



## The MPE Examination Regulations

The MPE is a 4-module proctored online, CLOSED BOOK exam. It encompasses four 180-minute examinations, each exam covering one of the modules as outlined below:

Financial Accounting	To be announce	10am to 1pm
Management Accounting	To be announce	10am to 1pm
Taxation	To be announce	10am to 1pm
Data Analytics	To be announce	10am to 12pm

Each exam will be comprised of a combination of Multiple Choice, Fill in the Blanks and Short Answer questions.

The examination will begin at the allotted time in McGraw-Hill Connect. Candidates starting their examination late must complete the examination within the remainder of the time allotted, i.e. no additional time is given if late.

## Grading

You must achieve a minimum grade of 60% in each module.

PLEASE NOTE: Transitional Plan for the June 2021 sitting only: if you pass one or more modules but fail the remainder, you will be able to carry forward your successful attempt for the next sitting only and only be required to retake the examinations for which you were unsuccessful. After this June 2021 sitting, all future examinations will require you to pass all four modules to pass the MPE.

## Results

MPE results will be communicated by July 26, 2021, no later than 30 days after the last exam (Data Analytics).



## Exam Regulations

### Only the person writing the exam can be in the room

MPE has some workspace requirements if you are taking the test from home. These include the room being walled with a closed door and no-one else being in or entering the room while the test is being written.

Make sure you have a clear workspace before your test to avoid any issues. Make any necessary arrangements to ensure you are not disturbed while writing.

### No electronic devices or books, only pen and paper for notes

- Candidates will be provided the **MPE Reference Schedule electronically, which will need to be printed by the candidate.** Only a paper format can be used during the examination, with NO MARKINGS of any kind.
- You may use blank white paper, have pens or pencils and erasers.
- No electronic tools like smartphones, tablets etc. are allowed in addition to marked whiteboards, books, etc.
- **Permitted:** Non-programmable calculators including financial calculators such as BAII Plus.

## Academic Honesty

1. Candidates will not impersonate other candidates or have an impersonator take any part of the examination on their behalf.
2. Candidates will not obtain or use answers or information from, or give answers or information to, another candidate or person during the sitting of the examination
3. Candidates will not have their responses marked or the marking results will be voided if they are guilty of any of the following (or similar) dishonest practices:



- a. Speaking or communicating with other candidates under any circumstances whatsoever.
- b. Exposing their response to the view of other candidates or looking at another candidate's response.

A plea of accident or forgetfulness shall not be accepted under any circumstances in the case of any breach of the rules.

## Information

If you need further information, please contact us [info@rpacanada.org](mailto:info@rpacanada.org).

## Online Proctoring

Proctorio requires the use of the Google Chrome web browser and you need to use/install the Proctorio extension. Proctorio is active when you log in to the exam and is gone when you log out. During the exam, a system of computers captures your movements and sends your video and other data to your instructor for review. Proctorio will flag activity that might not be allowed. Your instructor will then be able to review the video and data to decide if any action is necessary.

Proctorio has no file access of any kind. Proctorio cannot and will not access any of your personal files or documents.

During an exam Proctorio may take screenshots of your desktop, detect the number of computer monitors connected to your computer, or record your web traffic. This information will only be recorded if the professor has enabled it within the exam settings. The information is stored with zero-knowledge encryption, which means the data is encrypted both in transit and at rest.

Once an exam is completed, Proctorio no longer has access to this information.

It is impossible for anyone at Proctorio or any of its affiliates to view exam recordings. They are only accessible to authorized users at RPA.

Proctorio never stores academic information from any of its users.

## Hardware/ Software Requirements



Candidates will need a webcam with microphone (internal or USB), their ID, the Google Chrome browser, the Proctorio extension, and a quiet private location with a reliable internet connection. It is the student's responsibility to ensure these requirements are met.

### **WHAT IF I HAVE A TECHNICAL PROBLEM?**

Check to make sure that you are 1) using the Chrome browser and 2) have the proper extension installed. If you continue to experience technical issues, Proctorio offers 24/7 technical support to students via email [support@proctorio.com](mailto:support@proctorio.com).

### **WHO ULTIMATELY DETERMINES IF CHEATING HAS OCCURRED?**

Just like a traditional class exam, this is determined by the module instructor.

### **WHAT DO I NEED TO TAKE MY EXAM**

- A quiet and distraction free area you feel comfortable taking your exam. Prepare to be seated here for the entire duration of the exam.
- Any computer with Google Chrome and the Proctorio extension.
- A reliable internet connection.
- A working webcam and microphone
- Official government photo ID

### **HOW DO I PREPARE?**

- You need to use a regular computer (Windows/Mac computer or laptop). You cannot take the exams from mobile devices (e.g., iPhone, iPad, Android device, etc). You need a working webcam and microphone.
- You must use the Google Chrome web browser and the Proctorio Extension.
- Install the Proctorio extension for Google Chrome. It takes less than 30 seconds. The exam that requires Proctorio will usually prompt you to install the extension if you need it.
- Be ready for room scans. Again, depending on the settings on your exam Proctorio may ask you to do a room scan; turning your web camera in a 360-degree pan to look at the room. Proctorio may ask more than once if the program hears noises: the application is trying to ensure there is nobody else in the room.
- Using Proctorio is fairly simple. Proctorio walks you through the process as you're taking the exam, so you do not need to refer to any instructions while



you're using Proctorio. The best way to prepare is to practice! If your instructor has set up a practice exam be sure to take it so you are prepared.

- You may be randomly asked to perform a room scan during your exam. If this happens, lift your webcam or laptop and slowly turn it around to give a 360-degree view of your exam environment. Do not move the camera too fast or it won't provide a clear video and you may be asked to perform the scan again. It is important to show each corner of the room and your desktop area.
- Once you are finished, return your webcam or laptop as close to its original position as best you can.
- Before the exam: grab a water (and snack if required) and be sure to use the washroom before the exam starts. Should you need to use the washroom during the exam, you will be permitted up to 5 minutes to be back at your seat. Should there be physical/medical reasons why you require more time, please contact the main office at [info@rpacanada.org](mailto:info@rpacanada.org).