



CARDUP Credentialing Examinations

Candidate Guide

**Examination Application and Instructions | Examination Administration and Policy
Preparation for CARDUP Examinations | General Examination Rules & Regulations**

CARDUP

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1. Defining CARDUP

The Vision Statement of CARDUP presents the purpose and goals for which our Organization was conceived.

The Canadian Association of Registered Diagnostic Ultrasound Professionals is an aggregation of ultrasound disciplines committed to instilling pride, national recognition and identification within our chosen profession, while celebrating the collective potential of all the registrants.

Our Mission Statement states the process by which CARDUP strives to attain its Vision:

The mission of the Canadian Association of Registered Diagnostic Ultrasound Professionals is to provide a current registry of diagnostic ultrasound professionals who meet national competency standards; and to promote high standards of professional practice through liaison with provincial regulatory bodies, educational institutions, and both national and international associations and agencies.

In establishing a registry of Canadian credentialed ultrasound professionals, CARDUP has set into place certain requirements that must be met by potential registrants who wish to acquire their Canadian credentials. These requirements include:

- Documented proof of successful completion of a Canadian Medical Association (CMA) accredited diagnostic ultrasound education program or an equivalent ultrasound education program as recognized by CARDUP.
- Successful completion of the CARDUP Clinical Skills Assessment (CCSA).
- Successful completion of CARDUP approved written examination(s).
- Payment of all required credentialing and registry fees.

Ultrasound professionals applying for CARDUP registration may receive their credentials in the following specialties:

- CRGS Canadian Registered Generalist Sonographer
(Core and Generalist)
- CRCS Canadian Registered Cardiac Sonographer
(Core and Cardiac)
- CRVS Canadian Registered Vascular Sonographer
(Core and Vascular)

In support of these requirements for CARDUP registration, CARDUP has now established Canadian diagnostic ultrasound examinations that will help to ensure that CARDUP registrants meet the technical, ethical, and professional standards that are expected of an ultrasound professional to effectively function in the Canadian healthcare system. CARDUP credentials are highly respected and required by many employers of ultrasound professionals in the Canadian workplace.

2. Introduction to the CARDUP Credentialing Examinations

CARDUP was created with the goals of being responsive to the needs of the Canadian medical community from coast to coast and to the establishment of bilingual written and practical exams that reflect Canadian standards in healthcare.

The Clinical Skills Assessment was established by CARDUP to ensure that Canadian Registered Diagnostic Ultrasound Professionals have the knowledge and clinical skills necessary for entry level practice. This process which has been in use since 2006 provides an assurance to both employers and the public that sonographers registered with CARDUP are competent upon entry into their profession in Canada.

To supplement the CARDUP Clinical Skills Assessment, CARDUP has introduced its own written examinations as a requirement for credentialing. CARDUP written examinations have a Canadian focus and are competency-based, which ensures that the credentialing exam is relevant to Canadian practices.

The CARDUP examinations are based upon the content of the National Competency Profiles (NCP) for Sonography. Canadian diagnostic ultrasound education programs that are CMA accredited base their learning objectives and course content on these NCPs. Certain competencies from within the NCP have been identified as "examinable", as determined by their importance, their frequency-of-use, and the format in which they will be tested.

Examination blueprints have been developed based on the competencies identified from the NCP that were suitable for testing through a written examination process. Blueprints for Core, Generalist, Cardiac, and Vascular examinations have been established. The structure of each written examination is based on its respective blueprint of examinable competencies. For further details on the structure of the CARDUP examinations and the NCP please refer to the CARDUP website.

Using standardized test-development methods, a bank of exam questions has been developed to assess the examinable competencies as identified in the blueprint. Each time an exam takes place, questions will be pulled from the bank, and psychometric analysis will be applied to ensure that the exam is valid, reliable and free from bias.

Once becoming registered with CARDUP and receiving credentials, registrants will enter into a triennium in which they will be asked to complete and submit Continuing Education Credits to assist them in maintaining currency in the theory and practice of their field of sonography. As well, registrants will renew registration with CARDUP on an annual basis. Please see the section in the Guide entitled *CARDUP Registration and Renewal* for further information.

