

FAQs for the May 2022 Common Final Exam (CFE) (for writers in Ontario only)

Updated May 5, 2022

The information in this document is current as of May 5, 2022. As public health and safety guidelines continue to evolve, the information in this document is subject to change. This information is applicable to students writing the May 2022 CFE in Ontario only.

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34. Which version of the Competency Map will align with the May 2022 CFE?
35. What is Folio Views?
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37. I am an international student studying in Canada. If I return to my home country and am unable to return to Canada in time to write the CFE due to travel restrictions, will I be granted accommodations so that I can still write the exam this year?

1. How will the May 2022 CFE be delivered?

Candidates will write the May 2022 CFE in-person at multiple hotels across the country in the usual cities where examination centres were held in the past. Each candidate will be assigned their own hotel room for the duration of the examination. Within each room, candidates will have access to their own washroom and writing desk. Candidates will be provided with CPA-issued laptops that will have Word, Excel, and Folio Views installed (Surpass will not be used on this CFE).

During the examination, hotel room doors will remain open and the writing desks will be visible from the hallway. Candidates and their invigilator or IT proctor, as required, will be the only persons permitted to access the rooms.

Candidates will not be allowed to sleep in the rooms in which they write their examination but will have the option of booking another hotel room if they wish to stay at the same hotel.

2. ***UPDATED*** What are the health and safety measures that will be in place for the May 2022 CFE?

Each region will have their own health and safety measures in place for the May 2022 CFE. For writers in Ontario, this will include the following requirements:

- Provide proof of full-vaccination or proof of a negative COVID-19 test at the exam centre on the first day you are writing the CFE. See FAQ 3-9 below for further details and requirements.
- Wear a mask when entering and exiting the CFE venue. Note that while writing in your individual hotel room you will not be required to wear your mask, unless an invigilator or IT proctor is required to enter your room.
- ***Updated***: Answer on-site health screening questions each day upon arrival at the CFE venue. Refer to the [Ontario COVID-19 self-assessment tool](#) for the questions that will be asked. **If a writer answers yes to any of the questions, they will be required to present proof of a negative COVID-19 PCR lab test or rapid antigen test administered at a pharmacy or by a public health testing site in order to write the exam.**

3. Will I be required to be vaccinated to write the May 2022 CFE?

To provide our candidates and staff with a safe environment for the exam, we will follow the provincial public health guidelines, and in many cases, we will exceed the public health guidelines. Writers attending the May 2022 CFE must provide either proof of full vaccination or proof of a negative COVID-19 test prior to being admitted to the exam centre.

4. Will you grant medical/religious exemptions to the vaccine requirement?

We understand that some candidates remain unvaccinated due to medical or religious exemptions. Vaccination will not be required to write the May 2022 CFE; however, candidates who are not fully vaccinated for any reason will be required to provide proof of a negative COVID-19 test.

5. What is considered fully vaccinated?

To determine if you are considered fully vaccinated within Ontario, please visit [the Government of Ontario's proof of COVID-19 vaccination webpage](#).

For ease of reference, the chart below sets out the date by which writers must have received their last dose to be considered fully vaccinated:

First date of writing	Last dose date deadline
May 25, 2022	May 11, 2022
May 26, 2022*	May 12, 2022

**Those only writing Day 2/3.*

6. What if I am not fully vaccinated and I cannot be tested for COVID-19?

If you are not fully vaccinated and cannot be tested for COVID-19 please contact cfe@cpaontario.ca.

7. What documentation do I need to provide if I am fully vaccinated?

Accepted proof of full vaccination will be the enhanced vaccine certificate with QR code and a piece of government-issued photo identification.

If you do not have the enhanced vaccination certificate with QR code, your proof of full vaccination must include government-issued vaccination receipts having the following information:

- your legal name matching your government-issued photo identification
- date of last dose
- name of the vaccine(s) you received

If you received your vaccine in Ontario and cannot locate your government-issued receipt, you can download a copy from the Ministry of Health [website](#).

Documentation will be verified on site at the exam centre on your first day of writing. Do not send documentation of your proof of vaccination to CPA Ontario. Writers who fail to comply with these requirements, including forgetting documentation or being unaware of the requirements, will not be allowed to write the CFE and accommodations will not be made.

8. What type of negative COVID-19 test will be accepted?

Proof of a negative COVID-19 PCR lab test or rapid antigen test administered at a pharmacy or by a public health testing site will be accepted.

At-home COVID-19 tests will not be accepted as your name and the date of test cannot be verified.

