

Licensing Examination Rules and Protocol

Licensing Examinations

Definitions

“Proctor” means an individual designated by the Office of the Registrar to supervise the Licensing Examination Site and/or candidates or to perform other duties as assigned by The Law Society of Upper Canada.

“Licensing Examination” means the Solicitor and Barrister Licensing Examinations developed by The Law Society of Upper Canada.

“Licensing Examination Content” means the Licensing Examination booklet, examination question(s), scan sheet and/or answer(s).

“Licensing Examination Materials” may include but is not limited to the content, format, process, completion and/or evaluation of The Law Society of Upper Canada’s Licensing Examinations.

“Licensing Examination Site” is the location of the testing facility designated by the Office of the Registrar.

“Licensing Examination Testing Area” is a secure area within the Licensing Examination Site designated by the Office of the Registrar for the sitting of the Licensing Examinations.

“Sitting of the Licensing Examination,” means the time, date and location established by the Office of the Registrar for the sitting of the Licensing Examinations.

Security Procedures & Protocols

The Law Society of Upper Canada requires strict confidentiality and security for the Licensing Examination Material. Security screening procedures and protocols have been implemented to ensure that the integrity of the Licensing Examination and the Licensing Examination Material is always maintained.

Stringent security measures have been put in place to eliminate unfair advantage among candidates and avoid the high cost of replacing Licensing Examination Materials in the event of a security breach. These

measures were created to protect all phases of the Licensing Examination Materials from development and execution to presentation on the Licensing Examination day, including but not limited to development, review, translation, printing, transportation and disposal of all the Licensing Examination Material.

All Licensing Examination Materials are the property of The Law Society of Upper Canada and is protected by copyright.

Admission to Licensing Examination Testing Area

Candidates should plan to arrive at the Licensing Examination Site at least 60 to 90 minutes before the scheduled start time of the Licensing Examination. A Licensing Examination information sheet will be sent to the candidates’ Law Society online account to advise candidates of the required arrival times.

Friends, relatives or children who accompany a candidate to the Licensing Examination Site will not be permitted to wait in the Licensing Examination Testing Area or to contact the candidate while the candidate is taking the Licensing Examination.

At the Licensing Examination Site, candidates must present their Law Society Licensing Process photo identification card in order to be admitted.

Candidates who do not bring their Law Society Licensing Process photo identification card will not be admitted into the Licensing Examination Testing Area.

Personal Belongings

To ensure the security of the Licensing Examination Testing Area, outerwear (including coats, jackets and hoodies), hats, scarves and gloves, as well as prohibited personal items, brought to the examination will not be permitted in the Testing Area. These items must be stored at your own expense with the coat check service provided by the venue. The coat check service is cash only.

Objects worn, or brought into the Licensing Examination Testing Area, because of the candidate's sincerely held personal religious belief, practice or observance will be permitted, subject to prior notification of the Law Society

The Law Society is not responsible for lost, stolen, broken or misplaced property and strongly recommends that candidates do not bring personal, valuable or non-examination items with them to the Licensing Examination Site.

Before entering the Licensing Examination Testing Area, an unobtrusive visual inspection of personal items will be conducted by Proctors and staff of The Law Society of Upper Canada.

Allowable Items

Only the items stipulated as **Allowable** are permitted in the Licensing Examination Testing Area.

The Law Society of Upper Canada has designated the following items as **allowable** in the Licensing Examination Testing Area:

- i. Examination study materials for the Licensing Examination, notes and textbooks brought into the Licensing Examination Testing Area by the candidate for the purposes of assisting during the performance of the examination. They may be contained in a binder or bound.
All candidates will be required to leave their materials in the Licensing Examination Testing Area upon the completion of the Licensing Examination. Examination Study materials will not be returned to the candidates.
- ii. A silent plain-faced watch. Watches that are programmable and/or make noises of any kind are not permitted and will be confiscated.
- iii. A non-alcoholic beverage in a clear plastic container (500ml / 16ozs. maximum size).
- iv. A single sweater or cardigan. **Hoodies are not allowed in the Testing Area.**

- v. The following items provided they are secured in a single, closed, clear plastic, storage bag, such as a Ziploc bag, that is no larger than 26.8cm X 27.3cm in size:
 - a) Law Society Licensing Process photo identification card.
 - b) Food in its original wrapping / container or recovered in a clear wrapping (i.e. Saran Wrap). Food brought into the Licensing Examination Testing Area should not be noisy, distracting or have a strong scent. **Apples, unpeeled oranges and carrots are not allowed in the Testing Area.**
 - c) Hygiene products.
 - d) Medication(s) in **clear** containers or packaging, or, alternatively, loose or in a clear wrapping. **Pillboxes, organizers and cases are not allowed.**
 - e) Tissues (loose or in a clear wrapping).
 - f) Wallet.
 - g) Keys.
 - h) Earplugs.

These items (with the exception of the beverage) must be secured in a single, closed, clear plastic storage bag as stipulated or they will not be permitted into the Licensing Examination Testing Area.

Prohibited Items

Prohibited personal items brought to the licensing examination will not be permitted in the Testing Area.

The Law Society of Upper Canada has designated the following items as **prohibited** in the Licensing Examination Testing Area:

- i. Mechanical or electronic devices, including but not limited to computers, USB keys, tablets, cellular telephones, smart phones, personal digital assistants, pagers, calculators, wireless email and reading devices, electronic paging devices, recording or filming devices, cameras, tape recorders, headphones, headsets, mp3 players and radios.
- ii. All forms of luggage, including but not limited to book bags, backpacks, handbags, purses, suitcases and briefcases.
- iii. Writing and marking supplies, including but not limited to pens, pencils, erasers, rulers and unused or extra post-it notes.