3. Code of Ethics

By registrants acquiring:

- the necessary education and clinical experience to successfully challenge and fulfill the requirements of CARDUP registration,
- maintaining currency with new developments in their field of Sonography,
and
- respecting the Code of Ethics for the profession of Diagnostic Medical Ultrasound;

sonographers registered with CARDUP can function effectively and ethically in the Canadian medical community.

For reference, the Code of Ethics, Code of Conduct and Scope of Practice are available on the Canadian Society of Diagnostic Medical Sonographers website, www.csdms.com.

4. Description of the Examinations

All CARDUP examinations will be conducted in a computerized format in secure, proctored facilities provided by CARDUP.

All exam questions will be in multiple-choice format, and many will be based upon images or video clips that are displayed on-screen. Candidates will have the opportunity to move through the exam at their own pace (subject to the overall time limit), to answer questions, to skip questions, to flag questions for later review, and to change their responses until they exit the exam. Reference materials and aids will **not** be allowed while writing the exam. Please refer to the section in the Guide entitled *Examination Day Procedures, Rules and Regulations* for further information.

4.1 Core Sonographic Examination

The Core Sonographic Examination will consist of 80 multiple-choice questions to be answered within an 80-minute timeframe. This examination will focus on knowledge of ultrasound physics principles, general ultrasound technique and equipment operation, patient management, environment and safety issues, compliance and professionalism, and analysis and reporting activities. Successful completion of the Core Sonographic Skills Examination will be required for credentialing as a Generalist Sonographer, Cardiac Sonographer and as a Vascular Sonographer. Credit for this exam is transferable towards additional CARDUP credentialing examinations in the future.

The following table outlines the standard timelines for the Core Sonographic Examination on the exam day. *Specific timelines may vary from site to site. You will be advised of the timeline for your specific exams with your Authorization to Write.*

Examination Day Schedule	
0800	Candidates arrive (60 min prior to exam start)
0900-1020	Core Exam (80 questions / 80 minutes allowed)

4.2 Generalist Sonographer Examination

To qualify for credentialing as a Generalist Sonographer, candidates will be required to successfully complete two exams:

1. The Core Sonographic Examination
2. The Generalist Sonographer Examination, which will comprise three components:
 - Obstetrical and Gynaecological Sonography (100 multiple-choice questions to be answered within a 100-minute timeframe)

- Abdominal Sonography, Sonography of the Musculoskeletal System and the Superficial Structures (130 multiple-choice questions to be answered within a 130-minute timeframe)
- Sonography of the Vascular System (60 multiple-choice questions to be answered within an 60-minute timeframe)

The Core Sonographic exam and the three components of the Generalist Sonographer exam will normally take place in a single day. This will involve six hours of exam writing at a computer station. There will be breaks between the various exams and components.

The following table outlines the standard timelines for the Generalist Sonographer Examinations on the exam day. *Specific timelines may vary from site to site. You will be advised of the timeline for your specific exams with your Authorization to Write.*

Examination Day Schedule	
1040-1220	Obstetrics / Gynaecology (100 questions / 100minutes allowed)
1220-1330	Lunch
1330-1540	Abdominal / MSK / Superficial Structures (130 questions / 130 minutes allowed)
1540-1600	Break
1600-1700	Generalist Vascular (60 questions / 60 minutes allowed)

Candidates for the Generalist Sonographer Examination who fail one or more components of the exam will be allowed to re-write the failed component(s) at the next scheduled examination session.

4.3 Cardiac Sonographer Examination

To qualify for credentialing as a Cardiac Sonographer, candidates will be required to successfully complete two exams:

1. The Core Sonographic Examination
2. The Cardiac Sonographer Examination
(180 multiple-choice questions to be answered within a 180-minute timeframe)

The Core Sonographic exam and the Cardiac Sonographer exam may take place on separate consecutive days. Candidates must successfully complete both exams to obtain the CARDUP CRCS credential.

