

To preserve the security, confidentiality, and integrity of the examination **candidates are strictly prohibited from receiving from, or disclosing to any person or organization, from reproducing (through memorization or by any other means), or from publishing any Examination content.**

Registration

To be eligible to write the Examination the candidate must be a student-at law in good standing with the LSN at the time of registration and on the day the Examination is taken. A student-at-law may not write the Examination during a time when the articling term is paused but may otherwise register to write the Examination at any point during the articling term.

The Examination will be offered by the LSN at least twice per calendar year, usually in the spring and fall. The Examination will be offered in Iqaluit. Subject to approval, candidates who are not in Iqaluit may request to write the Examination in the city/community where they are completing their articling term.

Students-at-law must complete the required registration form and submit the form along with accompanying documentation and fees by the required deadline. **Candidates who do not meet the registration deadline will not be permitted to write the Examination at that sitting.**

Students-at-law who submit an incomplete registration form will be required to re-submit the form and accompanying documentation. A registration is not deemed to have been received until it is complete. It is strongly recommended that the form be submitted as soon as possible in order to ensure it is completed by the application deadline.

After a completed form is received the student-at-law will receive a **Candidate Identification Number**. This number will ensure that examinations are marked anonymously and will be the only identifying feature on the answer sheet. Care should be taken to record the number and not lose it.

Deferral:

If a candidate has registered for an examination sitting but is not ready to sit the Examination on that date the candidate may request a deferral. Upon request, the LSN will grant a deferral of an examination. **Deferral is to the next regularly scheduled examination date.** This may result in a delay in the student's eligibility for call and admission to the LSN. **There is no cost to write a deferred examination if it is received more than 5 business days before the sitting of the Examination.**

If a candidate fails to attend an examination sitting without requesting a deferral the candidate will forfeit the fees paid and will be invoiced for any subsequent sitting.

To apply for a deferral candidates must send a written request to the CEO of the LSN.

Unexpected Emergency or Medical Concern:

If an unexpected emergency or medical concern arises that prevents a candidate from sitting the Examination they must inform the CEO of the LSN in writing as soon as practicable. The CEO may request additional information or supporting documentation from the candidate.

Candidates who fail to write the Examination as scheduled and do not provide sufficient evidence of an unexpected emergency or a medical concern will receive an official result of “unexcused absence” for the Examination and forfeit their registration fee. These candidates will be required to register for the next sitting of the Examination and pay the required registration fee.

Format And Timing Of The Examination Sitting

Format:

- **Part A** of the Examination uses a closed-book multiple-choice format. Each multiple-choice question has four answer options, only one of which is correct. There are 60 questions each worth 1.5 marks that form the basis of 90% of the overall score.
- **Part B** of the Examination consists of 4 questions in a constructed response format. Each question has a legal scenario requiring identification and consideration of the *Model Code of Professional Conduct* and related ethical issues. These questions are worth 10 marks and form the basis of 10% of the overall exam score.

Examinations may be written in either **English/Inuktitut or English/French**.

At the examination site in Iqaluit announcements and directions will be made in English.

The **total length of the Examination is 3 hours**. There is no scheduled break, and the amount of time allotted for the Examination contemplates that candidates may need to use some of the allotted time to visit the restroom. Security protocols will be in place for all visits to the restroom.

Candidates must **mark their answers on the answer sheets provided**.

One **hard (paper) copy of the *Model Code of Professional Conduct*** (with the commentary) will be provided to each candidate at the beginning of the Examination.

The examination site:

Candidates must be seated by no later than 15 minutes prior to the scheduled start of the Examination.

Candidates are not permitted to leave the testing area during the final 15 minutes of the allotted time for the Examination, even if they have completed their examination.

The temperature of the examination site may be different from what is most comfortable for each individual candidate. Candidates are encouraged to dress appropriately.

Candidates should be prepared for minor distractions during the examination sitting.

Candidates who are not in Iqaluit may request to write the Examination at an alternate site in the city or community where they are articling. They must propose an examination site and provide details of the location when registering for the Examination. The alternate site must be approved in advance. Candidates must comply with any conditions that accompany the approval.

Proctoring During the Examination:

Proctors will monitor and observe all candidates during the examination sitting. Candidates must comply with any instructions from the Proctors.

