

FAQs for in-person PEP and PREP examinations (for writers in Ontario only)

Updated April 27, 2022

The information in this document is current as of April 27, 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 in-person CPA Professional Education Program (PEP) and CPA preparatory course (PREP) exams in Ontario only.

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Delivery Approach

1. How will the in-person PEP & PREP exams be delivered?

The PEP and PREP examinations are scheduled to take place in person at writing centres across Canada, beginning with the Spring (June) CPA Professional Education Program (PEP) examinations and Semester 3 (June) CPA preparatory course examinations. The examinations will be held in a similar manner to pre-pandemic examinations, with additional safety measures in place.

COVID-19 Protocols and Requirements

2. What are the health and safety measures that will be in place for the in-person exams?

To provide our writers and staff with a safe environment for the exams, we will follow the provincial public health guidelines, and in many cases, we will exceed the public health guidelines. Each region will have their own health and safety measures in place for in-person exams. For CPA Ontario writers, at this time, 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. See FAQ 3-9 below for further details and requirements.
- Wear a mask at all times in the writing centre, including while writing the examination. Writers may remove their mask to eat or drink, this should be no more than 5 minutes at a time.
- Answer on-site health screening questions upon arrival at the exam centre, verifying you are not sick on the day of the exam.

These requirements are subject to change based on new public health orders or further requirements set by writing centres.

3. Will I be required to be vaccinated to write an in-person exam?

Writers attending an in-person exam at this time 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 writers remain unvaccinated due to medical or religious exemptions. Vaccination will not be required to write an in-person exam; however, writers 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 for the June exams:

First date of writing	Last dose date deadline
June 15, 2022 (PREP)	June 1, 2022
June 16, 2022 (PREP)	June 2, 2022
June 29, 2022 (PEP)	June 15, 2022
June 30, 2022 (PEP)	June 16, 2022

6. What if I am not fully vaccinated and recently had COVID-19?

If you are not fully vaccinated, you have recently contracted COVID-19 and are concerned that you may test positive, please contact cpamodule@cpaontario.ca (PEP) and ppp@cpaontario.ca (PREP).

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 exam 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 for the June exams:

First date of writing	Earliest COVID-19 test date
June 15, 2022 (PREP)	June 13, 2022
June 16, 2022 (PREP)	June 14, 2022
June 29, 2022 (PEP)	June 27, 2022
June 30, 2022 (PEP)	June 28, 2022

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 exam. Please contact cpapepenrolment@cpaontario.ca (PEP) or ppp@cpaontario.ca (PREP) for information on next steps.

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 exam 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 This test has been approved by Health Canada	Nasal Swab
Patient Information <i>Patient Information should match Identification Provided (e.g. Passport, Drivers License, etc.)</i>	
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-...	Time: 13:00 EST
Result Date and Time	
Date: 2021-08-...	Time: 13:20 EST
Test Result	
Test Result: Negative	
Testing Location	
Shoppers Drug Mart Pharmacy	
Pharmacy Address:	City: Province:
Phone Number:	Postal Code:
Pharmacist Name:	License Number:
Pharmacist Signature:	

SHOPPERS DRUG MART
OFFICIAL PRESCRIPTION RECEIPT

Pharma: [Redacted]

Rx: [Redacted] BUC: [Redacted]

Ref: [Redacted]

Tx: [Redacted]

Drug: [Redacted]

Qty: [Redacted]

Days: [Redacted]

MF: [Redacted]

DIN: [Redacted]

RPH: [Redacted]

Lot: [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 exam also required to be vaccinated?

At this time, all staff that will be contracted to work at the in-person exams 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 at all times in the writing centre, including while writing the examination. Writers may remove their mask to eat or drink, this should be for no more than 5 minutes at a time.

12. My province no longer requires mask indoors. Why do I still need to wear a mask to write an in-person exam?

Although provincial rules vary regarding masks, the CPA profession has decided that, at a minimum and regardless of provincial mask mandates, all writers and exam centre staff continue to be required to wear masks at all times in the exam centre.

