

Government of Alberta Provincial Health Care Aide Examination Policies



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Purpose of the Provincial Health Care Aide Examination

The Government of Alberta Provincial Examination (Examination) provides a standardized assessment to determine Health Care Aide (HCA) students' success in meeting the entry to practice HCA Program competencies as outlined in the Alberta *HCA Competency Profile* (2018), as amended from time to time (Alberta Health, 2019).

Exam Development

The *Alberta HCA Competency Profile* (2018) guided the development of the Examination.

Licensing Policies - Examination Requirement

Alberta Health established a suite of policies and standards for the HCA Program in concordance with the Government of Alberta HCA Provincial Curriculum update. The development of these policies and standards allows the Government to assess and establish HCA Programs in Alberta in a more transparent and standardized way. All post-secondary institutions (PSIs) licensed by Alberta Health to use the Curriculum (2019) must comply with these policies and standards.

All HCA students must successfully complete all course work and pass the Examination to graduate from the HCA Program and receive the Government of Alberta HCA Provincial Curriculum Certificate.

Policies within this document are intended to clarify and direct the development, delivery, access, and administration of the Examination.

In the event of any inconsistency or ambiguity among the Curriculum Policies, the Examination Policies and the Examination Handbook or any documents incorporated by reference, the documents will take precedence and govern in the following order:

- i. The Curriculum Policies;
- ii. Examination Policies; and
- iii. Examination Handbook.

Glossary

Term	Description
Accommodations	Accommodation means making changes to certain rules, standards, policies, and physical environment to ensure they do not negatively impact a person because of a disability (adapted from the Alberta Human Rights Commission: <i>Duty to Accommodate</i> , 2009) ¹ .
Alberta HCA Competency Profile (2018)	The <i>Alberta HCA Competency Profile</i> (2018) outlines the knowledge, skills, behaviours, and attitudes required by all HCAs who deliver care in Alberta. It outlines the core competencies for HCAs and provides the foundation and structure for the Curriculum (2019).
Alberta HCA Directory	The Alberta HCA Directory is a centralized database that collects individual information, including demographics, education, employment details and attainment of core competencies, as defined in the <i>Continuing Care Health Services Standards</i> (CCHSS) for HCAs in Alberta. The Alberta HCA Directory serves as a central resource for HCA information, news and updates.
Candidate	A HCA student who is eligible to write the Examination.
Compassionate reason	Absence from writing the exam as the result of particular personal circumstance, especially the death of a close relative.
Curriculum (2019)	The Government of Alberta HCA Provincial Curriculum (2019) is based on the <i>Alberta HCA Competency Profile</i> (2018) and outlines the knowledge, learning activities and instructional methods that facilitate attaining the key competencies required for HCAs to provide safe, quality care to Albertans.
Did not write status	Candidates registered to take the exam at a scheduled date and time but fail to show and write the Examination without any notification or communication to the Examination Provider.
Examination	The Government of Alberta Provincial HCA Examination.
Examination Administrator	Contractor who manages the Examination process, including communication with candidates, registration, etc.
Examination cancellation	Withdrawal requested from an Examination with no plans to write the Examination at another time. This is not an Examination deferral.
Examination deferral	Delay and rescheduling of the Examination to an alternate date and time.
Examination Provider	Contractor who proctors the Examination.
Extenuating Circumstance(s)	Any circumstance beyond the candidate's control.
Freedom of Information and	This Act protects an individual's privacy by setting out rules for collection, use, and disclosure of personal information by public bodies. It also