The following table outlines the standard timelines for the Cardiac Sonographer Examination on the exam day. *Specific timelines may vary from site to site. You will be advised of the timeline for your specific exams with your Authorization to Write.*

Examination Day Schedule	
0800	Candidates arrive (60 min prior to exam start)
0900-1200	Cardiac Exam (180 questions / 180 minutes allowed)

4.4 Vascular Sonographer Examination

Details about the CARDUP Vascular Sonography Examination will be forthcoming when the examination is available for writing.

5. Prerequisites for CARDUP Examinations

5.1 CMA Accredited Ultrasound Program Graduates

To qualify for acceptance to write CARDUP examinations, the following prerequisites must be are required:

1. The candidate must be a graduate or are about to graduate from a Canadian Medical Association (CMA) accredited program in Diagnostic Medical Sonography.
2. The candidate must have successfully challenged the CARDUP Clinical Skills Assessment for the same ultrasound credentials as the selected examination(s) on the application.
 - Verification that the program representative has submitted the completed CCSA Candidate Summary(ies) to CARDUP is required.

5.2 Other Candidates

3. Other candidates may be approved based upon CARDUP’s assessment of their education and clinical experience on a case by case basis. Please refer to the CARDUP website for details on “external candidates”.

6. Examination Application Requirements and Deadlines

Prospective candidates, who intend on applying for CARDUP credentialing examinations must submit the exam application by the exam application deadline. The completed exam application must be submitted directly to CARDUP Head Office at the address indicated in the section of the Guide entitled *CARDUP Contact Information*.

The *Application for CARDUP Examinations* form and all associated examination forms for various exam administrative requests are located on the CARDUP website.

The complete Examination Application consists of the following:

- A completed *Application for CARDUP Examinations* form which includes signature and the date of submission.
- Verification that the CARDUP Clinical Skills Assessment has been completed for the exam specialty selected on the application and that the completed Candidate Clinical Skills Summary Form has been submitted (see the *Prerequisites for CARDUP Examinations* section for further details).
- Full payment of the examination fees.

Please ensure that the addresses you provide to us on the exam application for communication to you are current and reliable.

Please note that if your application is not complete or it is unsigned, it will be returned by mail with a letter explaining that it cannot be processed. You will have to reapply for the examination at a later date.

7. Examination Fee Schedule

Exam Fee Schedule	
These Examination Fees are inclusive of the CCSA (i.e. no additional fees will apply)	
Core	\$ 200.00
Generalist	\$ 400.00
Cardiac	\$ 250.00
Mandatory Nonrefundable Exam Application Processing Fee	\$100.00

8. Examination Sites

Examinations are planned to be held across Canada.

More specific address location information for the examination will be provided when approved examination candidates receive their *Authorization to Write CARDUP Examination Notice*.

9. Travel and Lodging

Once your examination application has been approved and you receive your *Authorization to Write CARDUP Examination Notice*, it is your responsibility to make your own arrangements for travel and lodging to attend and write the exam. CARDUP does not provide assistance with your travel and accommodation arrangements. We will provide you with a complete address including building and room number location. CARDUP does not provide maps or directions to the exam locations.

10. Language Options for the Examinations

The CARDUP Core and Generalist examinations are offered in English and French. The initial Cardiac and Vascular examinations will be offered in English only with availability in French based on the French accredited ultrasound programs for these disciplines.

For candidates who wish to write the CARDUP exams in English but are non-native English speakers, CARDUP recommends a minimum Test of English as a Foreign Language (TOEFL) score of 80 within the last two years.

11. Examination Application Processing and Approval

CARDUP will review the submitted examination applications as they are received. If the candidate meets all the prerequisites and has submitted a complete application with payment of fees, then the candidate will be approved to write the requested examination(s).

Approved candidates will receive an *Authorization to Write CARDUP Examination Notice* from CARDUP, at least, one month prior to the examination date. It will be sent by email. This Notice will confirm the exam component(s) for which the candidate has received approval to write, and will confirm the date, timing, and location of the exam(s). **All candidates must provide a printed copy of the *Authorization to Write CARDUP Examination Notice* to the Exam Registrar on the day of the exam.** A registration station will be set up at each exam location on the day of the exam to which the candidate must report and register.