13. Can I bring my own personal protective equipment?

When you arrive at the exam centre, 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 at the centre, 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.

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

It is recommended that writers who have visible seasonal allergies, or other conditions which would make them appear ill on the day of the examination, contact cpamodule@cpaontario.ca (PEP) or ppp@cpaontario.ca (PREP) to discuss their situation prior to writing an exam.

16. What if I feel unsafe writing in a public setting like an exam centre?

If an individual is uncomfortable with the risk of writing an exam in an exam centre, they have the option of waiting to take the exam in the next offering. All withdrawals and deferrals (where applicable) are subject to the current penalties and policies.

17. Are all PEP and PREP exams going to be in-person?

The CPA profession is planning to return to in-person examinations, held in exam writing centres starting in June 2022, which will include the September CFE. The examinations will be held in a similar manner to pre-pandemic examinations, with additional safety measures in place.

18. Will there be measures to ensure that writers who test positive for COVID-19 are prevented from writing the exam?

Writers 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. Writers who are unable to write their exam due to a positive COVID-19 diagnosis should contact cpapepenrolment@cpaontario.ca (PEP) or ppp@cpaontario.ca (PREP) for information on next steps.

19. What happens if I get sick before an exam?

If you get sick before your exam, please contact cpapepenrolment@cpaontario.ca (PEP) or ppp@cpaontario.ca (PREP) to discuss options available to you to defer or postpone your exam. Please do not arrive at an exam centre if you have COVID symptoms or are otherwise ill, as you will be sent home and told to contact your health region for further instructions.

How to register for an in-person exam

20. How do I select the city I want to write my exam in?

You will choose from the available exam cities when you register for your module or exam in MyPortal. Only cities listed when registering are available as in-person exam centres.

21. Will I have the option to write an online exam instead of going to an exam centre?

No. All writers registered for an exam are required to be in-person at exam centres to write their CPA exams.

22. Where do I find information about where the exam will be held in my city?

Information will be sent out to all exam writers with specific details of the exam location in each city. Requests to change your exam centre to a different city must be made a minimum of 6 weeks in advance of the scheduled exam date and will be considered only if there is capacity available at the requested exam centre. Requests submitted less than 6 weeks in advance of the scheduled exam date may not be accommodated due to location capacities as well as laptop availability. To request to write the exam in a different city, please email cpaaccommodations@cpaontario.ca.

23. I live outside of an exam centre location, do I have to travel to an exam centre to write my exam? Can I complete my exam if I am outside of Canada?

All writers are required to attend the in-person exam at their scheduled location. Accommodation is not made for candidates to write in any cities outside of Canada.

24. Who can writers contact to discuss accommodations under applicable human rights laws in connection with in-person exams?

The CPA profession is committed to meeting its obligations under applicable human rights laws in its administration of in-person examinations. Writers 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](#). All request for accommodation must be made a minimum of 10 weeks prior to your exam date.

What to expect at an in-person exam centre

25. What is the schedule like for an exam day? When do I need to arrive and how long will I be there for?

You will be required to arrive at least one hour prior to your exam start time. In some large locations such as Toronto/Mississauga, you may be required to arrive more than one hour prior to your exam to facilitate the sign-in and seating process. Arrival times for each exam centre will be communicated with the exam location details. Information on the start time for your exam is available below:

- [PREP exams](#)
- [PEP exams](#) (all PEP exams start at 9:00 am)

Based on the schedule for the exam day, we suggest that writers do not schedule appointments or travel immediately before or after the exam. Food and beverages are not provided at the exam centres. If you are writing two preparatory course exams in one day, we suggest that you prepare a lunch should there be delays.

You will be assigned a seat when you arrive at the centre and must follow all instructions from the CPA staff and contractors on-site. Once you are seated, you will be provided with an exam booklet, a laptop, and calculator. Refer to the [exam blueprints](#) available on the CPA Canada website for information on the length and composition of each exam.

26. Where can I find information on the rules for writing an in-person exam?

All exam regulations are available on the CPA Canada website.

