

IMPORTANT INSTRUCTIONS!

PLEASE READ PRIOR TO THE EXAM DATE
ANY QUESTIONS CONTACT mlpao@mlpao.org

INSTRUCTIONS TO ALL CANDIDATES

You will receive your exam site letter (indicates your Exam ID#, location of exam and time) 2-3 weeks prior to the exam. You will need this email (printed or on your mobile device) to enter the exam room as well as your required government issued photo ID (i.e. driver's license, OHIP card, passport).

Arrive at the exam location indicated on your site letter at least 30 minutes early for registration. At large centers this will be done alphabetically.

Do not bring any valuables to the exam site. You can bring a **NON-SCIENTIFIC CALCULATOR (basic)** and the MLPAO will provide you with an **APPROVED PENCIL** (the pencil is yours to keep). Ink and felt-tipped pens **are not permitted**. The MLPAO will not be responsible for lost or stolen items.

Place all personal possessions along the wall or at the front of the room before commencement of the examination. Such items will not be accessible during the examination.

At the beginning of the exam, you will be provided with a sealed envelope containing the exam book, an answer sheet (bubble), a feedback sheet, exam security agreement and an envelope to submit your completed documents once you have finished the exam. **You must not open your envelope until instructed by the invigilator(s).**

When instructed by the invigilator(s), open your exam, print your name and Exam ID number on the front cover of the exam book, sign your exam security agreement and complete the identification section of the answer (bubble) sheet prior to answering questions. An example on how to complete the answer (bubble) sheet is provided below.

Unidentified examinations will be considered void and will not be marked. **** NEW** at this time you will be allowed to reference your cellphone if you did not have a hardcopy of your site letter. Once your exam ID number has been recorded on your bubble sheet, all cellphones must be shut off and placed with your belongings.**

You will be given a total of 3 hours to complete the exam which will begin at **9:00 am**. **NO** extra time will be given for late arrivals. There is a total of **200** questions to be answered and you must achieve a 60% overall score to pass.

Use the supplied answer (bubble) sheet only to record your answers. Mark your answers by completely filling in the circle of what you believe is the correct/best answer. Fill in your answer (bubble) sheet right away, you will **NOT** receive extra time to transfer answers from the exam booklet.

Do not make any stray marks on your answer (bubble) sheet and, if you must erase, do so completely.

Scratch paper is not allowed. You may use your exam booklet, feedback sheet or outer envelope as scratch paper.

At the end of the exam, your exam book, completed answer (bubble) sheet, feedback sheet, exam security agreement and original envelope must be submitted in the new envelope provided. **DO NOT** seal your exam envelope until it is checked by an exam invigilator. Raise your hand and ask for your exam documents to be reviewed. You will seal your envelope with the invigilator and sign it once it has been checked. Failure to return the exam book, exam security agreement or the answer sheet will result in serious consequences including automatic failure of the exam.

IMPORTANT

Talking, looking at other candidates' papers and continuing to write when the exam time is over will result in serious consequences and disqualification of your exam.

All candidates will be notified of their exam results by mail 4 to 6 weeks after the examination date. No marks will be released over the phone. If you are unsuccessful, you will be given an opportunity to retake the next exam with an extended deadline. Details will be included with your results.

EXAMPLES AND INSTRUCTIONS FOR COMPLETING IDENTIFICATION SECTION OF ANSWER SHEET

In the boxed area of the answer sheet in the upper left corner print your LAST NAME (enter only one letter per square). Leave ONE SPACE blank and then print your FIRST NAME. If your name has more letters than the space provided, then leave out the rest. **Regardless of whether your name is misspelled on the site letter or you have changed it, you must print your name exactly as it appears on your site letter.** If there is an error on your site letter, notify the MLPAO office after the exam.

In the column under each box in the name section, darken the circle containing the same letter. For the space, darken the top blank bubble. Darken only one circle in each column.

Below the name in the box labeled "Identification Number" enter the correct identification number as it appears on the site letter above your name. **Your exam identification number will be the current year (2019), to be followed by your 5-digit EXAM ID number from your site letter so that it reads (i.e. – 201900000).** In the column directly under each box darken the appropriate number bubbles that match your identification number.

You will then flip over your bubble sheet and write your last name, followed by your first name at the top where it says **NAME:**

IMPORTANT - Please check to be sure the two digits in the box labeled "Special Codes" match what appears on your test book cover. If the number does not match, then please report to the invigilators right away.

Only fill in Name and Examination Identification Number boxes. Do not fill in Sex, Birth Date, Special Codes, 'Do Not Write in This Space' and Grade or Education boxes.

INSTRUCTIONS FOR COMPLETING ANSWER SECTION OF THE BUBBLE SHEET

Answer all 200 questions

The answer (bubble) sheets are electronically marked.

Record your answer **only** on the bubble sheet.

There is only one (1) correct answer per question. Choose the most correct answer.

Completely fill in the circle for each question on the bubble sheet with the pencil provided.