Accompanying the *Authorization to Write CARDUP Examination Notice*, approved candidates will also receive *Information for CARDUP Examination Candidates* which will contain instructions regarding exam day procedures.

If the candidate does not qualify to write the CARDUP examinations or has provided an incomplete *Application*, a *Refusal to Write CARDUP Examination Notice* will be sent, at least, one month prior to the exam explaining why the application was refused.

If you have not received an *Authorization to Write* or *Refusal to Write Notice* by two weeks before the scheduled exam, please contact CARDUP immediately. Full contact information is located at the end of this document.

12. Preparing to Write a CARDUP Examination

Sample questions are available on the CARDUP website. The purpose of the sample questions is to allow candidates to navigate through an example of the computer based interface as well as provide questions focusing on subject matter identified on the examinable material list for CARDUP examinations. These questions are clear examples of the type of multiple-choice questions that you can expect to encounter on a CARDUP credentialing examination. They are written in the CARDUP exam question style and will demonstrate either a 'stand-alone' question layout or a question layout referencing an associated image or video clip. Candidates are required to review the sample questions to familiarize themselves with the tools of the exam interface.

Typically, for the Core, Generalist and Cardiac Examinations, you should be prepared to read and answer an exam question within approximately a one minute time frame. This may be adjusted for the Vascular Examinations when it is available.

Examination candidates can further prepare for CARDUP examinations by reviewing the NCPs, Core Blueprint, Generalist Blueprint, Cardiac Blueprint and Vascular Blueprint available on the CARDUP website.

13. Examination Day Procedures, Rules and Regulations

You should arrive at the registration station of your CARDUP examination location at least one hour prior to the scheduled time of the examinations that you have been authorized to write. **At the registration station, you must provide to the examination registrar a printed copy of your *Authorization to Write CARDUP Examination Notice*, together with current, non-expired government-issued photo ID.**

Do not complete the *Sign-off for Examination Attendance and Photo ID Check* section of your *Authorization to Write Notice* until you are at the registration station. The examination registrar will complete this part of the *Notice* with you at that time.

- You will not be allowed to access the exam if you arrive late at the registration station.
- Candidates who fail to attend a scheduled exam or component, or who arrive too late to be admitted, will forfeit the exam fee(s) and must re-apply for a future exam. The decision to forfeit the exam fee may be appealed *using the CARDUP Examination Results Appeal Form*.
- You will be provided with a computer workstation on which you will write the exam. The Proctor will tell you when and how to log on and access the exam.
- You will not be allowed to bring to your workstation any outside clothing, bags, backpacks, books, paper, writing materials, resource materials, notes, cell phones, calculators, cameras or other electronic devices. Secure storage will be available to you at the exam location.
- You will not be allowed to access the Internet on the computer workstation.
- You will not be permitted to communicate with any other person while you write the exam.
- You will not be allowed to bring food or drink to your workstation. (Breaks will be provided between each exam and component).
- You will be provided with a single sheet of blank paper and a pencil, which must be returned to the Proctor when you leave the room.
- Candidates may not leave the room for any reason. Once they leave they will not be allowed back into the examination room unless they have applied for and received in advance, special accommodations for medical reasons.
- Proctors are required to document instances of candidates leaving the exam room prior to completion of the exam period.
- The Proctor's role is to ensure the integrity of the exam and the writing process, to handle any technical or logistical problems that may arise, and to assist you as appropriate. You should direct any questions or requests to the Proctor. You should follow the direction of the Proctor at all times.

