

Guidelines for CAMRT's CPD Examinations and Policy

The following are guidelines to help better understand the CAMRT's CPD examination process and to help prepare for our online examinations. It is mandatory to review all of these exam details (time window, exam access, exam length, etc.) **before the exam day**. The guidelines are also available in the learning management system (see left-hand side: *Exams - Full Length/Challenge – Exam Resources*).

The CAMRT has partnered with our learning management system provider, **SmarterU**, to manage, monitor and administer the examination process. They provide technical support on exam day.

Contact cpd@camrt.ca with any questions & camrt@smarteru.com for exam-day assistance.

Exam Access

You will not be able to access the exam until your **scheduled exam day**, however you will be able to see that the exam has been assigned to you before the exam. The exam will become available the day before the exam so that you can look through the instructions, but you won't be able to access the questions until the exam period opens on the exam date.

To access SmarterU, please click the *Final Exam* button available in your CAMRT course or challenge exam profile. Clicking this button will automatically take you to the exam platform without having to sign in. If you cannot access your CAMRT profile, you can login to [SmarterU page](#) directly. In SmarterU, you will see the exam under My Enrolled Courses on the main page, but can also access it from the Exams page.

You should test the system in advance of the exam day. For more details, see the end of this document.

You must have submitted all assignments by their deadlines or in advance of the early exam deadline (whichever is earlier), or you will receive a grade of zero on all unsubmitted assignments.

Important Exam Day notes:

- ★ **You must start and complete the entire exam within the published exam time window.** Other online examination dates/times will not be made available. Please see this page for the exam dates and time window for each. If you have signed up for multiple exams, you must complete them all before the exam time window closes. See [this page](#) for the exam dates and time window for each.
- ★ **The last slide of the instructions preceding the exam will require that you review and agree to the [CAMRT's Academic Integrity Policy](#) in order to access the final exam.** To review the policy beforehand please go to this page. You are bound by these policies, please ask cpd@camrt.ca in advance of the exam date if you have questions.

Exam Accommodations or Questions

Either before or immediately after registration, if you require accommodations or time extensions, contact cpd@camrt.ca for assistance. We reserve the right to reschedule your exam if you do not contact us at least four weeks prior to the scheduled exam date, to allow for review of the required documentation and decisions to be made. Requests are not guaranteed, but will be accommodated wherever possible. Please review our guidelines below for more information on our guidelines for accommodations.

Personal or Technical Problems

Reach out to us in advance of your exam date/time, whenever possible, if you have any concerns about being able to complete your exam. **Candidates are strongly encouraged to withdraw prior to the exam or transfer to the next exam sitting if, prior to the exam, they have a technical or personal circumstance that may affect their performance on exam day** (including but not limited to: bereavement, family emergency or chronic health condition).

At any time on the day of your exam, if you do not feel that you are able to continue for extenuating personal or technical reasons, reach out to camrt@smarteru.com and cpd@camrt.ca with a description of your concern right away. Please do not complete the exam in the above circumstances (i.e. if SmarterU is unable to solve your technical issue sufficiently). It is better for us to reschedule a transfer into another exam writing session for you, than for you to attempt an exam in compromised conditions.

Please remember: circumstances that are known in advance (i.e. a need for an exam accommodation, a family illness known before the exam date, or a poor internet connection) must be communicated in advance of the exam to CPD, and a failure to appropriately communicate exam needs will not be considered for an appeal of exam grade or request for a rewrite.

Exam Day Procedures

At any time during the time window on exam day, you may access, complete and submit your examination.
Note:

