



A webinar presented by the Office of the Registrar

Let's Talk Exams

October 29, 2019

I have scheduled my exam and paid do I then need to schedule through Prometric as well or is this all one process?

Once you have registered for your examination with HRP, you will receive an email containing instructions on how to schedule your examination with Prometric.

This is a two-step process: registering and paying for your examination, followed by scheduling your examination with Prometric. You are unable to schedule your examination until you have registered and paid for it.

What is the difference in the Labour Relations in CKE2 exam and Employment law exam?

The CKE1 and CKE2 will test key topics and definitions of the Labour Relations functional area as outlined in HRP's Professional Competency Framework. The CHRP and CHRL Employment Law Examinations will test knowledge in relation to applicable pieces of legislation, such as the *Labour Relations Act*, and how it may apply to certain cases.

The CKE1 and CKE2 will test theoretical-based knowledge, whereas the CHRP and CHRL Employment Law Examinations will test more on application and critical thinking-based knowledge.

You may find HRP's Professional Competency Framework here:

<https://www.hrp.ca/Documents/Designations/Professional-Competency-Framework.pdf>.

Please clarify further what you mean the relevant legislation made available in pdf format?

There are three pieces of federal legislation and seven pieces of provincial legislation that candidates will be tested on for the CHRP and CHRL Employment Law Examinations. All candidates will have access to these pieces of legislation in PDF format during their examination.

When will we know the results? Will we know before we register for the employment law exam?

Results are released by email approximately 4-6 weeks from the last day of the testing window. Examination results for the CKE1/CKE2 will be received prior to the registration deadline of the CHRP/CHRL Employment Law Examinations.

Is there any study material designed specially to prepare for CKE1 and CKE2?

Examination preparatory products endorsed by HRP A can be found here: <https://www.hrpa.ca/hr-designations/exams-prep>.

Do we have any defined syllabus for CKE2?

The CKE1 and CKE2 follow HRP A's Professional Competency Framework, which breaks down the different topics and knowledge expectations for both examinations.

You may find HRP A's Professional Competency Framework here: <https://www.hrpa.ca/Documents/Designations/Professional-Competency-Framework.pdf>.

In addition to this, each examination has its own blueprint. You may find these blueprints below:

CKE1 Blueprint: <https://www.hrpa.ca/hrdesignations /Documents/HRPA-CKE%201-Blueprint-FINAL-2.3.pdf>

CKE2 Blueprint: <https://www.hrpa.ca/hrdesignations /Documents/HRPA-CKE-2-Blueprint-FINAL-2.3.pdf>

CHRP Employment Law Examination Blueprint: <https://www.hrpa.ca/Documents/Designations/HRPA-CHRP-ELE-Blueprint.pdf>

CHRL Employment Law Examination Blueprint: <https://www.hrpa.ca/Documents/Designations/HRPA-CHRL-ELE-Blueprint.pdf>

To confirm, the Key Validation and pass mark is set after everyone writes the exam? Is it after the whole exam period (the 2 week) period? Or after each specific day of the exams?

The Key Validation and Pass Mark Approval sessions occur shortly after the last day of the testing window, and not after each day of testing.

I have scheduled my ELE2 for Jan. What happens if there is terrible weather that day? Would testing center ever close for bad weather?

In the event that there is extreme weather or other circumstances potentially preventing candidates from writing the examination, or causing the Prometric test centre to not be able to open, communication will be sent to candidates ahead of time from Prometric by email, as well as a phone call, and Prometric will work with the candidates to reschedule their examinations.

Say I pass the CKE2 AND CHRL law exam, can I then do the job ready program and get the CHRP until I work on the job experience bit

Yes, once you have passed the CHRL Employment Law Examination, you will gain access to the Job Ready Program. Once you have completed this requirement, you will have completed all the requirements to obtain the CHRP Designation.

When does the registration open for the CKE2 in March?

Registration for the CKE2 in March 2020 will be opening in mid-December.

Do we need to bring a calculator to the exam?

No, a digital calculator is accessible within the examination itself.

Can we do a word search in the pdf that is provided?

The PDF pieces of legislation will have a 'Find' feature, like a normal PDF would.

Is there a difference in difficulty level of CKE1 or CKE2?

The CKE2 is not necessarily harder than the CKE1. It is a longer examination, consisting of more questions. The main difference is the way in which they are scored.

For more information on the differences, please consult the blueprints:

CKE1 Blueprint: <https://www.hrpa.ca/hrdesignations /Documents/HRPA-CKE%201-Blueprint-FINAL-2.3.pdf>

CKE2 Blueprint: <https://www.hrpa.ca/hrdesignations /Documents/HRPA-CKE-2-Blueprint-FINAL-2.3.pdf>

With regards to the computer exam, do we only receive one question at a time or are we able to scroll down and see all the questions?

Only one question, along with the options to choose from, are displayed on the screen at a time.

Is CKE2 applicable for using CHRP designations if CHRL score is not met in the exam?

No, you cannot use the CKE2 results towards the CHRP Designation if you have failed. The CKE1 and CKE2 are different examinations and are scored differently, as well. Each examination has its own pass mark established specific to that examination.

I am registered member of HRP, do I still have to go through the Exam eligibility?

