

Study Guide

Writing the RISIA Entry-to-Practice Exam to practice as a Regulated International Student Immigration Advisor (RISIA)



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IMMIGRATION CONSULTANTS OF
CANADA REGULATORY COUNCIL
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CONSEIL DE RÉGLEMENTATION DES
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Introduction

This study guide is designed to help you prepare for the RISIA Entry-To-Practice Exam (EPE), to be licenced as a Regulated International Student Immigration Advisor (RISIA) with the Immigration Consultants of Canada Regulatory Council (ICCRC; as referred to as the Council).

The study guide is not intended to serve as an independent preparation tool, as you are expected to have effectively learned the material (course readings, lecture notes, etc.) presented to you in your respective accredited educational program for RISIAs, as delivered by the Canadian Bureau for International Education (CBIE). Rather, this study guide is intended to assist you in focusing your review on the “Major Topics for Review”, and a list of suggested resources to review. In addition, this guide is intended to provide you with information on the RISIA EPE format and length and helpful hints for taking the exam.

The information in this guide is valid as of 1 July 2019 and is subject to change without notice. It is strongly recommended that you read this guide carefully and follow the instructions. Please ensure that you are referencing the most recent version by visiting the Council’s website and comparing the version number (at the top right corner of the title page) with the version posted online.

Preparing for the Exam

Major Topics for Review

In order to maximize your level of success on the exam, you are encouraged to be familiar with the following areas:

1. Administrative Law: Understands the procedural aspects by which laws in general and immigration law in particular are created, applied and adjudicated upon from the perspective of a RISIA.
 - 1.1 Burden of proof and standard of proof and its application
 - 1.2 Concept and application of “discretion” among officers and Minister’s delegates Types of administrative tribunals in relation to immigration
 - 1.3 Exams, detention reviews, admissibility hearings, and immigration appeals
 - 1.4 Procedural fairness, natural justice, and fundamental justice
 - 1.5 Roles of Canada Border Services Agency, Citizenship and Immigration Canada (Immigration Division), and Immigration Appeal Division (Refugee Board)
 - 1.6 Standard review in regards to immigration decisions
2. Canadian Immigration Policy: Understands basic concepts in Canadian immigration law, policy, and practice; explains specific aspects of immigration law, policy, and practice as they pertain to international students and their dependents.
 - 2.1 Canada’s judicial system as it applies to immigration
 - 2.2 Canadian immigration changes as they pertain to international students and their dependents
 - 2.3 Constitutional and judicial framework that shapes Canadian Immigration policy
 - 2.4 Current Canadian legal terminology applicable to Canadian Immigration Law and other legislation as it pertains to international students and their dependents Objectives of

- Canada's immigration law
 - 2.5 Federal departments and agencies that have a role in immigration services for international students and their dependents
 - 2.6 Identify the sources of research in immigration
 - 2.7 Major categories and classes of immigration
 - 2.8 Objectives of Canada's immigration law
 - 2.9 Policy implementation at the federal and provincial/territorial levels
3. Inadmissibility: Understands and able to provide guidance on basic concepts of inadmissibility to Canada as it relates to security, violation of human rights and criminal grounds.
- 3.1 Concepts and grounds of inadmissibility as they apply to the following situations:
 - Criminal,
 - Financial,
 - Immigration and Refugee Protection Act,
 - Inadmissible family members,
 - Medical,
 - Security, and
 - Violation of human or international rights
 - 3.2 Consequences of misrepresentation
 - 3.3 Rules on the authorization to return to Canada
4. International Student Immigration Issues: Understands and able to provide guidance on basic concepts of temporary residency as it applies to the Immigration and Refugee Protection Act and Immigration and Refugee Protection Regulations.
- 4.1 Different categories of temporary residents (e.g., workers, students, visitors, workers not requiring work permits)
 - 4.2 General options with respect to permanently staying in Canada and refers clients to official resources for more information
 - 4.3 How to assist students with developing an approach to applications based on clients' individual circumstances, including determination of eligibility and admissibility Relevant sections of the *Immigration and Refugee Protection Act* and *Immigration and Refugee Protection Regulations* pertaining to students and their dependents
 - 4.4 How to present students and their dependents with immigration options and relevant steps
 - 4.5 Knowledge on how to complete application forms relating to Temporary Residents according to the type of application and requirements in the *Immigration and Refugee Protection Act* and *Immigration and Refugee Protection Regulations*
 - 4.6 Relevant sections of the *Immigration and Refugee Protection Act* and *Immigration and Refugee Protection Regulations* pertaining to students and their dependents
 - 4.7 Requirements of obtaining and maintaining temporary status in the categories of this Class that are within their scope of practice
5. Research: Remains current with changes in immigration law, regulations and processes, as they pertain to international students and their dependents, including updated application forms and procedures.
- 5.1 Canadian legal terminology as it pertains to international student immigration
 - 5.2 How to assess the reliability and credibility of immigration resources