Protection of Privacy Act (FOIP)	provides a method of requesting access to information which is not available by other means ² .
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Term	Description
Health Care Aide (HCA)	An unregulated, direct client service provider of basic health services and assistance/support with activities of daily living for clients who have medical conditions or major functional limitations. HCAs provide basic personal care and health services in all health sectors to meet the daily living needs of clients.
HCA Certificate	Government of Alberta HCA Provincial Curriculum Certificate (HCA Certificate). This is a credential received by a HCA student after successfully completing the HCA Program.
HCA Program	Standardized, entry level training to prepare students for a career as a HCA. HCA Programs are delivered by PSIs who (1) have a license agreement with Alberta Health to use the Government of Alberta HCA Provincial Curriculum; and (2) are licensed by Advanced Education to deliver it.
Personal Information Protection Act (PIPA)	This Act governs the collection, use and disclosure of personal information by private sector organizations in a manner that recognizes both the right of an individual to have his or her personal information protected, and the need of organizations to collect, use, or disclose personal information for purposes that are reasonable. ³
Post Secondary Institution (PSI)	A PSI that has a license agreement with Alberta Health to use the Government of Alberta HCA Curriculum.
Prior Learning Assessment And Recognition (PLAR)	A standardized process utilized to assess and recognize a person's knowledge and skills, acquired through formal and informal learning, in relation to a certain goal (for example, receiving credit in a post-secondary program, meeting professional licensure/certification requirements, or obtaining employment). A PLAR assessment may include one or a combination of the following: <ul style="list-style-type: none"> – Written challenge exam; – Oral exam or interview; – Performance assessment; – Product assessment; or – Portfolio assessment.
Psychometrics	Psychometrics is a foundation of assessment and measurement based on science. Within psychometrics, there are four fundamental principles used to judge the quality of assessment. These are reliability, validity, standardization and freedom from bias.
Serious health condition	An illness, injury, impairment, or physical or mental condition that involves medical intervention and/or hospitalization.

1.0 Examination Policy Ownership and Responsibilities

Policy #	1.0
Policy Title	Examination Policy Ownership and Responsibilities
Rationale	Delineates ownership and responsibilities for the Examination.
Cross Reference: Government of Alberta HCA Provincial Curriculum Licensing Policy 1.0: Ownership and Responsibilities	

#	Policy Statement	Rationale
1.1	Alberta Health is responsible for policies governing the Examination.	<ul style="list-style-type: none"> In the absence of regulation of HCAs, Alberta Health is responsible for HCA Program policies and standards. Alberta Health owns the <i>Alberta HCA Competency Profile</i> (2018), and the Curriculum (2019).

2.0 Examination Eligibility

Policy #	2.0
Policy Title	Examination Eligibility
Rationale	Delineates HCA students that are eligible to write the Examination. Successful completion is required to receive the Curriculum (2019) Certificate.
Cross Reference: Government of Alberta HCA Provincial Curriculum Licensing Policies: 7.0: Enrollment of HCA Students in the Alberta HCA Directory (2019) 9.0: Prior Learning Assessment and Recognition 14.0: Graduation Requirements for HCA Programs 18.0 Provincial HCA Examination	

Policy Statement

#	Policy Statement	Rationale
2.1	2.1.1 HCA students must successfully complete all HCA Program courses to be eligible to sit the Examination; or 2.1.2 Successfully complete a PLAR evaluation.	<ul style="list-style-type: none"> Ensures that candidates sitting the Examination have successfully completed the required course materials and/or met the required competencies.
2.2	HCA students must apply to the Alberta HCA Directory to be eligible to sit the Examination.	<ul style="list-style-type: none"> The Examination is facilitated through the HCA Directory.
2.3	Candidates may sit the Examination once all of the following requirements have been received by the Examination Administrator: <ul style="list-style-type: none"> the candidate is enrolled on the Alberta HCA Directory; the Examination fee is paid; PSI provides confirmation of the candidate's successful completion of the HCA Program; and signed consent from candidate collected during enrollment on the HCA Directory. 	<ul style="list-style-type: none"> The Examination Administrator collects the Examination fees. Ensures candidates writing the Examination have successfully completed the HCA Program. Signed consent enables the PSI to receive candidates' Examination results.