- iv. Props such as copyholders or clipboards.
- v. Food and beverages except for those listed in the Allowable Items section.
- vi. Weapons of any kind, including but not limited to sharp objects, firearms, explosive devices, razor blades, box cutters and knives.
- vii. Hats, headgear or coats, scarves and gloves and religious attire of any kind unless provision has been made for any specific religious apparel. **Hoodies are not allowed in the Testing Area.**

Candidates who wish to wear religious apparel must advise the Office of the Registrar in advance of the examination.

Rules of Conduct Licensing Examination Site

It is understood that all candidates will comply with The Law Society of Upper Canada’s Licensing Process Policies.

Upon being admitted into the Licensing Examination Testing Area the following rules of conduct apply:

- i. Candidates will not falsify or misrepresent information required for admission to the Licensing Examination Testing Area.
- ii. Candidates will not impersonate other candidates or have an impersonator take any part of the Licensing Examination on their behalf.
- iii. Candidates will wear a Law Society designated wristband at all times during the Sitting of the Licensing Examination.
- iv. Candidates will display their Law Society Licensing Process photo identification card at the top right corner of the examination table or whichever corner is closest to the aisle throughout the Sitting of the Licensing Examination.
- v. Candidates will not obtain or use answers or information from, or give answers or information to, another candidate or person during the Sitting of the Licensing Examination.
- vi. Candidates will not write or designate any answers to questions on the Licensing Examination Materials prior to the announcement of the commencement of the Sitting of the Licensing Examination or after the announcement of the conclusion of the Sitting of the Licensing Examination.
- vii. Candidates will not erase or otherwise alter an answer to a question on the Licensing Examination

Materials after the announcement of the conclusion of the Sitting of the Licensing Examination.

- viii. Candidates will not create a continuing distraction by sound, movement or odour, which disrupts the concentration of other candidates in the Licensing Examination Testing Area.
- ix. Candidates will not be physically or verbally abusive towards a Proctor or a staff member of The Law Society at any time during the Sitting of the Licensing Examination.
- x. Candidates will comply with requests or instructions made by a Proctor during the Sitting of the Licensing Examination, including, but not limited to a request to leave the Licensing Examination Testing Area.

Candidates are advised that The Law Society will be monitoring and observing all candidates during the Sitting of the Licensing Examination.

At the conclusion of the Sitting of the Licensing Examination, candidates will leave all materials, including, but not limited to, study materials, notes, textbooks, the Licensing Examination booklet, Licensing Examination scan sheet, calculator, pencils, eraser and feedback form in the Licensing Examination Testing Area.

Candidates will remove from the Licensing Examination Testing Area their allowable items contained in a clear, plastic storage bag, a single sweater, cardigan or jacket (if they brought one), their plain-faced watch and their beverage container. **Tissues, paper, wrapping etc. (with the exception of the coat check ticket) will be removed from the storage bag upon exit.**

Upon exiting the Licensing Examination Testing Area candidates will not gather with other candidates in the restroom or in areas adjacent to the Licensing Examination Testing Area during the Sitting of the Licensing Examination.

If there is an emergency of any kind, candidates should remain seated and wait for instructions on how to proceed.

Breach of the Rules of Conduct Licensing Examination Site

Candidates who are admitted to the Licensing Examination Testing Area must abide by the Licensing Examination Rules and Protocol (“Rules and Protocol”). Any breach of the Rules and Protocol may lead to any of the following:

- i. If a candidate fails to arrive at the Licensing Examination Site at the required time and/or fails to produce a Law Society Licensing Process photo identification card, the candidate will be required to sit the Licensing Examination at the next available Sitting of the Licensing Examination.
- ii. If prohibited items are found in the possession of a candidate, such items will be confiscated and the results of the candidate's Licensing Examination will be declared null and void.
- iii. If a candidate's behaviour is inappropriate and a Proctor or a staff member of The Law Society of Upper Canada is required to escort the candidate from the Licensing Examination Testing Area, the results of the candidate's Licensing Examination will be declared null and void.

A violation of the Rules and Protocol may lead to the:

- iv. preparation of a written report on the conduct of the candidate and its provision to the Professional Regulation Department for investigation;
- v. initiation of legal proceedings by The Law Society of Upper Canada against the candidate for damages; or
- vi. pursuit by The Law Society of Upper Canada of any other legal remedies available to it.

Confidentiality & Security Requirements beyond the Licensing Examination Site

By participating in the Licensing Examination candidates should note the following:

- i. The Licensing Examination Material remains the exclusive property of The Law Society of Upper Canada.
- ii. The confidentiality of the Licensing Examination Content, including the multiple-choice items, is to be maintained at all times.
- iii. The Licensing Examination Material is not to be reproduced through memorization or any other means, including but not limited to postings regarding the Licensing Examination Content or answers on the Internet.
- iv. Information related to the Licensing Examination Content may not be provided to any individual who may take the Licensing Examination.
- v. The Licensing Examination Content is not to be shared with any individual, organization or agency.

Accommodation

Notwithstanding any provision or requirement contained in the Rules and Protocol, a candidate who requires accommodation may request accommodation in accordance with Part XV of The Law Society's Licensing Process Policies and The Law Society will provide accommodation to the candidate in accordance with the *Policy and Procedures for Accommodations for Candidates in the Licensing Process* established by the Professional Development & Competence Committee of The Law Society of Upper Canada.