

Evaluation Locations

15-04 WINTER MODULE 5 (MARCH 13, 2015)

This document lists the Modules 5 evaluation session locations for the Winter evaluation session on March 13, 2015 and the students scheduled to write at each location.

Your evaluation location should match the one you requested when you registered. If it is different, please contact moduleregistration@casb.com.

Evaluation session timing in all centers is as follows:

TIME	EXAM
8:30 AM	Securexam laptop setup
9:00 AM	Evaluation start
1:00 PM	Evaluation end

Please arrive at your writing centre by 8:00 AM to ensure that you are signed in and seated for the Securexam instructions at 8:30 AM.

The evaluation rules appear on pages 2-4; please review them before the evaluation session. Please remember *Securexam (CA)* runs on PC-based computers only. No Apple / Power PC / Macintosh computer will be allowed, even if it runs Windows. **Note: Newly implemented evaluation rules are listed on page 4.** All students are required to be familiar with all rules prior to the evaluation.

All questions regarding the evaluation can be directed to moduleregistration@casb.com.

CASB EVALUATION RULES AND PROCEDURES

The total evaluation time is four hours. If you arrive after the exam has started, you will be required to handwrite and no additional writing time will be granted to you. Temporary absences from the evaluation room are only permitted under the supervision of a writing centre supervisor.

You are **required** to bring:

- a fully charged PC laptop computer with power cord and *Securexam (CA)* software installed and qualification exam complete. No Apple / Power PC / Macintosh computer will be allowed, even if it runs Windows;
- pens, pencils, erasers; and
- *Government issued* photo id.

You **may** choose to bring:

- a silent, non-programmable calculator incapable of communicating wirelessly;
- a wired mouse and/or a wired, numeric keypad;
- a wristwatch or small, noiseless clock;
- quiet, non-distracting food (not crunchy or in cellophane wrappers); and/or
- small earplugs (headphone type not allowed).

Only the items listed above can be stored on your desk. You may also choose to bring a fully charged backup PC laptop computer with power cord and *Securexam (CA)* software installed and qualification exam complete. The backup laptop must be stored at the front of the room.

You **cannot** bring:

- any books, reference material, sticky notes, tabs, bookmarks, or paper into the evaluation room. Only paper provided by a writing centre supervisor is allowed;
- wireless mice, computer peripheral devices, wired or wireless external keyboards, other than those listed as approved above;
- cell phones or other wireless communication devices (these must be turned off and stored in students' carry bags at the front/side/back of the room);
- electronic data storage devices;
- any hats or hoodies; or
- anything in concealed containers other than a clear plastic bag.

Technical support:

- Onsite technical support for students will be available at the 18 primary evaluation centre locations.
- If you encounter a technical problem during the evaluation, you will be required to immediately start handwriting. If the issue cannot be resolved within 15 minutes, you will be notified by the IT proctor that you are required to complete the remainder of the evaluation by hand.

Please note that invigilators and IT proctors are **not** permitted to assist you in any way with respect to the evaluation content.

Procedures

Before the evaluation:

- Leave *Securexam (CA)* laptop setup instructions face down until you are instructed to turn them over
- Leave all booklets face down until you are instructed to turn them over
- Write only your CASB ID number on the USB key label

During the evaluation

- Click into the question's answer tab and enter in at least one character. If you do not there will be a warning message pop up at the 15 minute mark telling you nothing has been saved.
- Do not hide or remove any columns from your answer tab. Information in removed columns will be lost and cannot be marked.
- Once the evaluation has started and until it concludes, you may not communicate with any other students writing the evaluation

After the evaluation

- Submit your CASB USB key at the end of the evaluation. If this USB key is not received by the IT proctors, your response may not be accepted. The security files contained on the USB key will be reviewed to ensure that you did not exit *Securexam (CA)* during the evaluation. Copies of the security files and of your response are contained on your hard drive. You must maintain these files for three weeks after writing the evaluation.
- Return all pages of the signed evaluation booklet, including any scratch paper you have removed from the booklet.
- After you have left the evaluation centre, upload the backup file of your response by 4:00pm on evaluation day. Files received after 4:00pm might not be marked and a late fee of \$100 may be levied against you.
- The MCQ portion of evaluations with MCQ is non-disclosed. The case simulation will be available after the results have been released.
- Answers written on the evaluation booklet or on scratch paper will not be reviewed

Violation of the rules will result in a review of the student's conduct by the Director of Learning Centre Operations and the CEO of CASB and may result in disciplinary actions.