3.0 Post-Secondary Institution Responsibilities

Policy #	3.0
Policy Title	Post-Secondary Institution (PSI) Responsibilities for the Examination
Rationale	Delineates the PSI's responsibilities for the Examination.
Cross Reference: Government of Alberta Provincial HCA Examination Policy 2.0: Examination Eligibility Government of Alberta HCA Provincial Curriculum Licensing Policy 7.0: Enrollment of HCA Students in the Alberta HCA Directory (2019);	

Policy Statement

3.1	<p>3.1.1 PSIs are responsible to notify the Examination Administrator of their HCA students' successful completion of all HCA Program courses.</p> <p>3.1.2 For each cohort, PSIs must ensure students enroll in the Alberta HCA Directory and provide in-class opportunities for students to do so before they take the Examination.</p>	<ul style="list-style-type: none"> The Examination Administrator requires confirmation of HCA students' successful completion of all HCA Program courses to be eligible to sit the Examination.
3.2	A PSI must allow for an additional 60 calendar days to its HCA Program length for candidates to complete all attempts of the Examination.	<ul style="list-style-type: none"> Candidates have a maximum of three Examination attempts within a 60 day period.

4.0 Examination Access

Policy #	4.0
Policy Title	Examination Access
Rationale	To ensure eligible candidates are able to access the Examination.
Cross-Reference: Government of Alberta HCA Provincial Curriculum Licensing Policy 18.0: Provincial HCA Examination (2019)	

Policy Statement

#	Policy Statement	Rationale
4.1	<p>The Examination Administrator will provide candidates with information to register for the Examination, such as:</p> <ul style="list-style-type: none"> • process to register; • examination delivery; and • required materials. 	<ul style="list-style-type: none"> • Candidates will have the information required to register for the Examination.
4.2	<p>4.2.1 Candidates must present two (2) valid government-issued identifications (one must include photo identification).</p> <p>4.2.2 The first and last name used on the candidate's registration must exactly match the first and last name on the identification presented at the time of the Examination.</p> <p>4.2.3 Acceptable identification includes:</p> <ul style="list-style-type: none"> • Birth Certificate • Passport and/or Nexus Card • Driver's License • Canadian Citizenship Card • Alberta Identification Card • Permanent Resident Card • Treaty Status Card • Canadian Immigration Visa • Correctional Services Canada Card • Employee ID for Child and Family Service Authority Card • Fire Arms Card • Canadian Forces Identification Card • Corrections Officer Identification Card 	<ul style="list-style-type: none"> • Identity requirements are the same as those required to enroll on the HCA Directory. • Helps prevent fraud. • Ensures the identity of candidates sitting the Examination.

#	Policy Statement	Rationale
	4.2.4 Unacceptable identification includes: <ul style="list-style-type: none"> • Social Insurance Card • Alberta Health Care Card 	
4.3	The Examination is computer-based, accessible online, with 24/7 access (excluding statutory holidays).	<ul style="list-style-type: none"> • Allows candidates to determine an Examination date and time best suited to their needs. • Computer-based examinations increase efficiency and accuracy of results provided to candidates. • Decreases fraud and cheating.
4.4	The Examination is only offered in the English language.	<ul style="list-style-type: none"> • The HCA Program admission requirements ensure students are able to learn the subject matter in English, and successfully complete the program, including the provincial exam. • It is important that HCAs can effectively communicate in English. Written and oral communication skills are an important component of delivering competent care.

5.0 Examination Writing Attempts

Policy #	5.0
Policy Title	Examination Writing Attempts
Rationale	Delineates the maximum number of times the Examination candidate may attempt to write the examination.
Cross-References: Government of Alberta Provincial HCA Examination Policy 11.0: Examination Results Government of Alberta HCA Provincial Curriculum Licensing Policy 18.0: Provincial HCA Examination (2019)	