- In establishing the location for the exam, CARDUP has tried to provide every candidate with a comfortable and uninterrupted setting. Please do your part by behaving in a manner that respects the needs of your fellow candidates.
- In the event that the exam is unexpectedly interrupted by a technical problem or any external event, the Proctor will inform you of how to proceed.
- In the event that the Proctor suspects a candidate of academic dishonesty, the Proctor will note the details and send an incident report to CARDUP. If the academic dishonesty is clearly apparent, the Proctor is authorized to require the responsible candidate(s) to leave the examination room immediately. When academic dishonesty has taken place, CARDUP will take appropriate action relative to the individual(s) responsible. For further information please see the section in the Guide entitled Confidentiality and Security of Exam Material & Policy Regarding Dishonest Actions.
- CARDUP is committed to ensuring a safe and respectful environment for exam candidates, volunteers and staff. Physically or verbally abusive, aggressive or intimidating behaviour, harassment or coarse language towards the Registrar, Proctor, staff, volunteers or other candidates will not be tolerated. Any disruptive behaviour will be noted by the Proctors and an incident report will be sent to CARDUP. If the disruptive behaviour creates a continuing distraction by sound, movement or odour, which disrupts the concentration of other candidates writing the exam, or threatens staff, the Proctor is authorized to require the responsible candidate(s) to leave the examination room immediately. Such individuals will not be permitted to take the exam, or if the exam was in process, may have their exam results declared null and void. The examination sitting fee will be forfeited and CARDUP reserves the right to permanently refuse entry to all CARDUP examinations. Candidates will comply with requests or instructions made by a Proctor, including, but not limited to a request to leave the examination room.

14. Examination Withdrawal and Refund Policy

Candidates who wish to completely withdraw their *Application for CARDUP Examinations* or who wish to completely withdraw from CARDUP examination(s) for which they have received an *Authorization to Write Notice* must notify CARDUP within 10 business days of their assigned time to write the exam by submitting a *CARDUP Examination Withdrawal and Refund Request Form*. The candidate will receive a refund of fees paid (less the mandatory non-refundable Application Processing Fee).

The *CARDUP Examination Withdrawal and Refund Request* form is available on the CARDUP website. The completed *Withdrawal and Refund Request* must be emailed to denisecardup@bellnet.ca or mailed to CARDUP Head Office by the deadline (see section in the Guide entitled *CARDUP Contact Information* for the address).

15. Scoring

As CARDUP examinations are offered in a computer format, the scores will be electronically generated. Exam questions will either be marked as correct or incorrect. There will be no penalty applied for incorrect answers.

The passing score is derived for the CARDUP Examination using a modified Angoff method. In this method a panel of subject matter experts review each item and estimates the expected candidate's level of performance for each item. The sum of these estimates results in the passing score for that specific exam.

As every examination paper has a different selection of items, the passing score will vary from exam to exam. The level of difficulty of each exam varies based on the selected items and therefore easier exams have higher passing score than the more difficult forms of the exams. In this way no candidate will suffer any unintentional penalty due to writing the more difficult format and likewise no candidate will gain any advantage from having taken the less difficult form of the exam.

CARDUP uses this standard setting method in order to provide a valid and reliable testing mechanism that is fair to candidates and appropriate for a national credentialing process. Once the electronic scoring of the written examinations is completed, the exams and results undergo a review and evaluation. Should any significant discrepancies occur in regard to any examination questions, appropriate adjustments of the scores may occur before the exam results are released to the candidates to ensure exam validity, reliability and fairness.

16. Notification of Results

Once the examination results are verified, then CARDUP will inform the candidate by letter sent by mail. Candidates will receive the results in 4-6 weeks after writing in the form of a *Notice of Results* letter which will indicate a pass or a failure.

If the candidate is successful on the examination and has passed, the candidate will receive the appropriate credentials, which will also be outlined in the *Notice of Results* letter. Along with this letter the candidate will receive an official *CARDUP Certificate* indicating Registration and the Credentials. This *Notice* and *Certificate* will be followed by a permanent card displaying the candidate's credentials that will be sent by mail.

If the candidate is unsuccessful in passing the examination, then the candidate will be provided with a detailed explanation in the *Notice of Results* letter, so that, the candidate may take remedial action and then apply to re-write the examination.

17. CARDUP Credentialing Exams Results Summary

CARDUP provides a statistical report on graduate success to CMA accredited ultrasound programs.

Note: this report does NOT include individual student names or scores.