Candidates who request to write the Examination at an alternate site must have an approved proctor. They must propose a proctor when registering for the Examination. A proposed proctor must be a member in good standing of the LSN. The proctor must agree to enforce the rules and protocol and be available to monitor the candidate for the duration of the Examination.

Proctors will monitor examination timing they will instruct candidates when to start and stop writing the Examination.

No verbal time cues will be provided during the writing of the Examination. Candidates may make use of a watch or stopwatch to monitor their progress through their Examination.

Personal Belongings:

The following are the only items permitted. Candidates must not bring any items to the examination sitting area not permitted. Personal belongings must be in a clear plastic storage bag (such as a Ziploc bag).

- Pencils, pens, highlighters, erasers
- Identification
- Food in its original wrapping/container or re-covered in a clear wrapping (e.g., plastic wrap)
- Hygiene products
- Foam earplugs
- Keys
- Medication in clear containers or clear packaging (and not in non-clear pillboxes, organizers, or cases)
- Tissues (loose or in a clear wrapping)
- A wallet
- Unused sticky notes and notepaper (subject to screening and approval by a Proctor)

Candidates may also have:

- Non-alcoholic beverages in clear, resealable plastic containers.
- A wrist watch, stopwatch, or timer that does not transmit (not one that is simply not in transmission mode).
- **Candidates may not use a cellphone or other electronic device as a timekeeper.**

The following are prohibited items that candidates may not possess during the Examination:

- Devices or technologies that can photograph, receive, transmit, or record any information (including video, audio, still, and motion).
- Electronic devices including computers, USB keys, tablets, cell phones, earphones, earbuds, headsets.
- Electronic bracelets of any kind.
- Food or other personal items not in an approved container.
- Notes; copies of statutes or other materials.

Registration Upon Arrival:

Upon arrival at an examination site candidates must report to the registration desk to sign the registration sheet in the presence of a Proctor. Candidates may be asked to present photo identification at that time for confirmation of their identity.

Following registration, candidates must submit to an inspection by Proctors of all personal items. Proctors will be closely monitoring candidates as well as candidates' belongings, clothing, glasses, pockets, buttons, etc. for prohibited items.

Candidates should be prepared to comply with all Proctor instructions. If candidates have any concerns about a specific request, they should immediately request to speak with a LSN staff member.

Once seated a Proctor will issue the candidate a sealed examination package. **Candidates must not open the sealed examination package until instructed to do so.** Once seated candidates are not permitted to leave (even for a restroom break) until at least 30 minutes has elapsed after the start of the examination sitting. **Candidates who exit prior to the allotted time will not be permitted re-entry.**

A candidate who opens the sealed examination package is deemed to have attempted the Examination. The candidate's answer sheet will be marked, and an official result given, whether or not the candidate completes the Examination.

Leaving the Testing Area:

Candidates who determine that they have completed their Examination prior to the end of the allotted time must raise their hand and remain seated until a Proctor has attended their desk.

In order not to disturb candidates who are still writing, candidates who exit prior to the allotted time must do so quietly and must not gather must leave the area immediately.

As indicated above, candidates who determine that they have completed the Examination during the final 15 minutes of the allotted time are not permitted to leave early and must remain seated until the announcement is made for all candidates to stop writing.

In order for a candidate take a restroom break they must raise their hand and remain seated until a Proctor has attended their desk. A proctor will escort the candidate to and from the restroom.

Procedures for the Conclusion of the Examination Sitting:

When the Proctor makes the announcement that the allotted time for the Examination is over all candidates must immediately stop writing, put down pencils/pens. **Candidates who fail to abide by an instruction to stop will receive an official result of "Fail" for the Examination.**

At the conclusion of the Examination all candidates must remain seated until Proctors have collected all materials required to be collected by the Proctors and advised candidates that they may leave their seats. Restroom breaks are not permitted during this time.

Proctors will collect the answer sheets and any paper-based materials provided. Candidates must demonstrate to the Proctor that they do not possess any paper materials when leaving the examination site.

