphasize.
- To remove the highlighter, click the button at the top of the page.

Calculator & Notes

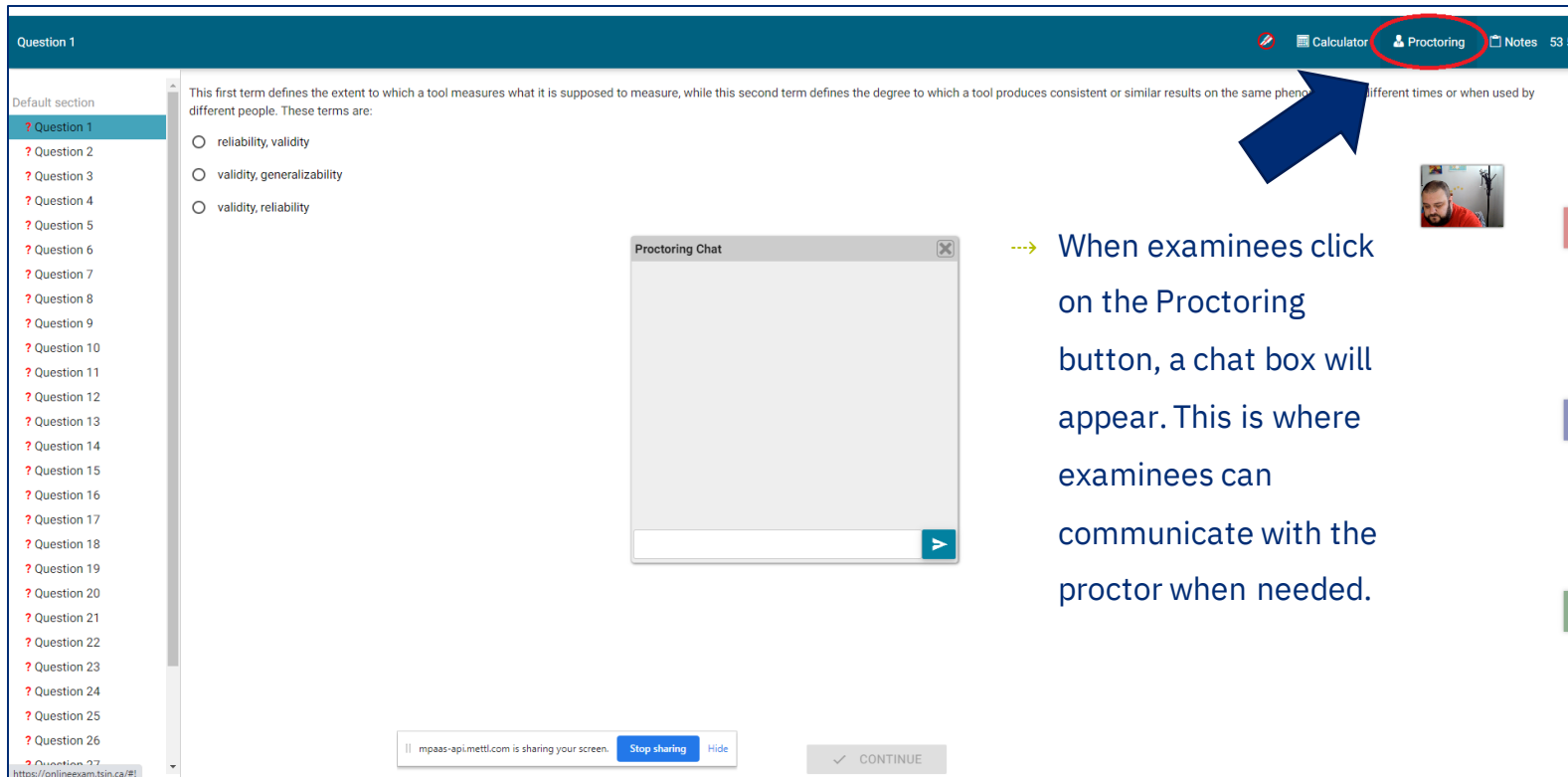


→ The calculator function will allow examinees to calculate equations within the exam.



→ With the Notes feature, examinees can type notes during the exam.