18. Appealing Examination Results

Computerized multiple choice examinations are generally not subject to scoring errors. In the event that an item on the exam is poorly constructed or wrongly coded as to the correct answer, statistical analysis is used to identify the situation and take corrective action, which may include removing the question from the scoring of the exam. Consequently, there is no room for adjustment or discretion in determining a candidate's score.

Candidates whose fees have been forfeited for non-attendance, or who fail the exam, may initiate an appeal on the following grounds:

- Circumstances beyond the candidate's control affecting attendance.
- Disruptive testing conditions on the day of the exam.
- A medical situation affecting the performance of the candidate.

Candidates who wish to appeal must complete the *CARDUP Examination Results Appeal Request Form* (available on the website). The form must be fully completed and submitted with a non-refundable appeal fee of \$100 within ten (10) days of receipt of results. The appeal review will be completed within 30 calendar days of CARDUP's receipt of the *Appeal Request*, and the candidate will be informed of the results by letter. An appeal that is decided in the candidate's favour may result in a refund of the examination fee less the mandatory non-refundable examination application processing fee.

19. CARDUP Registration and Renewal

Once registered with CARDUP, the highest of Canadian standards will have been met by qualifying candidates, thereby ensuring employers across Canada that CARDUP registrants meet the appropriate Canadian standards for entry level practice.

As a CARDUP registrant, you will initiate a triennium period. This is a three year period spanning from May 1st of the first year to April 30th of the third year in which you will be required to obtain 30 Continuing Medical Education (CME) credits to demonstrate your currency and upgrading with sonographic principles and practice. The CME system is not a rolling triennium. Your record will return to "0" at the end of your triennium and you will begin again for another 3 year period upon renewal of your registration in that year.

Your annual registration with CARDUP is renewed each year in May for a nominal fee and at that time a new CARDUP registry card will be issued. You will be able to annually renew your registration throughout your triennium period, but in the last year of your triennium you must have obtained the required 30 CME's in order to continue renewal of your CARDUP registration and the initiation of the next triennium period.

Further information can be found on the CARDUP website at www.cardup.org.

20. Confidentiality and Security of Exam Material & Policy regarding Dishonest Actions

CARDUP is committed to maintaining strict confidentiality and security over its examination process and materials. This Policy and Agreement is intended to apply before, during and after the exams to eliminate the possibility of a candidate obtaining an unfair advantage and to avoid the expense of replacing examination materials in the event of a security breach.

All CARDUP examination materials are the property of CARDUP and are protected by copyright. Stringent security measures have been put in place to ensure that the integrity of the examination process and the examination materials is always maintained. These measures were created to ensure that examination materials are always protected while being developed, reviewed, reproduced, transported, disposed of, presented on exam day, executed, and while undergoing evaluation for scoring purposes.

CARDUP strictly enforces its examination security policy as presented herein. Candidates who violate the policy as presented herein and in the section of the Guide entitled *Examination Day Procedures, Rules and Regulations* may be asked to leave the examination site, may not receive their results and/or may have those results declared null and void.

If a candidate knowingly presents fraudulent information or misrepresents the facts in his or her examination application or other related request forms, CARDUP will take the appropriate action, which may involve permanent refusal or withdrawal of authorization to write CARDUP examinations, exam results being declared null and void, and/or cancellation of their CARDUP registration.

CARDUP has monitoring and surveillance procedures in place to detect and document examination misconduct, which includes addressing candidates who complete the examination via fraudulent means.

You must review and agree to the terms of this Policy and Agreement before starting your exam. If you do not agree to the terms of this Policy and Agreement, you will not be permitted to take the exam and you will forfeit your sitting fee.