You must take the test within two days of your first writing, for ease of reference, the chart below sets out the earliest date by which writers must be tested for COVID-19:

First date of writing	Earliest COVID-19 test date
May 25, 2022	May 23, 2022
May 26, 2022*	May 24, 2022

**Those only writing Day 2/3.*

Please plan accordingly and visit your local assessment centre, pharmacy or community lab to have the COVID-19 test administered. We strongly encourage writers to take the COVID-19 test on the earliest day possible. CPA Ontario will not be responsible for any delays in processing test results, so writers are encouraged to confirm the processing time with their chosen testing centre in advance. Writers will be responsible for the cost of obtaining the COVID-19 test.

Writers who test positive for COVID-19 or who have not received their COVID-19 test results by their first day of writing will not be permitted to write the CFE and will need to withdraw from the exam and enroll in a later offering.

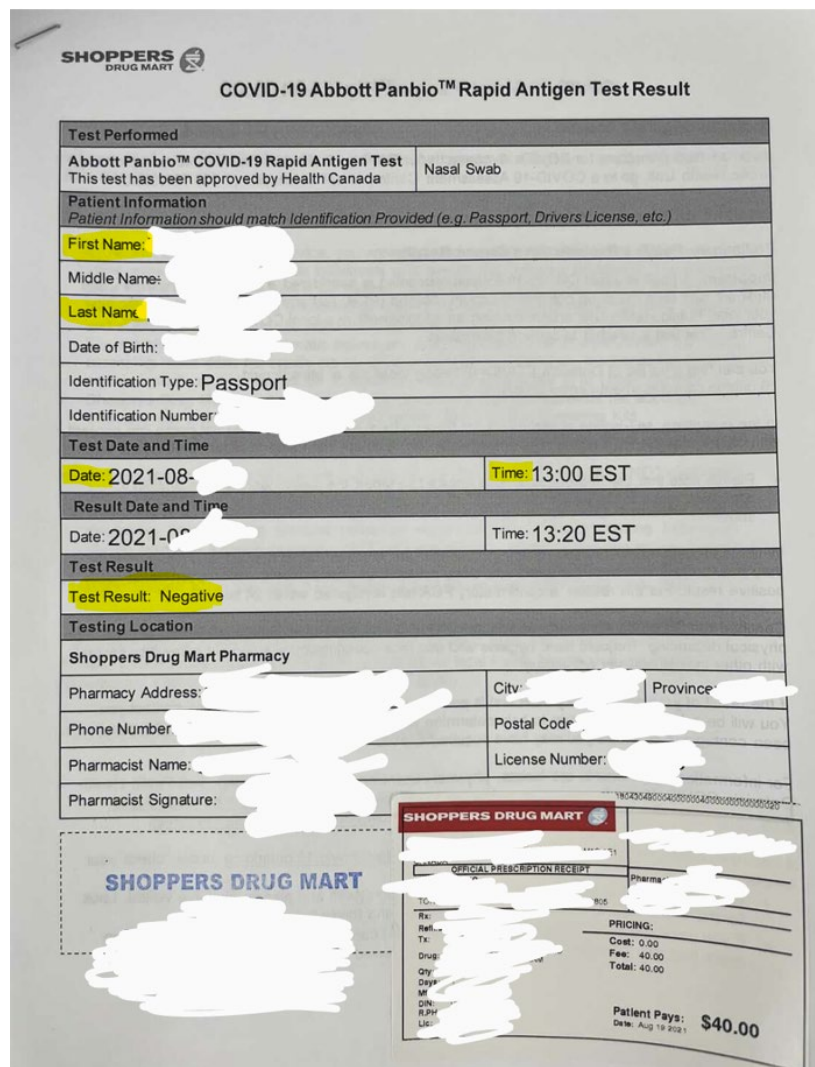
9. What documentation do I need to provide if I am planning to provide a negative COVID-19 test?

You must provide a piece of government-issued photo identification, and your proof of a negative COVID-19 test must include the following information:

- your legal name matching your government-issued photo identification
- date and time of the test
- the test result

Documentation will be verified on site at the exam centre on your first day of writing. Do not send documentation of your proof of negative COVID-19 test to CPA Ontario. Writers who fail to comply with these requirements, including forgetting documentation or being unaware of the requirements, will not be allowed to write the CFE and accommodations will not be made.

A sample proof of negative test is below for your reference, required information that will be verified on site is highlighted in yellow:



SHOPPERS DRUG MART

COVID-19 Abbott Panbio™ Rapid Antigen Test Result

Test Performed	
Abbott Panbio™ COVID-19 Rapid Antigen Test <small>This test has been approved by Health Canada</small>	Nasal Swab
Patient Information <small>Patient Information should match Identification Provided (e.g. Passport, Drivers License, etc.)</small>	
First Name:	[Redacted]
Middle Name:	[Redacted]
Last Name:	[Redacted]
Date of Birth:	[Redacted]
Identification Type:	Passport
Identification Number:	[Redacted]
Test Date and Time	
Date: 2021-08-[Redacted]	Time: 13:00 EST
Result Date and Time	
Date: 2021-08-[Redacted]	Time: 13:20 EST
Test Result	
Test Result: Negative	
Testing Location	
Shoppers Drug Mart Pharmacy	
Pharmacy Address:	City: [Redacted] Province: [Redacted]
Phone Number:	Postal Code: [Redacted]
Pharmacist Name:	License Number: [Redacted]
Pharmacist Signature: [Redacted]	