Proctoring Chat



The screenshot displays an online exam interface. At the top right, there are icons for Calculator, Proctoring, and Notes. The Proctoring icon is circled in red, and a blue arrow points to it. Below the Proctoring icon, a small video feed shows a person. A 'Proctoring Chat' window is open in the center, showing a text input field and a send button. The main question area contains a paragraph of text and three radio button options. At the bottom, there is a status bar with a 'CONTINUE' button and a notification that 'mpaas-aplmettl.com is sharing your screen'.

Question 1

Calculator Proctoring Notes 53 5

Default section

This first term defines the extent to which a tool measures what it is supposed to measure, while this second term defines the degree to which a tool produces consistent or similar results on the same phenomenon different times or when used by different people. These terms are:

- reliability, validity
- validity, generalizability
- validity, reliability

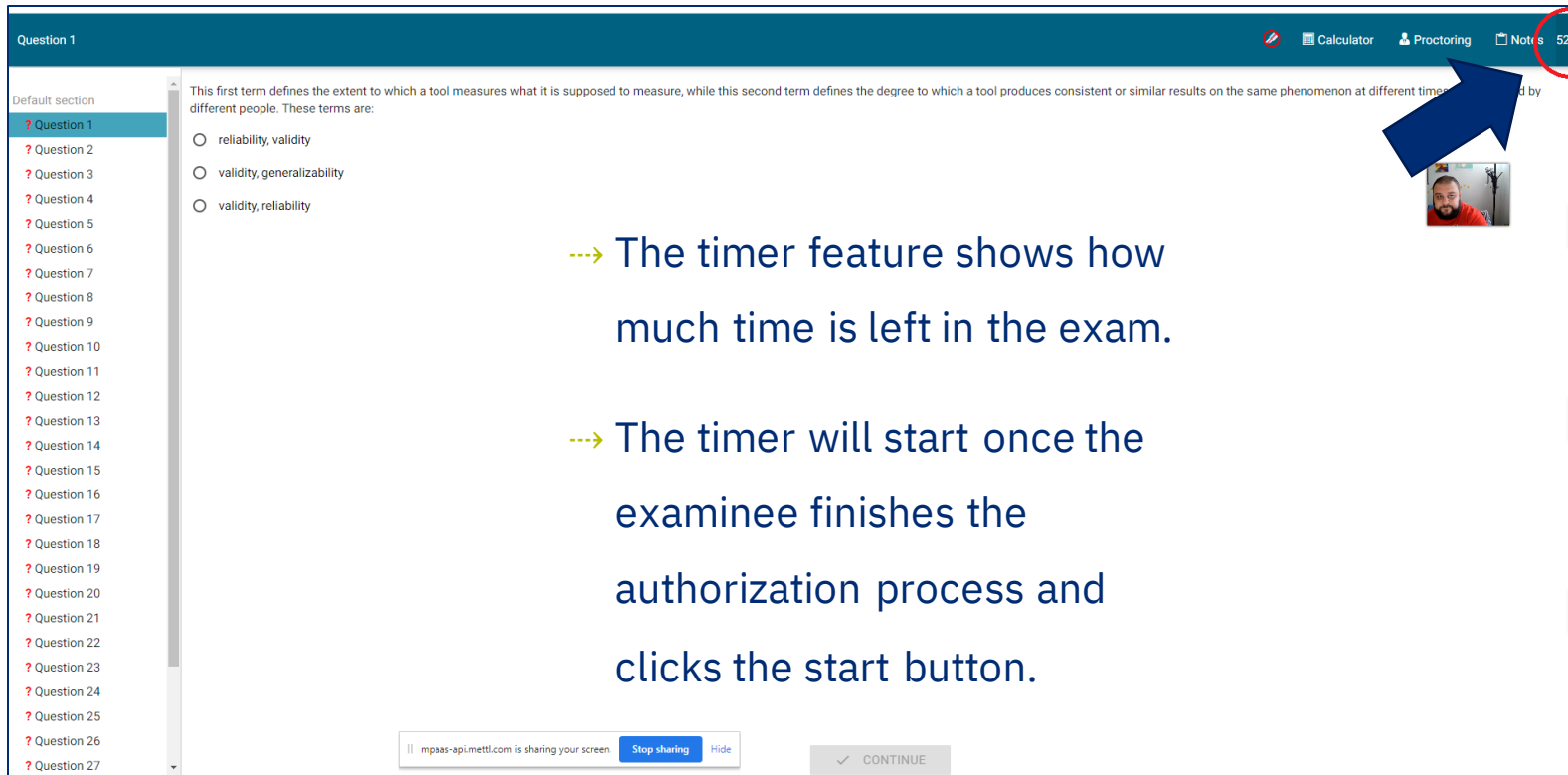
Proctoring Chat

When examinees click on the Proctoring button, a chat box will appear. This is where examinees can communicate with the proctor when needed.

mpaas-aplmettl.com is sharing your screen. Stop sharing Hide

CONTINUE

Timer



The screenshot shows an online exam interface. At the top right, there is a timer displaying '52:30'. A blue arrow points to the timer. The main content area shows a question about reliability and validity. The bottom of the screen has a 'CONTINUE' button and a sharing notification.