Policy Statement

#	Policy Statement	Rationale
5.1	Candidates have three attempts to pass the Examination (initial attempt and two additional attempts).	<ul style="list-style-type: none"> Limits the number of Examination attempts. Research shows that the likelihood of success decreases with multiple attempts.
5.2	Candidates who fail the Examination are eligible for a subsequent attempt (up to a maximum of two additional attempts).	<ul style="list-style-type: none"> Allows candidates subsequent attempts to pass the Examination.
5.3	<p>5.3.1 Candidates must wait a minimum of 14 calendar days between each Examination attempt.</p> <p>5.3.2 Candidates may apply for an exemption from the 14-day waiting period and must sign a waiver.</p>	<ul style="list-style-type: none"> Provides sufficient time between attempts to engage in remedial study. Research shows prolonged times between attempts does not increase success rate.
5.4	<p>5.4.1 Candidates have a maximum of three Examination attempts within a 60-calendar day period.</p> <p>5.4.2 Candidates with extenuating circumstances may apply to the HCA Directory for an extension to the 60 days.</p>	<ul style="list-style-type: none"> Provides adequate time to complete the requirements for graduation in order to receive a HCA certificate.
5.5	Candidates who fail all three attempts at the Examination must re-take the HCA Program, including the Examination.	<ul style="list-style-type: none"> Failure of three attempts indicates that the Examination candidate does not have the required knowledge, skills and attitudes as per curriculum material that is required to safely practice as a HCA.

#	Policy Statement	Rationale
5.6	Students who choose not to write the Examination are not eligible to receive a HCA Certificate.	<ul style="list-style-type: none"> • The Examination is a fair and defensible standardized tool to assess HCA students' achievement across all PSIs. • HCA Program graduation requirements include passing all course work (theory, lab, and clinical placement experiences) and the Examination.

6.0 Examination Accommodations

Policy #	6.0
Policy Title	Examination Accommodations
Rationale	To provide candidates appropriate Examination accommodations.

Policy Statement

#	Policy Statement	Rationale
6.1	<p>Candidates requesting accommodations to write the Examination must:</p> <ul style="list-style-type: none"> submit a completed accommodation request form to the Examination Administrator. 	<ul style="list-style-type: none"> Best practices in approval of accommodations require the Examination Provider to make reasonable efforts to accommodate the request based on evaluation of the request and supporting evidence - see glossary. Candidates will expect the same accommodations as provided by the PSI.
6.2	<p>6.2.1 The Examination Administrator will consider a candidate's request for accommodations. If reasonable, the accommodations will be provided.</p> <p>6.2.2 Candidates must request accommodations a minimum of 21 calendar days prior to the end of their final clinical experience.</p>	<ul style="list-style-type: none"> In accordance with Alberta Human Rights Commission, service providers have a legal duty to take reasonable steps to accommodate a candidate's needs to the point of undue hardship. The HCA Directory requires 21 calendar days for accommodation requests to be reviewed and processed by the Examination Administrator.
6.3	<p>If the candidate's request for accommodations is approved, the candidate must sign an agreement with the Examination Administrator, which outlines the specific accommodations being provided.</p>	<ul style="list-style-type: none"> Provides clarity to candidate and Examination Provider. Prevents additional last minute requests at time of the Examination.
6.4	<p>6.4.1. Where a candidate's request cannot be accommodated, the Examination Administrator and candidate will discuss whether a mutual alternative is available.</p> <p>6.4.2 Alternative options may be considered.</p>	<ul style="list-style-type: none"> Additional communication with the candidate may be required. The goal is to help the exam candidate to be successful.
6.5	<p>6.5.1 All decisions are final and cannot be appealed.</p>	<ul style="list-style-type: none"> Decisions align with the Alberta Human Rights Duty to Accommodate.