SHOPPERS DRUG MART

OFFICIAL PRESCRIPTION RECEIPT

TO: [Redacted] 805

Rx: [Redacted]
Ref: [Redacted]
Tx: [Redacted]
Drug: [Redacted]
Qty: [Redacted]
Days: [Redacted]
M: [Redacted]
DR: [Redacted]
RPH: [Redacted]
LIC: [Redacted]

PRICING:
Cost: 0.00
Fee: 40.00
Total: 40.00

Patient Pays: \$40.00
Date: Aug 19 2021

10. Are the staff that will be working at the CFE also required to be vaccinated?

All staff that will be contracted to work at the May 2022 CFE are required to be fully vaccinated against COVID-19.

11. Will I be required to wear a face mask at all times?

You will be required to wear a face mask when you arrive at the hotel as well as when traveling within the hotel's common areas (lobby, elevator, hallway). You are permitted to remove your face mask when you are alone in your hotel room, however, you will be required to put it back on if an invigilator needs to enter your room.

12. My province no longer requires mask indoors. Why do I still need to wear a mask to write the CFE?

Although provincial rules vary regarding masks, the CPA profession has decided that, at a minimum and regardless of provincial mask mandates, all candidates and exam centre staff continue to be required to wear masks when arriving at hotels and throughout the exam, with the exception of candidates when they are alone in their hotel rooms. Requiring masks at our CFE locations is one way to maintain the safety of candidates and exam centre staff.

13. Can I bring my own personal protective equipment?

When you arrive at the hotel, you will need to wear your own face mask. You will also be allowed to bring your own hand sanitizer. The profession will have alcohol wipes, disposable face masks, and gloves available once you are on your floor, which you can request and use at your discretion as needed.

14. What are the safety measures that will be in place for the laptops?

All laptops will be disinfected prior to distribution. Alcohol wipes will be available that you can use to clean your laptop, if you choose. The laptops will stay in your hotel room for the duration of the examination.

15. What are the procedures for candidates with visible seasonal allergies or other conditions that exhibit COVID-like symptoms?

It is recommended that candidates who have visible seasonal allergies, or other conditions which would make them appear ill on the day of the examination, contact cfe@cpaontario.ca to discuss their situation prior to writing the CFE.

16. Will there be measures to ensure that candidates who test positive for COVID-19 are prevented from writing the CFE?

Candidates are expected to demonstrate ethical behaviour and follow public health guidelines if they test positive for COVID-19. This may include isolating until symptoms have resolved. Candidates who are unable to write their exam due to a positive COVID-19 diagnosis should contact cfe@cpaontario.ca for information on their next steps.

17. How will you prevent congestion when using the hotel elevators?

Staggered start times and arrival process will be in place to prevent congestion in hotel lobbies and elevators. If elevators are required to be used there will be signs indicating the number of candidates per elevator.

18. Who can candidates contact to discuss accommodations under applicable human rights laws in connection with the May 2022 CFE?

The CPA profession is committed to meeting its obligations under applicable human rights laws in its administration of the May 2022 CFE. Candidates who require an accommodation on the basis of disability or any other prohibited ground of discrimination are encouraged to refer to the [CPA Canada website](#).

19. Does the profession envision continuing to write exams in individual hotel rooms beyond the May 2022 CFE?

The delivery approach for future examinations, including the CFE, is being assessed as the public health and safety guidelines continue to evolve. Due to the importance of the CFE, extraordinary measures have been put in place to deliver the exam in-person throughout the pandemic. As we see restrictions lifting across the country, we expect all exams, including the CFE, will move back to the previous in-person format of exam halls.

20. Can I select which hotel I will write the May 2022 CFE?

No. Due to the complexity of planning for the May 2022 CFE, hotels will be preassigned to each candidate by their provincial/regional CPA body. The hotel you are assigned to write the CFE will be in the city you selected when you registered for the CFE. By April 28, 2022, candidates will be notified of the hotel in which they will write the CFE.

21. *UPDATED* How do I book a personal hotel room for an overnight stay?

The hotels being used as exam centres for the May 2022 CFE, including information on booking an overnight stay, are available on the CPA Ontario website. Please refer to the email you received on April 14, 2022 for the link to this information.