Question 1

Default section

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 11

Question 12

Question 13

Question 14

Question 15

Question 16

Question 17

Question 18

Question 19

Question 20

Question 21

Question 22

Question 23

Question 24

Question 25

Question 26

Question 27

This first term defines the extent to which a tool measures what it is supposed to measure, while this second term defines the degree to which a tool produces consistent or similar results on the same phenomenon at different times and by different people. These terms are:

reliability, validity

validity, generalizability

validity, reliability

Calculator Proctoring Notes 52:30

mpaas-api.mettl.com is sharing your screen. Stop sharing Hide

CONTINUE

---> The timer feature shows how much time is left in the exam.

---> The timer will start once the examinee finishes the authorization process and clicks the start button.

Bookmarks

→ Examinees can tag questions using multiple bookmarks.

→ To remove a bookmark, examinees must click the question they have attached the bookmark to, then click the assigned bookmark icon for that question and it will be removed.

The screenshot shows a web browser window with a list of 27 questions on the left. The main area displays 'Question 1' with a text prompt and three radio button options: 'reliability, validity', 'validity, generalizability', and 'validity, reliability'. A red arrow points to the bookmark icon next to 'Question 1' in the list. Another red arrow points to the bookmark icon next to 'Question 1' in the main view. A third red arrow points to the bookmark icon next to 'Question 2' in the main view. A fourth red arrow points to the bookmark icon next to 'Question 3' in the main view. A fifth red arrow points to the bookmark icon next to 'Question 4' in the main view. A sixth red arrow points to the bookmark icon next to 'Question 5' in the main view. A seventh red arrow points to the bookmark icon next to 'Question 6' in the main view. A eighth red arrow points to the bookmark icon next to 'Question 7' in the main view. A ninth red arrow points to the bookmark icon next to 'Question 8' in the main view. A tenth red arrow points to the bookmark icon next to 'Question 9' in the main view. A eleventh red arrow points to the bookmark icon next to 'Question 10' in the main view. A twelfth red arrow points to the bookmark icon next to 'Question 11' in the main view. A thirteenth red arrow points to the bookmark icon next to 'Question 12' in the main view. A fourteenth red arrow points to the bookmark icon next to 'Question 13' in the main view. A fifteenth red arrow points to the bookmark icon next to 'Question 14' in the main view. A sixteenth red arrow points to the bookmark icon next to 'Question 15' in the main view. A seventeenth red arrow points to the bookmark icon next to 'Question 16' in the main view. An eighteenth red arrow points to the bookmark icon next to 'Question 17' in the main view. A nineteenth red arrow points to the bookmark icon next to 'Question 18' in the main view. A twentieth red arrow points to the bookmark icon next to 'Question 19' in the main view. A twenty-first red arrow points to the bookmark icon next to 'Question 20' in the main view. A twenty-second red arrow points to the bookmark icon next to 'Question 21' in the main view. A twenty-third red arrow points to the bookmark icon next to 'Question 22' in the main view. A twenty-fourth red arrow points to the bookmark icon next to 'Question 23' in the main view. A twenty-fifth red arrow points to the bookmark icon next to 'Question 24' in the main view. A twenty-sixth red arrow points to the bookmark icon next to 'Question 25' in the main view. A twenty-seventh red arrow points to the bookmark icon next to 'Question 26' in the main view. A twenty-eighth red arrow points to the bookmark icon next to 'Question 27' in the main view.

→ Examinees have 3 options to bookmark questions they may want to come back to.

→ The bookmark that is selected (ribbon, star or heart) is what will appear next to the question.