All individuals looking to register for the CKE1/CKE2 must meet the Coursework Requirement to establish their eligibility.

What happens if you fail by one point or question?

If you have failed your examination, you will be able to register for the examination again in the next available testing window, if you still qualify.

If a person who is not a Canadian citizen passes the exam, can the person get the CHRP designation?

Yes, those who are not a Canadian citizen and/or reside outside of Canada are able to fulfill the requirements to obtain the CHRP Designation. Please note that the designations that HRPAs grants are for Ontario's jurisdiction.

What percentage of syllabus does Captus Press cover?

The examination preparatory products by Captus Press covers many of the main topics and key definitions that are listed in HRPAs Professional Competency Framework. Please note that these preparatory products are not meant to teach the material, but instead serve as a refresher to the information and knowledge already known.

Is there somewhere to lock up personal items for the exam?

Prometric test centres either have lockers or bankers' bags to store your belongings.

Are the 10 pieces of legislation you are talking about for the ELE exams or the CHRP/CHRL exams or both?

The pieces of legislation are accessible for the CHRP and CHRL Employment Law Examinations.

Can you describe how the test day might look like? What do they search, do we get a lunch/snack break, etc.?

It is recommended that candidates arrive 30 minutes prior to their scheduled examination time. Upon arriving at the test centre, you will be asked to store all of your belongings except your government-issued identification in the designated storage area of the test centre, and you will be asked to show your pockets, roll up your sleeves, as well as be wanded for metal detection. You will then present your government-issued identification and sign into your examination.

You have an unlimited number of unscheduled breaks during your examination. Please note that the breaks that you do take will cut into your examination writing time.

Is there an option to flag a question so we know to return to it?

Yes, you can flag a question and return to it later during your examination.

Does the exam let you know which questions you have skipped so you can go back to them at the end or do you have to remember which questions you've left out?

Yes, there will be a flag icon next to the question number indicating that you have flagged the question to return to later during your examination.

Is there a fee attached to the audit for rechecking the scores?

The price to conduct the Examination Session Audit is currently \$50.00 + HST.

What do we mean by best close answer in the options given in exam?

From the options available for each question, there is one definite correct answer.

How is the scoring done?

A 'Modified Angoff' method is used to determine the cut score for the CKE1, as well as the CHRP and CHRL Employment Law Examinations. This method uses a panel of HR subject matter experts who apply ratings to each individual question on the examination. When applying ratings, the subject matter experts use a 'Borderline Candidate' and determine their performance on each question. Any candidate showing the same or a higher level of performance as a borderline candidate is considered a 'passing' candidate, and any candidate showing performance below the level of a borderline candidate is a 'failing' candidate.

The purpose for this method of scoring is to set an objective hurdle for candidates. This method rewards candidates who are considered to have sufficient competence and knowledge in HR, and to also identify those candidates who have insufficient competence and knowledge; thus, they would not meet the cut score. The 'Modified Angoff' method sets the cut score based on the actual difficulty of the test in relation to the 'Borderline Candidate's' level of performance on each question, and fairly assess individual candidates on their own merits.

In order to calculate the passing grade for the CKE2, a 'non-compensatory' scoring method is used. The purpose for this scoring method is to ensure that individuals demonstrate strong knowledge in each of the nine functional areas. This results strength in one or more functional areas not compensating for weaknesses in other areas.

An overall cut score is still established. What this means is that individuals will need to score a certain percentage in each of the nine functional areas, as well as meet the overall established cut score.

It is possible to be above the threshold of the overall cut score and yet be below the threshold in one or more of the functional areas, resulting in a failing grade. It is also possible to be above the threshold in all nine of the functional areas and be below the threshold for the overall cut score, resulting in a failing grade. Cut scores vary depending on the difficulty of the examination.

The pass mark required for all our examinations change for each sitting depending on how the Key Validation process goes with our psychometrician and the committee. Historically, the pass marks have been close between sittings, and as we move closer and develop stronger items for our examinations, the pass marks established will be even closer to one another.

Can we have food/water during the exam?

Food and water are not permitted in the testing lab.

Is the tutorial time a part of 5 hours?

No, the 10-minute tutorial prior the examination beginning is not part of the five hours you have to complete the CKE2.

Is there a fee charged for rescheduling the exam?

If you are looking to reschedule your examination to a different date within the same two-week testing window, Prometric will charge a rescheduling fee of \$50.00 + HST. Please note that you are not permitted to reschedule your examination within two calendar days of your scheduled date.

If you are looking to withdraw from the examination altogether and plan on registering for the examination for a future testing window, there is a \$50.00 + HST administration fee for the withdrawal, if the withdrawal request is received within 29 calendar days of your scheduled date. There is no administration fee for withdrawals submitted beyond 29 calendar days of your scheduled date.

How much is the total fee to apply for CKE1 and CKE2?

The cost to register for the CKE1 is currently \$275.00 + HST.

The cost to register for the CKE2 is currently \$325.00 + HST.

I was late to this webinar did you cover the 25 test questions and why they are included in the exam if they do not count towards your score?

The non-scored questions that appear on each of our examinations look exactly like a normal question would. These non-scored questions are then removed from the overall score and are strictly used for statistical purposes to see if they would make good questions on future examinations.