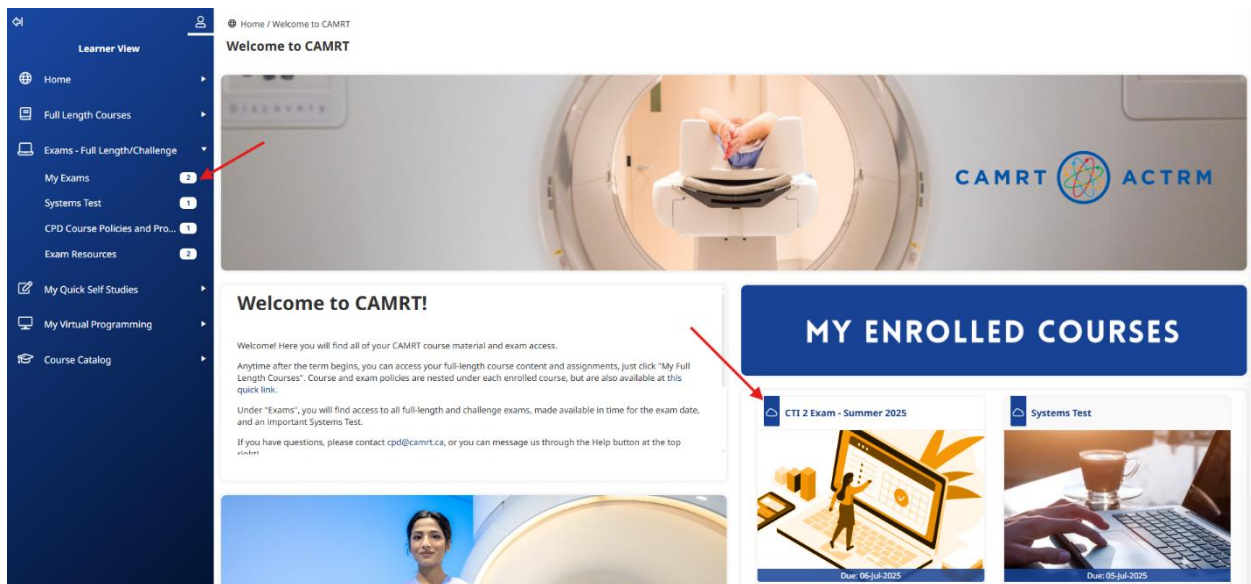
- Before you launch the exam, clear your browser history and cookies.
- Remember to convert the time window to your time zone.
- The clock starts as soon as you access the first exam question. You must start and complete your exam before the window closes.
 - Once the time lapses, access to this exam is restricted and it will be automatically submitted. This does not include additional time provided to complete an examination evaluation.
 - If you begin your exam too late into the exam window, your exam will be automatically submitted when the exam window closes OR when you run out of time, whichever comes first,
 - e.g., if on the exam date the window closes at 2300hrs Eastern and if your exam is 2 hrs in duration, be sure to start your exam *prior to* 2100hrs Eastern. Your access will be cut off at 2100hrs Eastern.
- Failure to log in at all will require you to contact the CAMRT for available options.

- If your computer crashes or malfunctions during the exam, you will be able to log back in, however the timer will continue to countdown, so be sure to log back in as quickly as possible. You will be taken back to where you last left off, however some information may have been lost. If this is the case, carefully review all exam questions before submitting. If you are unable to log back in, contact camrt@smarteru.com for exam day assistance immediately and you will be assisted.
- Ensure that you are completing your work **independently** on exam day. Remember that you are bound by our integrity standards and we will follow up on suspicious exam day actions or results.

To access the exam on your scheduled exam day, follow these steps:

1. From the CAMRT profile or on the SmarterU platform:
 - a. Select the My Exams tab in the left-hand menu on the *Learner Dashboard* (you can also access your exam through *My Enrolled Courses*)
2. Select your course/exam's name to access that exam:
 - a. If the Exam window is open, click the "Start" button
 - b. If the Exam window is NOT open, you will see a "Not Available" button
 - c. If you believe that you are within the Exam window, and the button still displays "Not Available", please click the "Refresh" button, to reset and see if the window has opened.

Please note the last slide of the instructions preceding the exam will require that you review and agree to the CAMRT's Academic Integrity Policy before you can access the final exam.



Exam Submission

If the exam is entirely multiple-choice, you should get an automatic confirmation of the exam submission by email immediately following the completion of the exam.

If your exam has short/long answer questions, these must be graded by the instructor. The exam will show as *waiting for grading* after completion.

If you would like to confirm the successful submission of your exam, please contact camrt@smarteru.com for assistance.

CPD Exam Accommodation Guidelines

Guidelines:

- Candidates with protected characteristics are entitled to reasonable accommodation in testing arrangements that provide for fair and valid assessment. CAMRT will consider any testing accommodation requests that are supported by sufficient information and ensure that the integrity of the exam remains intact. CAMRT supports reasonable and appropriate modifications to the exam procedures to accommodate candidates under the applicable human rights legislation.
- The accommodation provided should not place a candidate with protected characteristics at an advantage or disadvantage in undertaking the exam as compared to non-accommodated candidates.
- Note on Language: Administration of the exam under alternate conditions will not be granted to candidates whose first language is neither English nor French for the sole reason that their first or primary language is one other than English or French. CPD exams are available in English, only. A short exam time extension will be considered for those whose first language is not English.
- Note on Other Accommodations: CPD exams are completed online in a location chosen by the learner. CAMRT will accommodate reasonable modification of the testing conditions that is necessary to allow a candidate to overcome a barrier to equitable participation on the exam, with the recognition that our ability to effectively influence the environment of an online exam is limited. Exam time extensions are the most offered accommodation.

Definitions

- *Accommodation*: This is defined as any reasonable modification of the testing conditions of the CAMRT CPD exam that is necessary to allow a candidate to overcome a barrier to equitable participation on the exam that is caused by a professionally recognized diagnosis of a disability, impairment, condition or disorder (or any other ground listed in the Canadian Charter of Rights and Freedoms (the “Charter”) or provincial human rights legislation)
- *Disabilities*: Most accommodation requests that CAMRT receives are made based on the protected characteristic of disability. Candidates with disabilities who may be entitled to accommodation are individuals who: Have a temporary or permanent professionally diagnosed physical impairment, or persistent cognitive, psychological, sensory or learning impairment, or any condition that is defined as a disability under the applicable human rights legislation; and can show that their ability to write the exam would be clearly impacted as a result of their disability.

