

Government of Alberta Provincial Health Care Aide Examination Policies



Revised: October 5, 2023

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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).

Examination 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. Government of Alberta Health Care Aide Provincial Curriculum and Licensing Policies;
- ii. Government of Alberta Provincial Health Care Aide Examination Policies; and
- iii. Alberta Health Care Aide Examination Candidate 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: Duty to Accommodate, 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 Examination 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 Examination at a scheduled date and time but fail to show and write the Examination without any notification or communication to the Examination Provider.
Emergency	A serious and unforeseen situation requiring immediate action on the part of the Candidate.
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

<i>Protection of Privacy Act (FOIP)</i>	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.
<i>Personal Information Protection Act (PIPA)</i>	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).
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.
Waiting Period	14-calendar day time period between each unsuccessful Examination attempt. Candidates are unable to book their next attempt during this time period.
Waiver	A document signed and submitted by the candidate when asking for an exemption to the waiting period indicating their agreement to the specified conditions.

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 and Licensing Policies: 1.0 Government of Alberta HCA Provincial Curriculum: 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.
<p>Cross Reference: Government of Alberta HCA Provincial Curriculum and Licensing Policies: 7.0 Enrollment of HCA Students in the Alberta HCA Directory 9.0 Prior Learning Assessment and Recognition 14.0 Graduation Requirements for HCA Programs 18.0 Provincial HCA Examination</p> <p>Government of Alberta Provincial HCA Examination Policy 5.0 Examination Writing Attempts</p>	

Policy Statement

#	Policy Statement	Rationale
2.1	<p>2.1.1 HCA students must successfully complete all courses and clinical placement experiences in the HCA Program to be eligible to sit the Examination; or</p> <p>2.1.2 HCA students who have successfully completed a PLAR assessment as part of their HCA program through a licensed a post-secondary institution are eligible to sit the Examination.</p>	Ensures that candidates and HCA students who have successfully completed a PLAR assessment sitting the Examination have successfully completed the required course materials and/or met the required competencies.
2.2	HCA students must be enrolled on the Alberta HCA Directory and remain active to be eligible to sit the Examination.	<ul style="list-style-type: none"> Alberta HCA Directory enrolment is mandatory as access to the Examination is facilitated through the HCA Directory.
2.3	Candidates must pay an Examination fee prior to booking each Examination attempt.	<ul style="list-style-type: none"> Fee covers the costs of developing and administering the exam.
2.4	<p>Candidates may sit the Examination once all of the following requirements have been met: (See policy 5.3):</p> <ul style="list-style-type: none"> Candidate is enrolled on the Alberta HCA Directory; Examination fee is paid; and 	<ul style="list-style-type: none"> Ensures candidates writing the Examination have successfully completed all required courses (theory, lab) and clinical placement experiences in the HCA Program. Candidate consent enables the PSI to receive candidates' Examination results

	<ul style="list-style-type: none">• PSI provides confirmation of the candidate's successful completion of all courses and clinical placement experiences in the HCA Program.	<ul style="list-style-type: none">• Consent from candidate collected during enrollment on the HCA Directory.
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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 and Licensing Policy 7.0 Enrollment of HCA Students in the Alberta HCA Directory	

Policy Statement

3.1	<p>3.1.1 For each cohort, PSIs must ensure students enroll on the Alberta HCA Directory and select the 2019 curriculum option on their initial application.</p> <p>3.1.2 PSIs must provide in-class opportunities for students to complete their Alberta HCA Directory enrolment before they sit the Examination.</p>	<ul style="list-style-type: none"> PSIs are responsible for assisting their students to Enroll on the Alberta HCA Directory, as per the Government of Alberta HCA Provincial Curriculum and Licensing policies 7.0: Enrollment of HCA Students in the Alberta HCA Directory.
3.2	PSIs are responsible to notify the Examination Administrator of its HCA students' successful completion of all HCA Program courses and clinical placement experiences.	<ul style="list-style-type: none"> The Examination Administrator requires confirmation of HCA students' successful completion of all courses and practicums in the HCA Program to verify eligibility to sit the Examination.
3.3	PSIs 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-calendar 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 and Licensing Policy 18.0 Provincial HCA Examination	

Policy Statement

#	Policy Statement	Rationale
4.1	<p>The Examination Administrator will provide candidates with information to pay for and book the Examination, such as:</p> <ul style="list-style-type: none"> • Process to pay and book; • Examination delivery; and • Required equipment. 	<ul style="list-style-type: none"> • Candidates will have the information required to pay and book the Examination.
4.2	<p>4.2.1 At the time of writing the Examination, Candidates must present two (2) valid government-issued identifications (one must include photo identification).</p> <ul style="list-style-type: none"> • Identification must be valid (not expired) • Must present the actual identification (Copies will not be accepted) <p>4.2.2 The first and last name and date of birth used on the candidate's registration must exactly match the first and last name and date of birth 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 • Canadian 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 	<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
	<ul style="list-style-type: none"> • Firearms Card • Canadian Forces Identification Card • Corrections Officer Identification Card <p>4.2.4 Unacceptable identification includes:</p> <ul style="list-style-type: none"> • Social Insurance Card • Alberta Health Care Card • Non-Government issued identification documents. 	
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 indicate student's ability to learn the subject matter in English, and successfully complete the program, including the provincial Examination. • It is important that HCAs can effectively communicate in English. Written and oral communication skills are an important component of delivering competent care.
4.5	Candidates must review the HCA Examination Candidate Handbook prior to taking the Examination.	<ul style="list-style-type: none"> • The Candidate handbook contains information on how to prepare for the Examination, computer, and equipment requirements, and what to expect during the Examination. • It is a comprehensive tool and resource that candidates should use to aid in candidate success. • It is a tool to help educators prepare students for the Examination.