- 5.3 How to collect and organize information as it pertains to international student immigration issues
 - 5.4 How to interpret and apply international student immigration statutes and regulations
 - 5.5 How to search and communicate student-related immigration developments from relevant sources
 - 5.6 Research methodologies to solve practical student immigration problems
6. Ethics and Professional Responsibility: This area of competency is to ensure that RISIAs understand the limitations of the scope of practice and to protect students from unethical or incompetent practice by a RISIA. Competencies outlined in this category are in addition to requirements from the RISIA's place of employment.
- 6.1 Able to identify situations inside and outside the scope of practice
 - 6.2 Applicable regulations, policies and practices pertinent to the student's situation and how to provide timely and accurate advice to students
 - 6.3 Apply a decision-making process when faced with ethical dilemmas as they pertain to international student immigration
 - 6.4 Meaning and implications of the *Code of Ethics for Regulated International Student Immigration Advisors (RISIAs)*
 - 6.5 Roles and responsibilities of authorized immigration representatives

Proving your Identity at the Door

At the beginning of the registration process you were encouraged to obtain two (2) separate certified full-colour copies of valid government-issued photo identification.

The first full-colour copy was to be included with your other documents as part of your exam application submission.

The second certified full-colour copy must be given to the invigilator on exam day for him to compare it to the original document you are submitting. He/she will return the original document to you and keep the certified full-colour copy which will be attached to your completed Scantron® answer paper when it is returned to the Council for marking. **If the certified full-colour copy of your ID is not attached, your Scantron® answer paper will not be marked and you will be required to pay an additional \$150.00 to re-write the exam on a future scheduled exam date.**

If you are re-writing the exam for a second, third or fourth/final time, you must present a certified full-colour copy of your ID on each writing or re-writing exam day occasion. This will be returned to ICCRC with your new Scantron® answer paper.

If the invigilator inadvertently forgets to ask you for the certified full-colour copy, or in the rush to start the exam on time accidentally hands you back both the certified full-colour copy and your original document, it is your responsibility to ensure that it is handed back in. It is that critical to the marking or refusal of your Scantron® answer paper.

Please ensure that the certified full-colour copy is an original full-colour copy in its own right, bearing the original signature and stamp/seal of the person who certified the document. It must be a **full-colour certified**

copy, ensuring that your facial features are clearly distinguishable. The acceptance of all submitted documents, especially those which include a photographic image, is at the sole discretion of the ICCRC Registrar.