Conduct

Candidates must:

- Arrive for the Examination in sufficient time to register and be seated before the Examination commences (note that candidates will not receive additional time to complete their Examination if they begin writing their Examination after the Examination has started);
- Comply with all registration and screening procedures;
- Be seated and ready to listen to any announcements by 15 minutes prior to the scheduled start time of the Examination;
- Keep any garment they are not wearing (e.g sweater) under their seat;
- Comply with these Rules and Protocol;
- Comply with all requests or instructions made by a Proctor before, during, or after the Examination;
- At any time upon the reasonable request of a Proctor or the LSN staff, allow the Proctor or the staff member to inspect their personal property for prohibited items and/or compliance with these Rules and Protocol;
- Keep any permitted items in their storage bag and visible;
- Raise their hand if they require assistance or the use of the restroom and, in all cases, wait for a Proctor to attend and assist them (in the case of a restroom visit, a Proctor escort candidates to and from the restroom);
- Mark their answers on the answer sheet provided;
- Write only their Candidate Identification Number on their answer sheet. Candidates must not mark their answer sheets in any other way that identifies them.

Candidates must not engage in any of the following:

- Engage in any form of dishonesty, fraud, cheating, misrepresentation or other misconduct in respect of an examination;
- Be in possession of, use, rely on, or consult an unauthorized source of information at any time during the Examination;
- Have access to, access or use any electronic, communication, recording or similar device during the Examination or while in possession of an examination package;
- Copy another candidate's answer to a question on an examination;
- Receive an answer to a question on an examination from another person or entity;
- Share any materials or items with any other candidate during an examination sitting;
- Look at any other candidate's print materials during an examination or allow another candidate to look at their print materials;

- Communicate through any means with anyone during the examination sitting (including in the restroom, on the way to or from the restroom, or while exiting), other than to request assistance from a Proctor;
- fail to abide by the instructions and directions of a Proctor;
- write any answers before the beginning of the Examination;
- continue writing after the Proctor has advised the Examination has ended.

Candidates should be respectful of other candidates and be careful not to create any continuing distraction by sound or movement that could disrupt the concentration of other candidates.

Candidates should not consume food that is especially noisy or distracting or has a strong scent.

Candidates should advise the LSN immediately should they become aware of the existence of a breach of these Rules and Protocol.

Candidates should not permit anything to occur that could reasonably be expected to negatively impact the security or integrity of the Examination.

Breach of the Rules and Protocol:

Any breach of these Rules and Protocol may result in a candidate being asked to leave the examination site and may result in a 'fail' result on their examination. In addition the LSN may direct the preparation of a written report on the conduct of the candidate and its provision to the chair of the discipline committee.

Accessibility And Accommodation

Notwithstanding any provision or requirement contained in these Rules and Protocol, a candidate who requires accommodation may request accommodation and the LSN will provide accommodation to the candidate in accordance with LSN policies. For further information regarding accessibility accommodation please contact the LSN.

Candidates are prohibited from disclosing any accommodation granted to them by the LSN, or information related thereto, to any person other than a medical professional or the candidate's family, friend or service provider such disclosure being permitted for the strict purpose of receiving support with the implementation of an accommodation.

Marking And Examination Failure

The LSN Executive will appoint three (3) members of the LSN (the markers) to mark the examination. Examinations will be marked individually by markers. The passing grade for the examination will be set by the markers collectively after the first sitting of the Examination in May 2022.

To successfully pass the exam candidates must pass both Part A and Part B. The Examination administrator will email candidates their individual result (an overall pass/fail grade). Candidates can expect to receive their examination result 3 weeks after sitting their examination.

Failed Examination:

A candidate who fails to receive a passing score on the first attempt will be entitled to write a second examination at the next scheduled sitting. The candidate will be required to complete a registration form and pay the registration fee.

A candidate who fails for a second time may be permitted to write a third time with the permission from the Executive on such terms and conditions as the Executive may determine. The decision of the Executive is final.

A candidate who fails an examination is entitled to review a copy of the marked examination in the LSN offices at a time set by the CEO but is not entitled to reproduce the examination or any portion thereof in any manner whatsoever. Such a review should occur as soon as is practicable. The candidate must make this request in writing.

A candidate may also apply to have any failed examination re-marked. For each re-mark of an examination, there is a fee of \$105 (\$100 plus GST).

These Rules and Protocol may be updated. The LSN may also provide information about a specific examination sitting prior to the date of that sitting.



For candidates who are concerned about test anxiety, consider reaching out for assistance. The Nunavut Lawyer Assistance Program (NuLAP), which is independent of the Law Society of Nunavut, offers free counselling and peer-support services provided by Alberta ASSIST (1-877-498-6898).