

1. DAY OF THE EXAM

1.1 *What happens the day of the Exam?*

On the day of the Exam, candidates will log into their Directory Profile and go the Exam Launchpad to access the Exam as below:



The Exam grant for the HCA Exam will have 3 stages:

1. “Status”: This appears from the moment the Exam is booked up until the time candidates are to be connecting to the proctor. A count-down timer will show how much time is remaining until the exam.
2. “Start Exam”: Once the scheduled time begins, candidates can click on “Start Exam” to be connected to the proctor. This will be available for 15 minutes starting at the scheduled start time with a 15-minute window to connect to the proctor.
3. “Expired”: This is displayed when an exam has lapsed and is no longer available to candidates.

Once connected to the proctor, there are orientation and registration processes required before the Exam is released to a candidate.

Candidates will be asked to verify their identification (ID) by showing an approved government picture ID (see the Alberta HCA Examination Policies, 2020 for a list of approved ID).

As part of the identification process, a picture of the candidate and their photo ID will be taken. Please refer to the privacy information contained in the application consent.

Review the below video to see the process: [YAS Online Proctoring Candidate Demo](#)