ACCEPTABLE

NOT ACCEPTABLE

While most exam-takers use the identical ID document on exam day to what was submitted with the initial registration application, you may select a different form – such as a regular driver’s licence instead of a passport – if you wish, provided the new alternative government-issued photo ID is also valid and contains your photograph. If you are switching to an alternative ID to prove your identity on exam day, remember that the certified colour photocopy you submit to the invigilator must match the new ID. On exam day, it could be **ONE** of:

- Certified full-colour copy** of the details page of a valid Canadian or foreign passport;
- Certified full-colour copy** of the front side of a valid Canadian Permanent Resident Card;
- Certified full-colour copy** of the front side of a valid regular or enhanced Canadian provincial or territorial driver’s licence;
- Certified full-colour copy** of the front side of a valid regular or enhanced Canadian provincial or territorial photo identification card;
- Certified full-colour copy** of the front side of a valid certificate of Indian status issued by Aboriginal Affairs and Northern Development Canada.

Provincial health cards are NOT acceptable (except for Québec where the provincial government does not issue a Photo ID Card for non-drivers currently).

Upon receipt with your Scantron® answer paper we will compare the photographic image on your exam day ID certified full-colour copy to that already on file with your initial application. If you are using a different ID document on exam day, please ensure that your photograph on both documents is sufficiently similar that there is no doubt that they belong to one and the same person. If we cannot make a positive determination your Scantron® answer paper will not be marked.

Exam Specifics

A. Format

Exam-takers outside of Québec may request to write the exam in French; however, French-speaking invigilators may or may not be available on-site.

The exam consists of one-hundred (100) multiple choice questions – independent and scenario-based questions. The multiple-choice questions are presented as independent or scenario-based questions. Independent questions are stand-alone four-option, multiple choice items that contain all the necessary information to answer the question. Scenario-based questions consist of a set of approximately three to five questions that are associated with a more detailed, international student immigration scenario.

The exam questions are categorized into one of the following cognitive levels:

1. Knowledge/Comprehension

This level combines the ability to recall previously learned material and to understand its meaning. It includes such mental abilities as knowing and understanding definitions, facts and principles, and interpreting data (e.g., knowing certain immigration procedures or guidelines).

2. Application

This level refers to the ability to apply knowledge and learning to new or practical situations. It includes applying rules and principles to clients (e.g., applying relevant sections of the Immigration and Refugee Protection Act to a specific case).

3. Critical Thinking

The third level deals with higher-level thinking processes. It includes the ability to judge the relevance of data, to deal with abstractions and to solve problems (e.g., identifying relevant immigration guidelines to develop and implement a case strategy). You should be able to identify cause-and-effect relationships, distinguish between relevant and irrelevant data, formulate valid conclusions and make judgments concerning the needs of clients.

B. On Exam Day

Before the Exam

Upon arriving at the exam location, you must register and sign in on the attendance list. You will be required to provide your proof of ID at this time.

The start time of all sessions of the exam is 1:00pm Eastern Time (ET) – the location of ICCRC headquarters – and is staggered across Canada and internationally so that all exam-takers are sequestered in the exam room at the same time in order to protect the integrity of the exam. Should there be any delays, the school will notify ICCRC and all exam-takers will begin at the same time as there cannot be staggered start times.

5-10 minutes prior to the Exam the invigilator will ask you to take your seats, provide the instructions and answer papers.

You should print your name and ID number in the designated area of your personalized orange and white

Scantron® answer paper and bubble-in the corresponding letters and numbers. Be sure to fill in the corresponding bubbles for each letter of your name and ID number, one filled in bubble per column.

Your Scantron® answer paper must be used to record your answer to each multiple-choice question (select the single best/correct choice of answer to each question). Once you have selected your answer, completely darken the corresponding bubble on your answer paper with your HB № 2 pencil. Failure to completely or darkly fill in the bubble will result in an error message when marking and you will not receive credit for your response. In the event, you wish to change an answer, be sure to completely erase your previous answer. If you write answers in your question booklet remember to allow sufficient time to transfer the answers to the Scantron® answer paper. No additional time will be given for transferring answers from the booklet to the answer paper nor will ICCRC staff do this for you when the exam is received back for marking. Only answers bubbled-in on the answer paper will be marked.