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 and Licensing Policy 18.0 Provincial HCA Examination Government of Alberta HCA Provincial Curriculum and Licensing Policy 9.6.2 Prior Learning Assessment and Recognition (PLAR)	

Policy Statement

#	Policy Statement	Rationale
5.1	Candidates have a maximum of three Examination attempts within a 60-calendar day period from date of program completion (Course 9) to pass the Examination (initial attempt and two additional attempts).	<ul style="list-style-type: none"> Provides adequate time to complete the requirements for graduation in order to receive a HCA certificate. 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 in writing to the HCA Directory for one exemption from the 14-day waiting period and must sign a waiver (See glossary).</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. Candidates are not eligible to book any subsequent attempts during the 14-calendar day wait period.
5.4	<p>5.4.1 Prior to the end of their 60-calendar day period, Candidates with extenuating circumstances may apply in writing to the HCA Directory for an extension to the 60-calendar days.</p> <p>5.4.2 Requests for extensions will be evaluated on a case-by-case basis.</p>	<ul style="list-style-type: none"> Provides students with extra time to write the Examination if experiencing unforeseen circumstances. Decreases students stress of having to complete all attempts within 60 days.

#	Policy Statement	Rationale
5.5	<p>5.5.1 Candidates who fail all three attempts at the Examination are not eligible to receive a HCA Certificate.</p> <p>5.5.2 Candidates who fail all three attempts of the Examination must re-take the entire program, in order to be eligible for another three attempts at the Examination.</p> <p>5.5.3 Candidates who fail all three attempts and choose not to re-take the entire program are not eligible for PLAR.</p>	<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. • • 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.
5.6	<p>Candidates who choose not to write the Examination or who do not complete all three attempts within the 60-calendar day period are not eligible to receive a HCA Certificate and may choose to re-take the HCA program, in order to write the Examination again.</p>	<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>6.1.1 Candidates requesting accommodations to write the Examination must submit a completed accommodation request form to the Examination Administrator.</p> <p>6.1.2 The request must include information on how the disability is a barrier to write the exam and how the accommodation requested will assist in addressing the barrier.</p> <p>6.1.3 The request must be supported by information from the applicant's medical provider and/or PSI.</p> <p>6.4 Candidates must request accommodations a minimum of 21-calendar days prior to their desired Examination booking date.</p>	<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. • To determine if the exam accommodations modifications to the exam procedures or testing conditions that assist in removing any barriers faced by the applicant in writing the exam. • To determine if the requested accommodation is protected under the Alberta Human Rights Act. • Candidates will expect the same accommodations as provided by the PSI. • The HCA Directory requires 21-calendar days for accommodation requests to be reviewed and processed by the Examination Administrator.
6.2	6.2.1 The Examination Administrator will consider a candidate's request for accommodations.	<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. •
6.3	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.	<ul style="list-style-type: none"> • Provides clarity to candidate and Examination Provider. • Prevents additional last-minute requests at time of the Examination.

	6.3.1 Travel costs related to accommodations are the responsibility of the candidate.	
6.4	6.4.1. Where a candidate's request cannot be accommodated, the Examination Administrator and candidate will discuss whether a mutual alternative is available.	<ul style="list-style-type: none"> • Additional communication with the candidate may be required. • The goal is to help the Examination candidate to be successful.
6.5	<p>6.5.1 Where a candidate's request for accommodations is denied, the Examination Administrator will provide the candidate with written reason(s) for the denial.</p> <p>6.5.2 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. • To advise the candidate the reason their request was denied. • Exam accommodation requests will not be provided in the following instances: <ul style="list-style-type: none"> ○ Accommodations that impact the integrity of the Provincial HCA exam processes; ○ Situations that interfere with the ability to reasonably assess the applicant's knowledge of the exam material; or ○ Other circumstances where accommodation requests cannot be reasonably provided.

