



**RISIA**  
**ENTRY-TO-PRACTICE EXAM**  
**CANDIDATE GUIDE**

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## 1. INTRODUCTION

The Entry-to-Practice Exam (EPE) is a requirement for licensing as a Regulated International Student Immigration Advisor (RISIA). Candidates must complete the exam successfully as part of their initial licensing process. The purpose of the EPE is to confirm that candidates have the required knowledge, skills, and judgment to provide competent and ethical consulting services to the public.

## 2. QUICK FACTS

- You are responsible for completing the exam application, including the qualifying education, in advance of the exam so that there is sufficient time for your results to be provided to the College.
- You will be presented with 125 independent and case-based multiple-choice questions. The exam must be completed within a 3-hour time limit and is closed-book.
- Provided you meet the application requirements for each exam attempt, you may write the exam a maximum of 4 times, after which there may be further requirements before you are allowed subsequent attempts.
- To request a deferral of your application to write the exam at a later scheduled date, you must submit a [Deferral Form](#) within the timelines set for that exam date and pay the \$75 deferral fee.
- Requests for assessment accommodations will be considered on an individual basis.
- You may not attempt the RISIA EPE until your application has been approved and all invoices have been paid.

## 3. KEY POINTS FOR THE EXAM DAY

- If you are writing the exam via a virtual proctor, log into the virtual proctoring site 3 minutes before the scheduled start of your session and be prepared to wait up to 45 minutes for the proctor to start your exam.
- If you are scheduled to write the exam with an in-person proctor at an exam centre, arrive 30 minutes before your exam is scheduled to start.
- Be prepared to show the original identification government-issued photo identification that you submitted to the College with your application.
- The EPE is a closed-book exam. During the exam, you will not be allowed to access other electronic or computer-based reference materials, including other websites or e-books on the same computer.

If you have any questions about the EPE that are not answered in this guide, please contact [registration@college-ic.ca](mailto:registration@college-ic.ca).

#### **4. EPE COMPETENCIES**

Competencies have been developed for RISIAs to capably consult on matters related to Canadian immigration and citizenship law.

A fundamental component of a formal approach to exam development is a thorough description of the content domain being measured. The RISIA competencies define the content domain requirements for the development of the exam. It is important that you take the time to review [Essential Competencies for RISIA Practice](#). This information will help you better prepare for the EPE.

The College has implemented a 90-day cut-off to prepare each exam in a timely fashion. Any changes to the immigration and citizenship legislation, regulations, and government policies and procedures made 90 days prior to an exam will not be reflected in the exam questions.

#### **5. SCORING THE EPE**

The College applies the Bookmark method methodology to set the pass mark for the RISIA EPE. The Bookmark method is widely used for setting standards on entry-to-practice exams. This is a test-centred, criterion-referenced method where experts review test items and provide judgments as to the adequate level of performance on those test items.

The Bookmark method involves the participation of a panel of RISIA subject matter experts. The panel examines test items and estimate the probability that a minimally competent candidate will correctly answer the items. The process involves an item-mapping procedure where items are ordered from the easiest item to the most difficult item. Panellists are asked to place a bookmark at the point at which they believe a minimally proficient candidate would no longer correctly answer the subsequent items presented. This selected placeholder corresponds to the cut score. This method considers expert decisions with measurement models (item difficulty) in determining the cut scores.

There is no preset pass/fail quota for the exam. All test items on the exam undergo a complete item analysis to help ensure that candidates' final scores are both fair and reliable. Any test item failing to perform in the anticipated manner is eliminated from scoring and the total minimum performance level (or pass mark) for the exam is adjusted accordingly for all candidates. Each successful candidate's performance must meet or exceed the final pass mark.

#### **6. ANSWERING MULTIPLE-CHOICE QUESTIONS**

- The questions will be based on the EPE competencies as indicated above, so you will know what to expect. Each question consists of 4 options: 1 correct answer and 3 options that are plausible but incorrect.