The question booklets will then be distributed. DO NOT break the security seal across the top staple on the top corner of your question booklet. Please do not turn over the question booklet until instructed to do so.

The official start time and end time will be written on the white board clearly and legibly.

During the Exam

The room will be actively monitored to ensure that no unauthorized materials are present at exam-takers' desks or on their person, and that no cheating is taking place. Please refer to the Cheating Policy section.

Bathroom breaks are only in the case of an emergency in order to minimize disruptions to your fellow exam-takers. No additional time is added to your exam for the time you are in the bathroom.

Around 45 minutes into the exam the invigilator will make a time announcement. In the event, you are finished and wish to leave, please raise your hand and quietly remain at your seat until an invigilator comes to collect your exam materials. We then ask that you please take everything with you and quickly and quietly sign out on the attendance list and exit the exam room.

Further announcement will be made at the 1 hour remaining/half way mark, 30 minutes remaining and 15 minutes remaining.

End of the Exam

The invigilator will announce that the exam is now over. Please put your pencil down without delay and an invigilator will come and collect your question booklet and answer paper. If you do not put your pencil down and follow the instructions provided you will forfeit your exam. Please be sure to take all of your possessions with you as you quietly sign out on the attendance list and exit the exam room.

C. Time Limits

The exam is two (2) hours in length. You will need to pace yourself in order to ensure that you have sufficient time to address all questions.

In the event, you arrive late to the exam, you will be admitted up until the 30th minute, but you will not receive additional writing time.

In the event, you finish the exam early and wish to leave, you may not do so within the first 45 minutes of the writing session, or during the final 15 minutes of the exam.

D. Permitted Materials

As this is an open-book exam, you are permitted to bring the following materials into the exam room:

- relevant notes and documents
- clear plastic or glass water bottle (sealable)
- standard calculator (not a built-in feature of a phone or wrist watch)
- traditional analog wristwatch
- standard HB № 2 pencil with a wooden barrel, manual pencil sharpener (not battery or electric powered) and eraser
- earplugs

E. Unauthorized Materials

In order to preserve the integrity of the exam process, and recognizing the proliferation of miniaturized low-cost camera and recording equipment, the following materials are not allowed into the exam room:

- any electronic device (including cellphone, iPhone, BlackBerry, iPad, iPod, digital wristwatch, calculator that is a built-in feature of a phone or wristwatch, laptop etc.)
- any writing instrument other than a standard HB № 2 pencil with a wooden barrel
- any battery or electric-powered pencil sharpener
- food, gum, and beverages other than water
- beverage containers that are not clear see-through plastic or glass
- purses, bags, pencil cases

If you have any restricted items with you, they will have to be placed on a side table or in a designated area in the exam room away from where you are seated.

Cheating Policy

During the exam, you are not permitted to:

- have any unauthorized materials at your desk or on your person,
- communicate in any way with another exam-taker in the exam room or with someone outside the testing environment,
- look at the work of another exam-taker in the exam room,
- continue filling in or changing any answers after the exam time is complete. If you do not stop immediately it will result in you forfeiting your exam and being fined \$150.

As this is a national exam, in order to maintain the integrity of the exam, ICCRC implements a zero-tolerance approach towards cheating. This means that if an invigilator has cause to suspect you of cheating and disregarding the above prohibitions, then it is incumbent upon the invigilator to:

- inform you that you are required to stop the test,
- retrieve the question booklet and the answer paper,

- inform you that any follow up will be done by ICCRC,
- ask you to leave the exam room and subsequent premise,
- **contact the Registrar at ICCRC**
- and note the infraction, the parties involved, and the time of the incident and include this note in the return mailer.

Where appropriate, the invigilator shall confiscate and retain evidence relating to any alleged unfair exam practice, so that it is available to any subsequent investigation.