Systems Test:

The Systems Test will be accessible the Monday prior to the [early exam date](#).

To ensure your computer can access and process your online examination, a Systems Test will be provided. This is a simple online test that includes all question formats that may be on your exam. Guidelines for ease of use are also provided. It is recommended to take a few minutes to complete this test for two important reasons:

- To ensure your computer will allow access on exam day and that your browser has no plug-ins that might interfere with the exam (such as adware).
- To become familiar with the possible question formats during the exam.
- This Systems Test is accessed on the SmarterU LMS, under the Systems Test tab in the left- hand menu.
- Due to the Systems Test having a Long Answer question, completion will not be immediate – this question must be reviewed by Support to complete the System Test for the user. Once reviewed, usually within 24 hours, the Systems Test will become available again.

Note that the question content on the Systems Test is not indicative of the question content that will be on your exam.

CAMRT is not responsible for any difficulties in accessing and/or submitting your examination on exam day if the Systems Test was not attempted.

To Access the Systems Test

1. Go to [the CAMRT portal](#) and log into your profile with your email and password
2. Click on: My CPD
3. Select: My Full-Length Programs or My Challenge Exams
4. Click arrow to the right of course title to expand the content
5. To access the Systems Test, click the exam button available in your course profile
6. The link will take you directly to your account on the SmarterU platform. Go to the Systems Test tab in the left-hand menu on the “Learner Dashboard” and click on the Start button beside “Systems Test”.

Clearing your browser memory/”cookies”

Before you start the exam, please clear your browser’s cookies.

- If you are using Google Chrome or Firefox, you can delete your browser cookies and cache by pressing Ctrl + Shift + Delete.
- For Internet Explorer go to Tools (that is the gear icon) – Internet Options – Browsing History – Delete.
- After clearing the cookies, please close ALL browser windows and reopen a new browser window, and then log into the exam.
 - If the Exam window is open, click the “Start” button to begin your exam. If the Exam window is NOT open, you will see a “Not Available” button.
 - If you believe that you are within the Exam window, and the button still displays “Not Available”, please click the “Refresh” button, to reset and see if the window has opened.

System Requirements

The computer system requirements to access your exams are as follows.

Acceptable browsers:

- Microsoft Edge (minimum version 88) Google Chrome (minimum version 86) Mozilla Firefox (minimum version 83)
- Operating System (minimum version): Windows 7; iOS 12.5; Apple (desktop) 10.12; Android 7
- RAM: 128MB for basic, 256MB recommended
- Video Card: Windows-compatible display with at least 800dpi x 600dpi resolution
- Minimum Screen Size: height - minimum 20 cm (8 inches);
- Recommended Screen Size: height - minimum 30 cm (12 inches)
- Screen readers: JAWS 2020; NVDA 2020.1; VoiceOver 15.
- See this page for more information: <https://support.smarteru.com/docs/en/scorm-browser-support>

The CAMRT does not recommend or support the use of any hand-held device on exam day.

Please note the **Safari** browser is not an acceptable browser since it might not properly display images and videos in the exam, if any.

Technical Contact Information: Should you experience access issues on exam day, please contact SmarterU at camrt@smarteru.com during your open window period. SmarterU strives to get back to you as quickly as possible to resolve your issue during the exam period.

Should you be unable to write the exam on your scheduled date please contact CAMRT at cpd@camrt.ca.

Length of Examinations (maximum)

REMINDER

If your **computer crashes** or **malfunctions** during the exam, you will be able to log back in but *the timer will continue to count down*, so be sure to log back in as quickly as possible. You will be taken back to where you left off, however some information may have been lost. If this is the case, carefully review all exam questions before submitting. If you are unable to log back in, contact camrt@smarteru.com immediately. Failure to log in at all will require you to contact the CAMRT for available options.

Course	Maximum (regular) length in hours
Artificial Intelligence Breast Imaging 1 Breast Imaging 2 Chest Image Dosimetry 1 Dosimetry 2 Dosimetry 3 Fundamentals of Quality Management Human Factors in Patient Safety Interventional Radiology 1 Interventional Radiology 2 Introduction to Pharmacology Introduction to Research Pharmacology in Cancer Care Sectional Anatomy 1 Sectional Anatomy 2	2 hours each
CT Imaging 1 CT Imaging 2 CT Imaging 3 CT Imaging 2 – Radiation Therapy CT Imaging 3 – Radiation Therapy	2 hours and 15 minutes each
Challenge Exam: CT Sectional Anatomy Exam (CT certificates requirement)	2 hours and 15 minutes
Challenge Exam: Vascular Anatomy Exam (CIR requirement)	2 hours
Imaging Breast Pathology	2 hours and 30 minutes
Leadership Skills PET Theory and Clinical Applications for PET/CT	3 hours