	<p>6.5.2 Where a candidate's request for accommodations is denied, the Examination Administrator will provide the candidate with written reasons for the denial.</p>	<ul style="list-style-type: none">• To advise the candidate the reason their request was denied.
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7.0 Examination Deferral

Policy #	7.0
Policy Title	Examination Deferrals
Rationale	To provide guidelines for candidates requesting an Examination deferral.
Cross-References:	
Government of Alberta HCA Examination Policy 8.0: Examination Cancellation Fees and Refunds	

Policy Statement

	Policy Statement	Rationale
7.1	<p>7.1.1 Candidates may reschedule their examination sitting.</p> <p>7.1.2 A candidate requesting to defer or reschedule must contact the exam provider directly within 24 hours of the sitting.</p>	<ul style="list-style-type: none"> To provide HCA students flexibility to defer the Examination due to unexpected events. Allows the Examination Administrator and Examination Provider to maintain a record of Examination requests and deferrals.
7.2	<p>Deferrals for compassionate reasons or serious health conditions are not restricted to timelines outlined in Policy 7.1.2. The Examination Administrator will assess each deferral request independently to determine an appropriate Examination sitting schedule.</p>	<ul style="list-style-type: none"> To accommodate unexpected events that interfere with a candidate's successful writing of the Examination.

8.0 Examination Cancellation Fees and Refunds

Policy #	8.0
Policy Title	Examination Cancellations, Fees and Refunds
Rationale	Provides clear expectations for candidates regarding the costs associated with Examination writing or requesting Examination withdrawal or deferral.
Cross-References:	
Government of Alberta HCA Provincial Curriculum Licensing Policy 18.0: Provincial HCA Examination (2019)	
Government of Alberta Provincial Examination Policy 7.0: Examination Deferrals	

Policy Statement

	Policy Statement	Rationale
8.1	Candidates must pay the full Examination fee for each Examination attempt.	<ul style="list-style-type: none"> Each Examination attempt requires payment of the Examination fees.
8.2	Subject to Policy 8.3, candidates requesting a rescheduling of the Examination, for any reason, will be permitted to defer their Examination fees to the next Examination sitting.	<ul style="list-style-type: none"> Prevents financial penalty to candidates.
8.4	Candidates requesting to cancel their Examination will receive a refund of their Examination fee, less administrative fees.	<ul style="list-style-type: none"> Associated administrative costs are covered without undue financial penalty. Candidates who choose not to sit the Examination will not be financially penalized.
8.5	Subject to Policy 8.6, candidates who do not show for their Examination forfeit the Examination fee.	<ul style="list-style-type: none"> The financial consequence discourages candidates from failing to show for the Examination.
8.6	Candidates who do not show for their scheduled Examination sitting due to extenuating circumstances (e.g. serious health condition, life event, emergency conditions), may request the Examination Administrator to consider refunds or deferral of the exam fee on a case-by-case basis.	<ul style="list-style-type: none"> To prevent undue financial burden on the candidate due to unexpected situations.
8.7	Any candidate arriving 15 or more minutes late to sit the Examination will be given the status of “did not write” and will forfeit the Examination fee.	<ul style="list-style-type: none"> A financial penalty is the consequence of not communicating with the Examination Provider and arriving late.

9.0 Examination Interruptions

Policy #	9.0
Policy Title	Examination Interruptions
Rationale	To assure Examination integrity is protected.
Cross-References: Government of Alberta HCA Provincial Curriculum Licensing Policy 18.0: Provincial HCA Examination (2019)	

Policy Statement

#	Policy Statement	Rationale
9.1	The Examination Provider will advise candidates of policies related to internet and other interruptions once they are registered to sit the Examination.	<ul style="list-style-type: none"> Candidates are informed of processes in case of unexpected interruptions.

10.0 Emergency Conditions

Policy #	10.0
Policy Title	Emergency Conditions
Rationale	To provide flexibility for candidates when emergency conditions affect access to the Examination.
Cross-References: Government of Alberta HCA Provincial Curriculum Licensing Policy 18.0: Provincial HCA Examination (2019) Government of Alberta Provincial HCA Examination Policy 8.0: Examination Cancellation Fees and Refunds	

Policy Statement

#	Policy Statement	Rationale
10.1	Candidates who are unable to sit the Examination due to emergency conditions must inform the Examination Provider as soon as possible (see policy statement 8.6).	<ul style="list-style-type: none"> • Allows for the option of Examination deferral related to emergency conditions in order to promote safety for candidates. • Prevents financial burden on candidates. • Promotes candidate's safety during an emergency event (e.g. hazardous weather).