Deferment/Missed Exam Policy

A. If you cannot write the exam due to one of the following extraordinary circumstances:

- illness (requires a doctor's note, dated the day of the exam, for proof of illness)
- death of family member (death certificate required)
- injury/accident (requires police report or proof of medical attention sought)

then you will be marked absent on the day of the exam and will need to follow up directly with the Council's Registrar in order to explain the situation and provide proof of legitimate absence. Once the Registrar has received the requisite proof, you will be permitted to sit the next available exam time without payment of additional processing fees.

As soon as you realize there will be a problem, and that you will not be arriving on the date to write your exam, you should send an e-mail to records-documents@iccrc-crcic.ca explaining the circumstances. Notifying the council days after the exam is not acceptable.

If you know prior to 5:00 p.m. on the Friday before exam day, you should telephone the Council immediately so they may notify the exam centre not to expect you to arrive.

- B. In the event, you are more than 30 minutes late for the exam and it does not fall under one of the above categories, then you are simply marked "Absent" and receive no credit for the exam. You will not be issued a refund by the Council, but you are welcome to re-register and pay a fee of \$150 to write the exam.
- C. If you become ill during the actual exam, the invigilator will retrieve all exam materials and the exam is assumed to have been cancelled. You will need to re-register for another exam, but will not be required to pay the fee again. You will require a doctor's note to substantiate the illness to avoid paying the \$150 administration fee to register for a future exam.
- D. If you feel you are not ready after all to write the exam on the date you have already registered for, and notify ICCRC no later than the deadline to pay the exam fee, you will not incur an administrative fee to change exam sessions. If you contact ICCRC to defer after this deadline you will have to pay an administrative fee of \$150.00 on top of the new exam fee.

Exam Date	DEADLINE TO...
Sunday	confirm the exam city where you will write the exam or defer without penalty
	Thursday 5 p.m. (Eastern time)
3 February 2019	17 January 2019
5 May 2019	18 April 2019
11 August 2019	25 July 2019
3 November 2019	17 October 2019
2 February 2020	16 January 2020
3 May 2020	16 April 2020
9 August 2020	23 July 2020
1 November 2020	15 October 2020

Professional Conduct

Individuals registered as RISIAs are obliged to conduct themselves in accordance with the *ICCRC's Code of Ethics for Regulated International Student Immigration Advisors (RISIAs)*. This includes communicating with others face-to-face, over the telephone, by e-mail or other written form. The Council expects no less from exam-takers who plan to become RISIAs.

If in our opinion you conduct yourself in a rude, disrespectful or otherwise unprofessional manner when dealing with our registration staff, you will be given one warning after which your exam application will be removed from the class list for the exam session you are planning to write and placed on hold for at least one further session date as a cooling off period. Likewise, if on exam-day, you act in a similar manner towards the on-site invigilating staff to the point that the invigilator feels it is necessary to telephone the Registrar, you will be directed to leave the exam and will have to write on a future exam- day.

Accommodation for Special Needs

For ICCRC exam purposes, we have the right to set limits for any special accommodation requests. We are not obliged to accept any determination or accommodation granted to you by any other organization in the past. In the case of academic institutions, the accommodation you previously received may be completely different to what ICCRC needs to provide since the EPE exam could be structured in a different testing format to tests and exams you completed while in school.

Please remember that you must request any special accommodation, supported by appropriate documentation, no later than the deadline to submit documents for the exam session you select. That being said, as much notice as possible would be appreciated.

Please note that you must request special accommodation for each separate exam session. If you are approved for a specific exam date, but for whatever reason you do not write the exam, there is no automatic roll-over or transfer of your accommodation arrangements to a subsequent exam session. This also applies

in the case of exam re-writes.

If we do not receive adequate notice to consider your request, and/or make agreed arrangements with the relevant exam centre where you will be writing, you will be given the option of sitting the exam with the other exam-takers, without accommodations being made, or to pre-book for the next available exam session following.