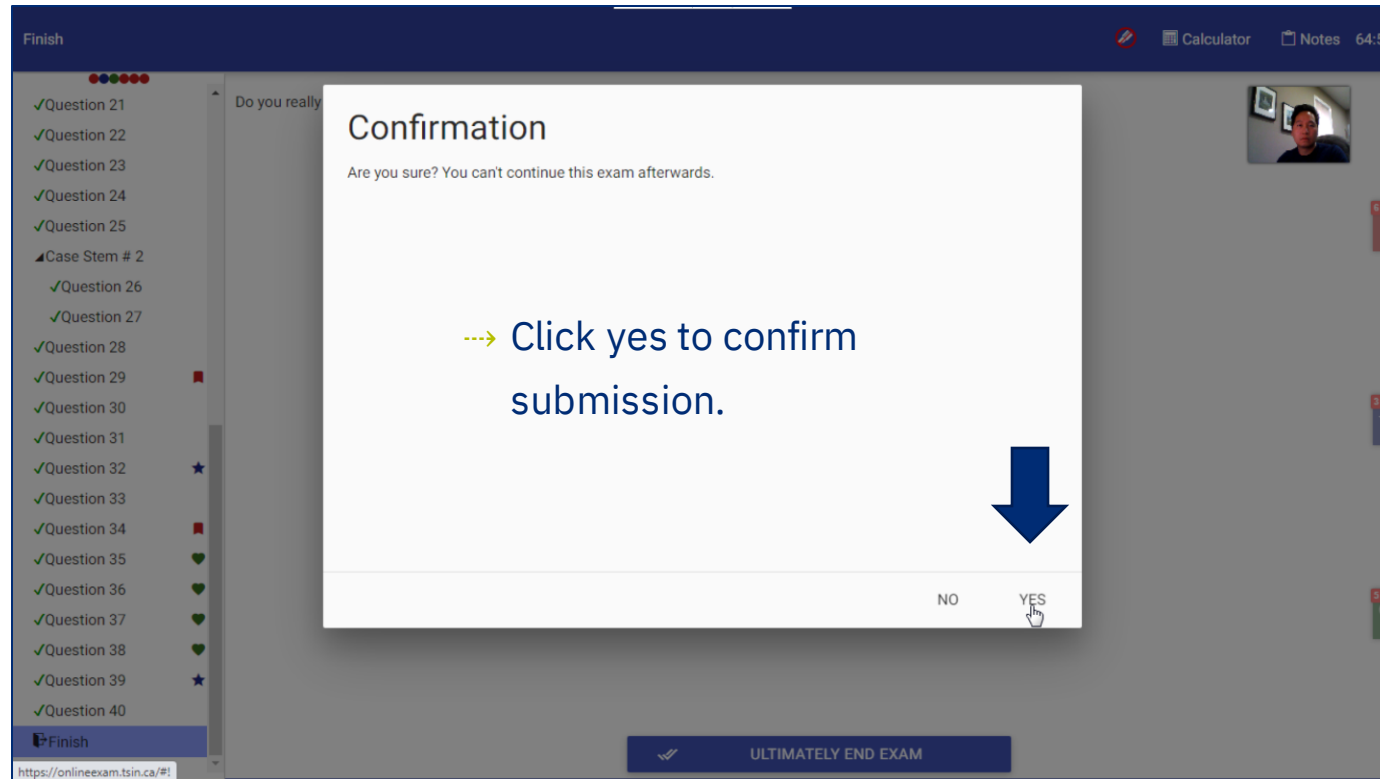
Submitting the Exam

Do you really want to end the exam?
There are 30 unanswered question(s).

---> When examinees have finished the exam and want to submit, they must click the “Ultimately End Exam” button.

ULTIMATELY END EXAM

Submission Confirmation



MCQ Sign Out Procedure

- Close the browser to end the exam session.
- This will automatically end the screen sharing, camera and microphone permissions.
- Examinees do not need to inform the proctor that they have finished the exam. They will see examinees exit from their monitoring stations.

General Reminders

- A quiet, private space is required for the exam, free of any additional people or pets
- Ensure all technology requirements are satisfied
- Log into the exam by your scheduled arrival period and have ID ready
- Any incident reports must be completed online via the link. It is prohibited to send them by email
- Ensure the hotline number is saved and easily accessible if needed: **(647) 204-2315**
- Professional conduct should be maintained throughout the exam
- Exam content cannot be discussed or disclosed with others at any time

Thank You

Our Vision

Public
confidence in
professional
competence.

Our Mission

To excel in providing competency
assessment and education
services that meet professional
and societal needs.

TOUCHSTONE
INSTITUTE
COMPETENCY EVALUATION EXPERTS