- 1. I certify that I am the person whose name appears on the forms of identification that I presented prior to admission to the examination area.**
- 2. I affirm that I have read and understand the CARDUP Examination Security Policy and Agreement as well as the Candidate Guide including without limitation, the Examination Day Procedures, Rules and Regulations.**
- 3. I understand that all examination materials, including my answers, are the exclusive property of CARDUP.**
- 4. I affirm that I have not and will not obtain or use answers or information from, and have not and will not give answers or information to, another candidate or person.**
- 5. I understand that the Exam is a confidential and secure test. I will not reproduce, record or disclose through memorization or any other means, including but not limited to postings on the internet any exam question or answer, in whole or in part, in any form or by any means.**
- 6. I understand and agree that disclosing any exam question or answer, in whole or in part to any individual, organization, agency or other person, by any means, is theft and CARDUP has the right to declare my test scores null and void.**
- 7. I understand that if I do not agree to these conditions, I will not be permitted to take the exam and I will forfeit the sitting fee.**
- 8. I understand that a violation of this Policy and Agreement may lead to the initiation of legal proceedings by CARDUP against me for damages or any other legal remedies available to it.**

Please note that CARDUP has monitoring and surveillance procedures in place to detect and document any cases of cheating.

21. Accommodation due to Special Needs, Religious Obligations or Other Barriers

CARDUP strives to make their examinations available to any person who has met the required prerequisites and is deemed qualified. CARDUP recognizes the diversity of candidates and strives to facilitate access to the CARDUP exams regardless of disability, religious obligation or other barriers. Exam accommodations may be an adjustment or modification of the standard testing conditions designed to allow for candidate's participation without compromising the validity or integrity of CARDUP examination(s) or providing an unfair advantage to the candidate or imposing undue hardship for CARDUP.

The Requests for Accommodation form must be completed and accompanied by supporting documentation in order for CARDUP to evaluate and render a decision. Your submission will be reviewed in full, and CARDUP will collaborate with you and the test site to ensure that the accommodations can be made available.

CARDUP reserves the right to request additional documentation, if necessary, to complete its assessment of your request. A final decision regarding your special needs accommodation request will be forwarded to you in writing 2 weeks prior to the examination date. Your request will be handled on a confidential and individual basis.

Please note that incomplete forms and documentation will not be processed by CARDUP. Ensure that you have provided all the requested information and that your form is fully completed and legible.

Accommodation for Special Needs:

CARDUP will provide, upon approved request, reasonable accommodations including auxiliary aids and services necessary to allow individuals with a documented physical or mental impairment an equal opportunity to challenge the CARDUP examinations.

The CARDUP Examinations *Accommodation Request* Form is available on the CARDUP website.

Along with this request form, one of the following must be provided as supporting documentation:

- A letter on official school letterhead and signed by your Program Representative describing similar special needs accommodations that were provided to you when writing examinations during your diagnostic ultrasound education program.

Or if you have not received similar special needs accommodation while attending your educational program, please submit the following:

- A letter on official office letterhead signed by a healthcare or counselling professional specializing in your disability which:
 - ❖ Indicates that this specialist completed an assessment of your disability within the last five years.
 - ❖ Describes in details the identity (diagnosis) and the extent of your disability.
 - ❖ Describes clearly your current functional limitation(s).
 - ❖ Both recommends and supports your request for the special needs accommodation as indicated in this form.

Accommodation for Religious Obligation or Other Barriers:

CARDUP will provide, upon approved request, reasonable accommodations to allow individuals with religious obligations or other barriers an equal opportunity to challenge the CARDUP examinations.

Please complete the CARDUP Examinations *Accommodation Request* form (section 9) and submit it with your CARDUP Examination Application. Please include a description of the accommodation required and suggestions for its achievement. Candidates are responsible for making requests for accommodation at the same time as their application to challenge a CARDUP exam. The form is available at on the CARDUP website.

22. CARDUP Contact Information

Should you have any questions or concerns regarding the CARDUP Credentialing Examinations or the instructions in this Candidate Guide, please contact the CARDUP Examination Coordinator by any one of the following methods:

By mail:

Attn: CARDUP Examination Coordinator
Canadian Association of Registered Diagnostic Ultrasound Professionals
P.O. Box 119
Kemptville, ON
K0G 1J0

By Telephone:

Local: 613-258-6318
Toll-free: 1-877-488-0788

By Email:

examinfo@sonographycanada.ca

CARDUP wishes you every success in writing the CARDUP Credentialing Examinations, and hopes to welcome you to the ranks of Canadian Credentialed Sonographers.