To protect the integrity of the testing process and make suitable preparation for testing accommodations, it is reasonable to require you to provide us with currently-dated supporting documentation of eligibility and advance notification of disability-related needs. The purpose of documentation is to substantiate the request for accommodation and to provide information about what accommodations are required. Even if your disability is considered “permanent” and was determined to be such several years ago, we still need to know the current status of your abilities and needs – today – to make appropriate arrangements.

For further information please e-mail the Council at registrar@icrc-crcic.ca to request the separate *Special Accommodation Information/Application Guide*.

EXAM DATE	DEADLINE TO...
Sunday	request special accommodation
	Thursday 5 p.m. (Eastern time)
3 February 2019	* Wed. 19 December 2018
5 May 2019	11 April 2019
11 August 2019	18 July 2019
3 November 2019	10 October 2019
2 February 2020	12 December 2019
3 May 2020	9 April 2020
9 August 2020	16 July 2020
1 November 2020	8 October 2020

Taking the Exam

Helpful Hints

- Concentrate on a well-balanced diet for several days before the test—avoid junk food and overindulging in stimulants (i.e. coffee, etc.).
- Get a good night’s rest before the exam.
- When planning your travel to the exam centre location, allow for possible traffic delays even though it is a weekend as well as time to find suitable parking. If travelling by public transit, remember buses and trains may be operating on a more infrequent weekend serviceschedule.
- You may wish to wear layers of clothing to the exam for temperature control.
- Arrive 30-60 minutes early (depending on your confirmation notice) to check in with the invigilator, to provide your certified proof of ID, and to ensure that you do not miss

the start of the exam.

- Be sure to use the bathroom facilities prior to entering the exam room.
- Balance the amount of time you spend on each question. You should devote enough time to work through the entire question booklet, but you should not spend too much time on any one question that is giving you difficulty. Flag any difficult questions and come back to them once you have completed the entire question booklet.
- Once you have finished the exam, take some time to double check and even triple check your answers.

After Writing the Exam

Marking the RISIA EPE exam does not commence until all exams have been received back from the various exam centre locations, including those completed by remote invigilation. The certified copy of your ID that was handed-in to the invigilator is next compared to the certified ID we have on-file that was submitted with your initial documents. If there is a problem with the copy of your ID that is received from the exam centre we will contact you by email to resolve the problem before your exam is marked.

The EPE pass-mark is determined using the *Modified Angoff Method* (you may search the Internet for an explanation).

Under normally-expected exam writing conditions we anticipate being able to send you your results by e-mail by 5:00 p.m. Eastern Time on the fourth Friday after the exam writing day. Exceptions that could delay the release of your results could include:

- Delays receiving the return exam packages back from exam centres and remote invigilators. Using the *Modified Angoff Method* we cannot begin the next phase until every exam package has arrived.
- A statutory or civic holiday falling during the pass-mark setting phase when ICCRC HQ is closed.
- A larger than anticipated number of exam-takers writing a specific exam which dramatically increases the number of notification letters that must be sent. To be fair results are released to all exam-takers at the same time.

Do not contact us before the applicable “exam results” date listed below to see if your exam has been marked. There is no express marking service. For privacy reasons results are never provided over the telephone.

EXAM DATE	EXAM RESULTS
Sunday	Anticipated non-guaranteed release date of results by e-mail (5 p.m. Eastern Time) on the fifth Friday after exam day
3 February 2019	8 March 2019
5 May 2019	7 June 2019
11 August 2019	13 September 2019
3 November 2019	6 December 2019
2 February 2020	6 March 2020
3 May 2020	5 June 2020
9 August 2020	11 September 2020
1 November 2020	4 December 2020

Similar to many other regulatory and professional organizations, we will not provide you with your actual mark but will simply advise if you were “successful” (passed) or “unsuccessful” (failed). If you were unsuccessful, the e-mail will also mention in which of the knowledge areas included on the exam that you scored poorly. This means that you correctly answered less than one-half of the total number of questions on that subject. This is provided to help you focus your further studying to attempt the exam again.