- [PEP exams](#)
- [PREP exams](#)

CPA Canada and each CPA region has intentionally set very strict exam regulations for the CPA exams. The intention with these regulations is to maintain the structure and integrity of the CPA exam process and confidentiality of the CPA exam questions. All exam regulations must be followed at all times before, during, and after the examination. You must be familiar with the regulations prior to arriving at your exam centre.

27. What happens if I can't write my in-person exam?

The exam schedule is set nationally by CPA Canada each year. Exam dates cannot be moved or rescheduled as outlined in the [Harmonized Education Policies](#). If you are unable to attend your exam, please contact cpapepenrolment@cpaontario.ca (PEP) or ppp@cpaontario.ca (PREP) for information on what your options are to write at a scheduled exam date in the future.

28. How long is an in-person exam?

The duration of an exam varies by module/course, typically they are between 3-5 hours. Please reference the [exam blueprints](#) to note the length of the exam you are registered for as well as additional details on the format of the exam.

29. What am I allowed to bring into the exam centre?

All exam regulations, including allowable and prohibited items, are available on the CPA Canada website.

- [PEP exams](#)
- [PREP exams](#)

Any prohibited items brought into the exam centre will be confiscated on-site. CPA Canada and each CPA region has intentionally set very strict exam regulations for the CPA exams. The intention with these regulations is to maintain the structure and integrity of the CPA exam process and confidentiality of the CPA exam questions. All exam regulations must be followed at all times before, during, and after the examination. You must be familiar with the regulations prior to arriving at your exam centre.

What to expect when writing your in-person exam

30. Is the time allotted for each case or section of the exam monitored or enforced?

Your exam booklet will give a suggested time allotment for each section of the exam. This is a guideline only and you are expected to manage your own time while writing the exam. The exam centre staff and contractors will start the exam for all writers at the same time and will give time updates throughout the exam at each hour and when there are 30 minutes and 5 minutes remaining in the exam.

31. Will I be given scheduled break time in between cases or sections of the exam?

No. Once the exam time starts, it runs continuously until time is up. You are able to request to use the washroom facilities by raising your hand and advising an invigilator before leaving the exam room. The exam clock is not stopped for any time spent away from your exam.

32. What type of exam questions will my exam include?

Depending on which exam you are writing, you could have a combination of multiple choice (objective format), constructed response questions, or case-based questions. Please reference the [exam blueprints](#) to note the assessment details for the exam(s) you are registered for.

33. Will I be able to write an open-book exam (i.e. access to notes and materials) as was done for the remote exams?

No. You will not have access to any materials at the exam centre, other than the profession-supplied laptop and the profession-supplied reference materials. Any prohibited items brought into the exam centre will be confiscated on-site.

34. What software will be used to write in-person exams?

You will be provided with a profession-supplied 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, and each laptop will have a sufficient number of USB ports for your wired mouse should you choose to bring one. A wireless mouse is not permitted.

You will receive a laptop at the exam centre which will be locked down to restrict access to everything other than the exam software and reference material (if applicable). Within the software, you will have access to a word processor and spreadsheet software to capture your responses, similar to Word and Excel. More information on the software used will be communicated as it becomes available.

35. Can I bring my own laptop to write the exam?

No, you are not permitted to bring your own laptop to the exam centre. All writers will receive a profession-supplied laptop with the exam software pre-loaded.

36. Can I use an external monitor connected to my laptop at the exam centre? Can I bring one or will one be provided?

No. All exam regulations, including allowable and prohibited items, are available on the CPA Canada website:

- [PEP exams](#)
- [PREP exams](#)

Any prohibited items brought into the exam centre, such as an external monitor, will be confiscated on-site. CPA Canada and each CPA region has intentionally set very strict exam regulations for the CPA exams. The intention with these regulations is to maintain the structure and integrity of the CPA exam process and confidentiality of the CPA exam questions. All exam regulations must be followed at all times before, during, and after the examination. You must be familiar with the regulations prior to arriving at your exam centre.

37. Will IT support be available on-site?

Yes, most exam centres will have IT proctors available on-site to support any technical issues that may arise. Some secondary or remote centres are supported with an on-call IT proctor in the event they are needed.