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 prior to the sitting time.</p> <p>7.1.2 A candidate requesting to defer or reschedule the Examination must contact the Examination administrator directly at least 24 hours prior to the booked 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 to maintain a record of Examination requests and deferrals.
7.2	Deferrals for compassionate reasons or serious health conditions are not restricted to timelines outlined in Policy 7.1.2.	<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 and Licensing Policy 18.0 Provincial HCA Examination	
Government of Alberta Provincial Examination Policy 7.0 Examination Deferral	

Policy Statement

	Policy Statement	Rationale
8.1	Candidates must pay the full Examination fee for each Examination attempt.	<ul style="list-style-type: none"> The Examination fee covers the cost of the Examination development and its Administration.
8.2	Candidates requesting a rescheduling of the Examination at least 24 hours prior to the sitting, 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.
8.3	Candidates requesting to cancel their Examination at least 24 hours prior to the sitting 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.
8.4	Subject to Policy 8.5, 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.
8.5	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 Examination 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.
8.6	Any candidate arriving 15 or more minutes late to sit the Examination will be given the	<ul style="list-style-type: none"> A financial penalty is the consequence of not communicating with the Examination Provider and arriving late.

	Policy Statement	Rationale
	status of “did not write” and will forfeit the Examination fee.	
	Any candidate facing an unexpected emergency situation that impacts their ability to sit the Examination will have their fee applied to the next sitting.	<ul style="list-style-type: none"> • To prevent undue financial burden on the candidate due to unexpected situations.

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	

Policy Statement

#	Policy Statement	Rationale
9.1	The Examination Provider will advise candidates of policies and processes 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 and Licensing Policy 18.0 Provincial HCA Examination 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 8.5).	<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.
<p>Cross-References:</p> <p>Government of Alberta HCA Provincial Curriculum and Licensing Policies:</p> <p>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 a</p> <p>Government of Alberta Provincial HCA Examination Policy 5.0 Examination Writing Attempts</p>	

Policy Statement

#	Policy Statement	Rationale
11.1	Candidates will be provided with unofficial PASS/FAIL results upon completing the Examination.	<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	<p>11.2.1 Examination scores are not provided.</p> <p>11.2.2 Candidates who receive a FAIL result will be provided with Examination diagnostic information.</p> <p>11.2.3 Candidates will not be provided with information regarding which questions they answered incorrectly.</p>	<ul style="list-style-type: none"> Diagnostic information provides the candidate with feedback on areas requiring additional study time. Information about specific Examination questions breaks Examination integrity.
11.3	<p>11.3.1 Candidates are monitored for any irregularities which may indicate cheating during the online proctored Examination writing.</p> <p>11.3.2 Incident reports related to irregularities are issued by the online proctor to the Examination Administrator.</p> <p>11.3.3 Incident reports are evaluated by the Examination Administrator using established criteria to determine the final result.</p>	<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.

#	Policy Statement	Rationale
	<p>11.3.4 If cheating is confirmed during the review of an incident report:</p> <ul style="list-style-type: none"> • a pending pass result is invalidated; • the candidate will receive a FAIL for the Examination attempt • The candidate forfeits the examination fee. • The exam will be counted as (1) of the (3) attempts, and;. • A candidate who is eligible for another examination attempt, is required to pay the examination fee before booking. <p>11.3.5 If cheating is suspected but not confirmed, a candidate may be required to rewrite the Examination at no extra cost.</p>	<ul style="list-style-type: none"> • Cheating is not tolerated; the resulting FAIL serves as a deterrent. • Provides candidates where cheating is suspected with an additional opportunity to successfully pass the Examination, without added Examination fees.
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 Examination Administrator sufficient time to review any incident reports.
11.5	The Examination Administrator, as per the consent provided by the candidate during initial enrolment, 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 and Licensing Policy 18.0 Provincial HCA Examination	

Policy Statement

#	Policy Statement	Rationale
12.1	Examination results cannot be appealed.	<ul style="list-style-type: none"> The Examination is developed and marked based on sound psychometric principles.
12.2	<p>12.2.1 Candidates may appeal the Examination administration process only.</p> <p>12.2.2 Candidates must submit a written appeal to the Examination Administrator within a maximum of seven (7) calendar days after the candidate receives the official Examination result.</p> <p>12.2.3 Candidates will receive a temporary pause on the 60-calendar day period until the 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. A pause to the 60-calendar day period allows sufficient time for appeal to be reviewed without affecting the candidate's time limit to complete Examination attempts
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	The Examination Administrator will notify the candidate and Examination Provider of the appeal outcome, in writing, by email.	<ul style="list-style-type: none"> All parties are informed of the appeal outcome. Written notice formally records the appeal outcome.

#	Policy Statement	Rationale
12.6	Candidates who successfully appeal will receive the applicable extension to the 60-calendar day period and be granted one additional Examination attempt without 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.

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 and Licensing Policy 18.0 Provincial HCA Examination	

Policy Statement

#	Policy Statement	Rationale
13.1	College of Licensed Practical Nurses of Alberta 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. 	<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	

Policy Statement

#	Policy Statement	Rationale
14.1	Alberta Health will review the Examination policies on an annual basis, 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. As needed, updates will ensure that Examination policies effectively meet the needs of Alberta Health, candidates, and PSIs.

End Notes

¹ Alberta Human Rights Commission. Duty to Accommodate. Accessed December 4, 2019, from https://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.alberta.ca/freedom-of-information-and-protection-of-privacy.aspx>

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>