11.0 Examination Results

Policy #	11.0
Policy Title	Examination Results
Rationale	To ensure efficient and secure communication of Examination results as required for graduation or potential need for an Examination rewrite.
Cross-References: Government of Alberta HCA Provincial Curriculum Licensing Policies: Policy 7.0: Enrollment of HCA Students in the Alberta HCA Directory; Policy 14.0 Graduation Requirements for HCA Programs Policy 18.0: Provincial HCA Examination (2019); Government of Alberta Provincial HCA Examination Policy 5.0: Examination Writing Attempts	

Policy Statement

#	Policy Statement	Rationale
11.1	11.1.1 Candidates will be provided with unofficial PASS/FAIL results upon completing the Examination. 11.1.2 Examination scores are not provided.	<ul style="list-style-type: none"> Results enable the PSI and candidates to determine next steps regarding graduation requirements. Each question is weighted differently and follows psychometric principles.
11.2	11.2.1 Candidates who receive a FAIL result will be provided with Examination diagnostic information. 11.2.2 Candidates will not be provided with information regarding which questions they answered incorrectly.	<ul style="list-style-type: none"> Diagnostic information provides the candidate with feedback on areas requiring additional study time. Information about specific exam questions breaks exam integrity.
11.3	11.3.1 Candidates are monitored for any irregularities which may indicate cheating during the online proctored exam writing. 11.3.2 Incident reports related to irregularities are issued by the online proctor to the Exam Administrator. 11.3.3 Incident reports are evaluated by the Exam Administrator using established criteria to determine the final result. 11.3.4 If cheating is confirmed during the review of an incident report, a pending pass result is invalidated.	<ul style="list-style-type: none"> Protects the integrity of the Provincial HCA Examination and prevents fraudulent results. Established criteria ensures a consistent approach to evaluating incident reports. Cheating is not tolerated and will result in a FAIL.

#	Policy Statement	Rationale
	11.3.5 If cheating is suspected but not confirmed, a candidate may be required to rewrite the exam at no extra cost.	
11.4	Candidates will receive their official examination results from the HCA Directory within seven (7) calendar days of the examination write.	<ul style="list-style-type: none"> • Provides the Exam Administrator sufficient time to review any incident reports.
11.5	The Examination Administrator, as per the consent provided by the candidate, will notify the PSI of results of each Examination attempt.	<ul style="list-style-type: none"> • PSIs require the results to determine if the student meets the requirements for graduation from the HCA Program. • PSIs require the information to determine trends and topics requiring attention in the curriculum.

12.0 Examination Appeals

Policy #	12.0
Policy Title	Examination Appeals
Rationale	To provide an option for candidates to appeal inequitable Examination administration practices.
Cross-References: Government of Alberta HCA Provincial Curriculum Licensing Policy 18.0: Provincial HCA Examination (2019)	

Policy Statement

#	Policy Statement	Rationale
12.1	Examination results cannot be appealed.	<ul style="list-style-type: none"> Protects the integrity of the Examination.
12.2	<p>12.2.1 Candidates may appeal the Examination administration process only. A written appeal must be submitted to the Examination Administrator within a maximum of seven (7) calendar days after the candidate receives the official Examination result.</p> <p>12.2.2 Time limits for additional attempts of the Examination will not apply until outcome of the appeal has been determined.</p>	<ul style="list-style-type: none"> A candidate may perceive an irregularity in the Examination process that may affect their success at the Examination. Administrative fairness requires that an appeal process is established.
12.3	The Examination Provider will provide information and/or data to the Examination Administrator for the appeal process.	<ul style="list-style-type: none"> Allows the Examination Administrator to conduct an informed evaluation of the appeal.
12.4	An appeal will be reviewed by an independent person appointed by the Examination Administrator within seven (7) calendar days following the receipt of the appeal.	<ul style="list-style-type: none"> Appointing an independent reviewer allows for an objective review process. Provides a reasonable amount of time for review and communicating the person's decision.
12.5	<p>12.5.1 The Examination Administrator will notify the candidate and Examination Provider of the appeal outcome, in writing.</p> <p>12.5.2 The written notice will be delivered by e-mail.</p>	<ul style="list-style-type: none"> All parties are informed of the appeal outcome. Written notice formally records the appeal outcome.
12.6	Candidates who successfully appeal will be granted another Examination attempt with no additional Examination fees.	<ul style="list-style-type: none"> Prevents financial penalty to candidates for inequitable Examination administration practices.