Writers are encouraged to be aware of final booking times for discounted rates. **Rooms for overnight stays are not being held for CFE writers and are available on a first-come-first-served basis depending on availability.** Please contact the hotel for all questions regarding the hotel room booking process as CPA Ontario will not be able to answer any related questions.

If the hotel you have been assigned for writing the CFE does not have any overnight rooms available to book, we suggest booking at another hotel nearby. The [list of participating hotels with discounted room rates](#) is available on our website, however as these are all hotels where the CFE is being written they may also have limited capacity for overnight rooms. Additionally, you can check back with the hotel periodically to see if there have been any cancellations.

Requests to change hotels after the assignments have been communicated will **not** be accepted. Personal rooms booked for overnight stays are subject to the individual hotel's cancellation policies.

22. What if I feel unsafe writing in a public setting like a hotel?

If an individual is uncomfortable with the risk of writing an exam in a hotel, they have the option of waiting to take the next offering of the CFE. All withdrawals from the CFE are subject to the current withdrawal penalties.

23. Will there be enough exam invigilators to ensure a fair testing environment?

Exam invigilators will be patrolling the hallways and have a line of sight into each hotel room. A low ratio will be maintained between invigilators and candidates to ensure that all rooms can be monitored equally. In addition, all areas of the hotel room may be subject to a physical inspection by the invigilators.

24. What if I experience technical issues during the CFE?

To notify your exam invigilator that you are experiencing technical issues during the examination, you will need to stand in the doorway of your hotel room. If they need to enter your room, you will need to put your face mask on, and you should both need to ensure physical distancing is maintained.

25. Which model of laptop will be used for the May 2022 CFE?

You will be supplied with a CPA-issued laptop to write the exam, each will be equipped with a numeric keypad. The profession will not provide a mouse, but you are permitted to bring your own wired mouse. Each laptop will be equipped with a sufficient number of USB ports for your wired mouse should you choose to bring one. A wireless mouse is not permitted.

26. Which software will be used for the May 2022 CFE?

The CPA-issued laptops will have Microsoft Word and Microsoft Excel installed. The Surpass software will not be used on this CFE. For candidates writing Days 2 and 3 of the CFE, please be aware that the Day 2 financial statements will not be pre-populated in Excel.

27. Will I receive additional time to respond to the Day 2 case as the financial statements will not be pre-populated in Excel?

No additional time will be provided to respond to the Day 2 case. The BOE has accounted for this in the design of the exam and the exam will be marked with this change in mind.

28. Will I be provided with paper copies of the exam booklets for each day of the CFE?

Each day candidates will receive two different booklets: one booklet with the case and a second booklet with scrap paper. A booklet containing the Capstone 1 case will also be provided on Day 1. Candidates are not allowed to remove any pages from any of the booklets.

29. Will the exam booklets be single-or double-sided?

The exam booklets will be double-sided.

30. Am I allowed to have more than one Word and one Excel file open at the same time?

No, only a single Word and a single Excel file may be open at the same time. For Day 3, all three cases will be written in a single Word file and a single Excel file (on the same tab). Candidates will need to clearly identify each case number.

31. Is there a limit to the number of columns I can use in Excel?

There is no limit to the number of columns you may use in Excel.

32. Will autosave features be enabled in Word and Excel?

Yes, autosave features will be enabled in Word and Excel, but it is recommended that candidates save regularly.

33. What are the Day 1 cases that will be tested on the upcoming CFEs?

May 2022 CFE:

- Creative Toys v1

September 2022 CFE:

- CanDo Fitness v1
- Waste Disposal Inc. v3

34. Which version of the Competency Map will align with the May 2022 CFE?

The May 2022 CFE will align with the [2020 Competency Map](#).

35. What is Folio Views?

Folio Views is the software that gives candidates access to the *CPA Canada Handbook* and *Income Tax Act*. All candidates will be granted access to Folio Views and will be able to practice using it through the Introduction to Capstone 2 and CFE module within D2L. All CFE writers have been granted access to this module already. If you do not have access, please email cpamodule@cpaontario.ca.

36. I am currently working/studying abroad as part of my degree program. If I am unable to return to Canada in time to write the CFE due to travel restrictions, will I be granted accommodations so that I can still write the exam this year?

The upcoming CFE is scheduled to be written on May 25-27 in-person at multiple hotels across Canada in the usual cities where examination centres were held in the past. If you are unable to return to Canada to write the May 2022 CFE, you would need to consider writing the exam in September 2022 instead.

37. I am an international student studying in Canada. If I return to my home country and am unable to return to Canada in time to write the CFE due to travel restrictions, will I be granted accommodations so that I can still write the exam this year?

The upcoming CFE is scheduled to be written on May 25-27 in-person at multiple hotels across Canada in the usual cities where examination centres were held in the past. If you are unable to return to Canada to write the May 2022 CFE, you would need to consider writing the exam in September 2022 instead.