- Your task is to select the BEST answer from those listed. Do not concern yourself if a choice you were expecting is not listed and be aware that the choices are written to seem plausible or possible.
- The questions are not designed to “trick” you. Do not overthink your responses.
- Incorrect answers or “distractors” are often based on common misconceptions.
- There is no penalty for guessing or selecting an incorrect answer. It is best to answer ALL questions, even if you are unsure.
- When you have finished, and if you have sufficient time, review any questions about which you are unsure. Information you read in later questions may jog your memory about content of earlier questions.

## **7. EXAM DAY EXPECTATIONS**

1. Virtual exam – You are responsible for creating your ProctorU account using the same email address provided for your exam application. Once you are approved to write the EPE and have paid all invoices, you are responsible for scheduling your online proctoring session within the chosen window. If you do not do so, your exam attempt may be considered forfeited.
2. Virtual exam – You are responsible for ensuring the environment of your exam room and your designated workstation within it meet the following standards:
  - a. No other person or persons should be present.
  - b. Dogs, cats, and similar pets should be secured in another room to avoid distraction.
  - c. All television, radio, or other noise-making technology must be turned off and secured (if the device is in another room, you may still wish to have it off as the online proctor monitors ambient sounds).
  - d. The door to your exam room must be closed and remain closed.
  - e. Your exam room should be set up so that the door is behind you and on camera.
  - f. Other technology and Internet-enabled devices, aside from the computer that you will utilize for your exam, should be removed from the room, such as an iPod, a mobile phone, video camera, smart home device, a smartwatch, etc.
  - g. If your computer only has a built-in webcam, you will need to have a small mirror available in the room which you can use to reflect the screen of your computer to the proctor before your exam starts.



- a. You are not expected to remove large furniture from the exam room. The room should be clean and as free of clutter as possible, with the designated workstation being clutter-free. You should not interact with any other objects in your room.
7. In-person exam – You will be provided a space at the front or back of the exam room to secure your belongings. In some facilities, you will be asked to place your belongings in a secure location outside of the exam room.
    - a. Any electronics must be turned off and secured with your belongings.
  8. Be on time for the scheduled session of your EPE. If you are late, you may not be able to take the exam.
    - a. Virtual exam – You should turn on your computer at least 10 minutes in advance of your scheduled session to allow time to troubleshoot any computer problems that may occur at startup. You should sign into the virtual proctoring site 2-3 minutes before your exam session is due to begin. Virtual exam sessions cannot be launched early, nor can they be launched if more than 30 minutes have lapsed since the scheduled start time.
    - b. In-person exam – You should arrive at the exam centre at least 30 minutes before the start of the exam, unless otherwise notified by the College, to register and confirm identification. If you choose to enter after the exam has begun and within the 30-minute grace period, you will not be given any additional time to write the exam. If you arrive after 30 minutes from the start of the exam, you will not be admitted into the room and will not be permitted to write the exam.
    - c. A refund will not be issued if you are too late to write the exam.
  9. Have your identification ready for your proctor to verify your identity.
    - a. When applying to write the exam, all applicants must provide the College with a valid photo identification such as a driver's licence or passport. The same identification is to be presented to your proctor on exam day.
    - b. Virtual exam – You will be required to present the original identification as a part of your onboarding process with the virtual proctoring site.
    - c. In-person exam – You must present the proctor with the original identification to be admitted into the exam room.
    - d. If you are unable to present the proctor a valid and recognizable photo identification, your proctor will not launch your EPE session.
    - e. If the name on your presented identification is later found to not match that on the identification which was submitted with your EPE application or be otherwise unacceptable, you may incur an administrative fee of up to \$150, and your exam attempt may be considered forfeited.

10. Do not become involved in any unfair or dishonest practice before, during or after your exam.
  - a. If you try to cheat, or break the rules in any way, your proctor may end your exam session, and the exam attempt will be considered forfeited.
  - b. Exam content is not to be copied or shared in any way.
  - c. You may only have permitted materials in the exam room.
11. Do not talk to or try to communicate with any other person during the exam, aside from your proctor as needed.
12. There are no set breaks during the EPE. If you must use the restroom, please inform your proctor, and receive approval to do so. Your exam time will not be paused while you do so.
  - a. Virtual exam – You will be asked to resecure your designated exam room once you have returned from the restroom.
  - b. In-person exam – You will be escorted to the restroom by a proctor.
13. If you leave the exam room without approval by your proctor before the exam has finished, the proctor may terminate the exam or submit the exam on your behalf, and you may not be allowed to resume.

