

Arrival and check-in on exam day

Applicants must arrive at least 30 minutes before the start of the exam, unless otherwise notified by the College, to register and confirm identification. Applicants must bring an original piece of government-issued photo ID (driver's license or passport). **Health cards are not accepted.** Applicants who do not present valid government-issued photo ID will not be permitted to write.

The first and last name on the ID must match the first and last name used on the application to the College, or the name as submitted by the applicant in accordance with the appropriate name change procedures.

Applicants must be seated 15 minutes before the start of the exam to receive verbal instructions from the lead invigilator.

To maintain the security of the exam, invigilators are authorized to inspect head coverings, ask applicants to remove sweaters and digital watches, and empty pockets. These checks can be conducted in private if requested. An applicant has the right to refuse a check, but if they refuse, they will not be permitted to write the exam and this will be the equivalent of an automatic failure. No refunds will be issued in such cases.

Note: Accommodations relating to head or face coverings must be approved by the College prior to the exam date. Email the College at examination@coko.ca to request accommodations.

Latecomers

An applicant who arrives more than **15 minutes** after the start of the exam will not be admitted into the room and will not be permitted to write. No refunds will be issued in such cases.

General comfort

Since the temperature in the rooms is beyond the control of the invigilators, it is suggested that applicants wear layers of clothing. Applicants should refrain from wearing any fragrances.

Washroom breaks

Applicants are allowed to use the washroom and will be escorted by an invigilator. The applicant may be permitted a limited amount of time. Washroom breaks are included in the total time of the exam and applicants will not be given extra time for the washroom breaks they have taken.

Items permitted in the exam room

The College developed the chart below of what is and is not permitted in the exam room. Please review it carefully before exam day.

Permitted Items in the Exam Room	Permitted Items in a Designated Area of the Exam Room	Items Not Permitted in the Exam Room
<p>Items for Writing the Examination:</p> <ul style="list-style-type: none"> 👄 Photo identification showing complete legal name 👄 Sharpened Pencils and Erasers (provided) 👄 ID card with barcode labels (provided) <p>Important: Must be a government issued photo ID (e.g., driver's licence, passport, or military ID). Health cards are not accepted. The first and last name printed on the photo ID must match exactly the first and last name submitted to the regulatory authority on the CKO examination application form.</p> <p>Clothing:</p> <ul style="list-style-type: none"> 👄 Layered clothing 👄 Clothing with no pockets or a hood preferred 👄 Footwear: candidates should wear soft-soled shoes in order to maintain a quiet exam environment <p>Important: Invigilators are entitled to ask to check candidates' hats, head coverings, pockets, etc. in order to maintain exam security. If a candidate prefers this to be done in private, he or she may ask the invigilator to conduct the check in private. Candidates have the right to refuse this check, but if they do so, they will not be permitted to write the exam, which will be the equivalent of an automatic fail.</p> <p>Personal Items: The following items must be placed in a <u>small clear plastic bag</u> and visible during the admission to the exam room:</p> <ul style="list-style-type: none"> 👄 One small clear water bottle (500 ml) with no label 👄 Throat lozenges 👄 Clear plastic package of tissues 👄 Foam/non-electronic ear plugs 👄 Analog watch <p>Important: The above personal items are permitted at your desk. These items must be visible at all times. Any other personal items must be stored in a designated area in or outside of the exam room.</p>	<p>To be placed in a designated area: <u>The following items are only permitted in a designated area (e.g., away from the desk/table and not under the chair).</u></p> <ul style="list-style-type: none"> • Bags of any kind (backpack, knapsack, briefcase, tote bag, etc.) • Feminine hygiene products • Purses or wallets • Coats or jackets • Gloves and/or scarves <p>Important: If any of the above items are brought into the exam room, you will be required to leave them in a designated area in or outside of the room. Anything lost/stolen is your responsibility.</p> <p>Special requests: If you have a disability prohibiting you from taking the exam under the conditions stated above or a special request such as a medical need (e.g., hearing aid, medication, asthma pump, etc.), you must receive advanced approval by the regulatory authority during the application process to allow special items in the exam room on exam day.</p> <p>Important reminders:</p> <ul style="list-style-type: none"> ✘ Don't wear shoes that make noise e.g. high heels or flip flops, etc. ✘ To respect those who are sensitive to scents, the exam room is a scent-free environment. Do not wear perfume, scented lotion or hairspray, cologne, aftershave, etc. <p>If you have any concerns or questions, please contact the College of Kinesiologists of Ontario (CKO).</p>	<p>Strictly prohibited items:</p> <ul style="list-style-type: none"> ✘ Any electronic or communication devices including but not limited to the following. <ul style="list-style-type: none"> • Cell phone/mobile phone • Personal digital assistant (PDA) • iPod/iPad • Digital Watch • Hand-held computer or laptop • Headphone/headset/earpiece • Calculator • Music equipment • Pager • Recording device • Camera of any kind ✘ Study materials of any kind, including but not limited to the following. <ul style="list-style-type: none"> • Books • Notes • Blank paper ✘ Hats of any kind, including but not limited to the following: <ul style="list-style-type: none"> • Baseball caps • Tuque (knitted cap) ✘ Food or drink, including candy and gum (however, the candidate is allowed one small clear water bottle (500 ml) with no label and throat lozenges). <p>Important: Special medical needs must be requested in advance by the candidate and must be authorized by <i>the College of Kinesiologists of Ontario</i>.</p> ✘ Pens of any kind (ink, ballpoint, digital, mechanical pen with eraser)

You may be denied access into the exam room if this policy is not adhered to strictly.