2013 NEW CASB EVALUATION RULES

As per the CICA, CASB has implemented new rules and procedures that will be enforced at each Module Evaluation, the Simulated UFE and the UFE, starting with the July 5, 2013 Spring Evaluation.

Cellphones

- Absolutely no cell phones are allowed on any student or at the student's desk for the duration of the evaluation. Cell phones must be: placed in a backpack or purse and left at the front/side/back of the writing centre, left in the student's car, or left at home. If a student is found with a cell phone on them during the evaluation, it will be considered a violation of the rules and there will be serious consequences.
- An announcement will be made before the start of each evaluation to remind students to put their cell phones away.
- DISCLAIMER: Should any student bring their cell phone to the evaluation centre, they do so at their own risk. CASB will not be held responsible for any lost, stolen or broken cell phones.

Assigned seating

- Starting with the July 5, 2013 Spring Evaluation, CASB will be implementing assigned seating at each evaluation centre.
- Students will be assigned a seat upon arrival at the evaluation centre. The seat assigned is non-negotiable.

Items on students desks must be completely visible

- Pencil cases, lunchboxes, or any other concealed containers will not be permitted at the student's table. If a student would like to bring in extra pens, pencils, highlighters etc., they must be placed in a clear plastic bag, or left out in the open on the student's table. CASB will not be providing clear plastic bags.

CASB will be more strict on enforcing the following rules

- Students are required to bring Government Issued photo ID.
- Students are not permitted to bring in any outside paper to the evaluations. This includes sticky notes, sticky tabs, bookmarks or any paper.
- Hats and hoodies are not permitted on any student's head. Students are permitted to have a hoodie on without the hood on their head. Exclusions apply for religious or medical headpieces.

Violation of the rules will result in a review of the student's conduct by the Director of Learning Centre Operations and the CEO of CASB and may result in disciplinary actions.

EVALUATION SESSION - March 13, 2015

ALBERTA		
CITY	MODULE	WRITING LOCATION
Calgary	5	Mount Royal University 4825 Mount Royal Gate S.W. Calgary, Alberta T3E 6K6 Room: EC2065
Edmonton	5	Delta Edmonton South Hotel and Conference Centre 4404 Gateway Boulevard Edmonton, AB T6H 5C2 Calgary Room
Grande Prairie	5	Holiday Inn Hotel and Suites Grande Prairie- Conference Centre 9816-107th Street Room: Barcelona B Grande Prairie, AB T8V 8E7
Lethbridge	5	Lethbridge Lodge Hotel and Conference Centre 320 Scenic Drive South Lethbridge, AB T1J 4B4 Room: Poplar Room I
Medicine Hat	5	Medicine Hat Exhibition & Stampede 2055 - 21st Ave. SE Box 1298 Medicine Hat, AB T1A 7N1 Room: Cactus Room
BRITISH COLUMBIA		
CITY	MODULE	WRITING LOCATION
Burnaby	5	Executive Hotel and Conference Centre 4201 Lougheed Hwy. Burnaby, BC V5C 3Y6 Room: Boardroom C
Nanaimo	5	Vancouver Island Conference Centre 101 Gordon Street Nanaimo, BC V9R 5J8 Room: Dodd Narrows Room
Vancouver	5	UBC Robson Square 800 Robson Street, Vancouver, BC V6Z 3B7 Room: C225
Victoria	5	Camosun College Interurban Campus 4461 Interurban Road Victoria, B.C. V9E 2C1 Room: CBA 106

MANITOBA		
CITY	MODULE	WRITING LOCATION
Winnipeg	5	Victoria Inn Winnipeg 1808 Wellington Ave Winnipeg, MB R3H 0G3 Room: Kensington Room

EVALUATION SESSION STUDENT LIST – March 13, 2015

Module	Entity No	Evaluation
Module 5	78476	Burnaby
Module 5	95927	Burnaby
Module 5	39040	Calgary
Module 5	44755	Calgary
Module 5	55856	Calgary
Module 5	87825	Calgary
Module 5	30990	Edmonton
Module 5	35530	Edmonton
Module 5	42029	Edmonton
Module 5	42365	Edmonton
Module 5	44570	Edmonton
Module 5	50781	Edmonton
Module 5	52276	Edmonton
Module 5	62740	Edmonton
Module 5	86634	Edmonton
Module 5	78602	Grande Prairie
Module 5	42401	Lethbridge
Module 5	44178	Lethbridge
Module 5	67440	Medicine Hat
Module 5	26973	Nanaimo
Module 5	25246	Vancouver
Module 5	64786	Vancouver
Module 5	96572	Victoria
Module 5	95937	Winnipeg