## 8. ASSESSMENT ACCOMMODATIONS

To request assessment accommodations, you must submit the [Assessment Accommodation Request Verification Form](#) (completed by a medical evaluator who is registered or qualified health care professional) at the same time that you apply for your exam. The application deadline (and the submission of this Form) is based on the exam session you select.

The Assessment Accommodations Information and Assessment Accommodation Request Verification Form (in PDF format) includes the following:

- INFORMATION FOR CANDIDATES – You must read and review this section before proceeding with your assessment accommodation request.
- INFORMATION FOR MEDICAL EVALUATORS – This section must be given to the medical evaluator completing the form on your behalf.
- ASSESSMENT ACCOMMODATION REQUEST VERIFICATION FORM – This form must be fully completed **by your medical evaluator** and submitted as your official assessment accommodation request.



If necessary, your medical evaluator may attach additional documentation to the completed form. All medical documentation must be signed and must include the name, contact information, and licensing/registration number of the medical evaluator.

Your Assessment Accommodation Request Verification Form and any additional documentation must be uploaded as a single PDF when you are completing your EPE application.

College staff will review your request and consider it for approval. You will be notified and provided with written confirmation of any assessment accommodations that are to be provided.

If we do not receive adequate notice to consider your request, you will be given the option of sitting the exam without accommodations being made or transferring to the next available exam session.

*For admissions purposes, the College may set limits for any assessment accommodation requests. Accommodations granted to you by other organizations do not guarantee your request will be approved by the College.*

## **9. ETHICAL CONDUCT DURING EXAM**

The College maintains strict security over the exam content before, during and after the test to eliminate unfair advantages among candidates and avoid the cost of replacing the exam questions. Unethical conduct will not be tolerated during an EPE. Should a candidate engage in such conduct, the College may terminate their participation in the EPE and invalidate their EPE results if they engage in:

- giving or receiving assistance in answering questions during the exam,
- giving or gaining access to questions before or after the exam,
- reproducing exam content in any manner and/or,
- disclosing exam items to others before, during or after the exam.

If the proctor has proof that a candidate has cheated in any way, including giving or receiving assistance or copying test materials, the proctor is authorized by the College to immediately dismiss the candidate from the exam.

If a proctor believes that cheating may have occurred, the proctor will report it to the College staff who will investigate the occurrence. If the candidate is found to have cheated, or if there is sufficient evidence that cheating may have occurred, their test score will be invalidated, and the Registrar will consider the situation.

Candidates must keep the content of the exam, including all questions, scenarios, and responses, confidential and private before, during and after the exam. Candidates must not discuss, share, or reproduce contents of the EPE in any manner before, during or after their own EPE attempt to maintain and protect the security and integrity of the exam. Candidates must sign a declaration to acknowledge and agree to comply with these security measures.

Failure to comply may result in a referral to the Registrar who will determine an appropriate course of action.

## **10. RELEASE OF EXAM RESULTS**

The results will be sent to your email address on record approximately 8 weeks after completing the exam.

The College reports the exam result as pass or fail. If your score is lower than the passing mark, you will receive a fail result on the exam. It is the total score that determines whether the result is a pass or fail. A pass may be achieved despite a deficiency in one or more categories.

The College sets the pass mark for each exam using the Bookmark method (see section 5). As the number of exam questions may vary from one exam sitting to the next, the passing criteria are different for each exam.

## **11. NUMBER OF ALLOWED EXAM ATTEMPTS**

You may attempt the exam a maximum of 4 times. All attempts must be made within 3 years of the date on which you completed your qualifying education program.

If you fail the first attempt of the exam, you are entitled to apply for a second attempt beginning with the next scheduled exam session. Each application for an additional attempt will be reviewed for approval based on the application requirements at the time the new application is submitted, not the requirements that were active at the time of the first attempt.

Each time you start to write the exam, the attempt is considered one writing of the exam, regardless of how much of the exam you complete or how long you have sat down to write it.

If you are granted a deferral from the scheduled exam date, or if you do not attend the scheduled EPE session, you will not be considered to have completed an attempt. Similarly, declined applications do not count as attempts.