



Canadian Institute of Public Health Inspectors

Board of Certification Guidelines for Mock Orals

The following procedures are based on the procedures used for the examination of candidates at the Board of Certification (BOC) oral exam. This document is for use by agencies that are offering mock oral exams to candidates who are preparing to sit the oral exam.

PREPARING FOR THE EXAM

- The exam questions and answers should be prepared following the format of sample questions provided by the BOC. The exam should consist of approximately 12 questions. Questions should not require candidates to quote specific sections of legislation or be based on local or provincial current events.
- 75 minutes should be scheduled for each examination
- The examination room should be in a quiet location free of interruptions.
- The exam panel should be comprised of three examiners – one of who is designated the Chair.
- Where possible examiners should not be familiar with the candidate and not have participated in the candidate's practicum experience.
- Examiners must be prepared to remain for the entire exam.
- All cell phones; pagers and other hand held devices are to be turned off or turned to silent mode and not to be answered during the examination of candidates.
- Exam panel Chair will greet the candidate and introduce them to the exam panel members.
- A pen, notepaper and water should be provided for the candidate.

THE EXAM PROCESS

- The Candidate has 75 minutes and will not be allowed to go past the time. They are not to be asked any additional questions when they reach the 75-minute mark – they are to finish up the last question.
- At the commencement of the exam, a copy of the scenario will be given to the candidate to refer to as the examiner reads. The questions related to the scenario are NOT given to the candidate. This document must be collected at the end of exam along with any notes the candidate made.
- Examiners will take turns presenting the scenarios and asking the questions within each.
- The examiner should introduce the topic area before reading the scenario. They can indicate the number of questions associated with the scenario but should **not** advise the candidate of the number of marks assigned to each question.
- The question can be repeated as many times as the candidate would like but will not be rephrased.
- If a candidate is having difficulty with a word it may be substituted with another word with the same meaning.
- The candidate is allowed to write down the question and make notes, but they cannot write out the answers in full, as there is not enough time.
- The candidate can pass on a question before or after they attempt an answer. The candidate may come back to it only if there is sufficient time. **Note:** This will not apply if the answer to the question passed on is provided within in a subsequent questions asked.
- The Chairperson is to note which questions to come back to (the candidate must return to all questions passed on if there is time remaining).

SCORING THE EXAM

- Examiners are to refrain from using comments at the completion of the candidate's response such as; good, well done, O.K.
- The examiner asking the question may take notes if they wish, but their primary role is to engage the candidate and keep track of the time while the other two examiners are to document all of the candidate's responses to each examiners question.
- Examiners are to assign a mark based on the answers provided in the answer guide.
- The exam panel is to reach a consensus on the mark for each question based on the number of correct responses provided by the candidate.

FEEDBACK TO CANDIDATES

While feedback is not offered at the close of the BOC Oral Exam these guidelines will assist the candidate in preparing for the "real thing".

- Once the exam marks are tabulated the panel will provide the candidate with constructive feedback on his or her performance. This includes constructive feedback on issues such as nervousness, inability to stay on topic, delving into irrelevant detail or repeating themselves.
- The candidate should be made aware of the subject areas they were weak in and encouraged to do more preparation on them before the oral exam.
- Candidates requiring significant improvement should be offered additional coaching when possible.

EXAM PANEL CHAIRPERSON INSTRUCTIONS TO CANDIDATE

This information can be provided to the candidate prior to the exam and then repeated at the time of the exam.

1. You will be asked situational questions on environmental health programs delivered by EHOs/PHIs in Canada .You are being tested on your theory and practical experience.
2. The exam period is a total of 75 minutes.
3. The exam will consist of 12 - scenarios that you will be questioned on. A copy of the scenarios will be provided for you to refer to as the examiners ask questions.
4. You are expected to answer all questions.
5. You can pass on any question. The examiner will come back to a passed question only if there is sufficient time. Note: This will not apply if the answer to the question you passed on is provided within a subsequent questions asked.
6. If you think of something after you have left a question you can go back to it only if there is sufficient time and if the answer has not already been provided within another previously asked question.
7. You will be provided with a pen and note pad to write down notes. This gives you time to collect your thoughts and to provide a point of reference if you lose your train of thought. Do Not write out the answers in full, as there is not enough time.
8. Listen to the question being asked and provide a focused and detailed response. Do not be too brief, but do not stray off topic and run out of time to finish all questions.