12.7	Information, timelines and process for appealing the Examination administration process are posted on the HCA Directory Website.	<ul style="list-style-type: none">• Provides easily accessible information about the appeal process.
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13.0 Examination Development and Updates

Policy #	13.0
Policy Title	Examination Development and Updates
Rationale	Examination is required to be current and relevant.
Cross-References: Government of Alberta HCA Provincial Curriculum Licensing Policy 18.0: Provincial HCA Examination (2019)	

Policy Statement

#	Policy Statement	Rationale
13.1	CLPNA will develop and maintain Examination content mapped to the <i>Alberta HCA Competency Profile (2018)</i> which outlines the roles and responsibilities of HCAs in Alberta.	<ul style="list-style-type: none"> The <i>Alberta HCA Competency Profile (2018)</i> guided the development of the Curriculum (2019).
13.2	CLPNA utilizes a subject matter expert (SME) Advisory Group to provide recommendations on the Examination content.	<ul style="list-style-type: none"> To provide assurance to all stakeholders that the Examination is based on current practice and best evidence.
13.3	The SME Advisory Group is comprised of educators, employers, health care providers, and other expert groups working with HCAs in Alberta.	<ul style="list-style-type: none"> Broad stakeholder representation provides diverse input and development of applicable examination questions.
13.4	Development of the examination must be: <ul style="list-style-type: none"> Psychometrically sound; and Approved by representatives of the SME Advisory Group (including the PASS/FAIL mark). 	<ul style="list-style-type: none"> Psychometrically sound tests produce reliable and defensible examination results, accurate for assessment of success with the Curriculum (2019).
13.5	The Examination must be congruent with the Curriculum (2019).	<ul style="list-style-type: none"> There must be consistency between the Examination and the Curriculum (2019).
13.6	The Examination must be updated annually, and as changes in competencies, or legislation of the HCA profession arise.	<ul style="list-style-type: none"> Ensures currency, relevancy and promotes Examination integrity over time.

14.0 Examination Policy Review

Policy #	14.0
Policy Title	Examination Policy Review
Rationale	To incorporate new policy information and update information as required.
Cross-References: Government of Alberta HCA Provincial Curriculum Licensing Policy 18.0: Provincial HCA Examination (2019)	

Policy Statement

#	Policy Statement	Rationale
14.1	Alberta Health may revise the Examination policies, as required, at any time.	<ul style="list-style-type: none"> To ensure that Examination policies effectively meets the needs of Alberta Health, candidates, and PSIs.
14.2	Alberta Health will review the Examination policies on an annual basis and/or update them as required.	<ul style="list-style-type: none"> Regular policy reviews ensure the policies remain current and effective on an ongoing basis.

End Notes

¹ Alberta Human Rights Commission. Duty to Accommodate. Accessed December 4, 2019, from https://www.albertahumanrights.ab.ca/publications/bulletins_sheets_booklets/bulletins/Pages/interpretive_bulletins.aspx

² Government of Alberta. Freedom of Information and Protection of Privacy Act. Accessed December 4, 2019, from <https://www.servicealberta.ca/foip/legislation.cfm>

³ Office of the Information and Privacy Commissioner of Alberta. Personal Information Protection Act. Accessed December 4, 2019, from <https://www.oipc.ab.ca/legislation/pipa.aspx>