

## PDPA/CPARE Writer Journey for Exam Day, Nov 6, 2020

1. You will receive an email with your room number, arrival time and start time on October 30th. You must arrive at your hotel at the designated arrival time as stated in that email.
2. You are required to bring your own mask and put it on outside the hotel and ensure you maintain a distance of 6 feet from other people at all times.
3. Please make your way to the PDPA/CPARE entrance doorway and the COVID-19 screening station.
4. At the screening station you will line up (if necessary) 6 feet away until you are asked to approach the station.
5. There will be a poster at the station with the COVID-19 Screening questions
  - [British Columbia Screening Questions](#)
  - [Alberta Screening Questions](#)
  - [Saskatchewan Screening Questions](#)
  - [Manitoba Screening Questions](#)
  - [Northwest Territories Screening Questions](#)
6. You will be asked to read the questions and provide a yes or no answer.
  - a. If you answer YES to any questions you will be told to go home and call your health care provider. **You will be provided with the opportunity to defer the exam to the next available offering**
  - b. If you answer NO to all questions you will be given a “signature card” and instructed to proceed to your assigned hotel room
7. If needed, there will be signs to direct you to the elevators/stairwells
8. Proceed to your assigned hotel room while maintaining physical distancing and following the COVID-19 capacity signs for the elevators.
9. When you arrive at your room, place all unauthorized items in the room doorway so you and the invigilator can see them. Show your cell phone to the invigilator, turn it off and place it with the rest of the unauthorized items, making sure it is clearly visible to the invigilator.
10. You can then enter the room and set up your desk. (you may remove your mask if you are alone in your room)
11. Fill in the signature card you received (using your pencil) and place it, with your photo identification, in the clear plastic bag situated near or on your door. Your photo ID should be clearly visible in the bag
12. There will be a laptop, a USB key, a calculator, earplugs and alcohol swabs on the desk.
13. The USB key will have your ID number and be plugged into the laptop. Without removing it, check that your ID number is correct, if incorrect, update (if possible). If you cannot update it without unplugging the USB advise the Invigilator so it can be noted and updated at the end of the exam.
14. Follow the start up procedures on the instruction sheet on the desk and, once complete, stand in your doorway (masks must be worn in doorway) until the floor is ready to start the exam.
15. You do not need to ask permission to use the washroom
16. If at any time during the exam you need an invigilator put your mask on and stand in your doorway to get their attention

17. At the end of the exam you will be told the exam has ended and you will need to stop typing immediately. Put your mask on and bring your exam booklet and stand in your doorway.
18. Invigilators will instruct you when to go back into your room and follow the end of exam procedures on the instruction sheet.
19. Once you have completed the end of exam procedures an invigilator will come to your room, take your USB key and upload your exam and confirm the upload with you. You will be required to wear a mask and stand 6 feet away while the invigilator is in the room
20. Once the invigilator has confirmed your file has been uploaded, you will be instructed to leave the hotel. You must continue to observe all COVID-19 safety protocols.