

Study Guide

Writing the RCIC Entry-to-Practice Exam
(formerly known as the Full Skills Exam)
to practice as a
Regulated Canadian Immigration Consultant (RCIC)



iccrcc
IMMIGRATION CONSULTANTS OF
CANADA REGULATORY COUNCIL
crcic
CONSEIL DE RÉGLEMENTATION DES
CONSULTANTS EN IMMIGRATION DU CANADA

Version: 2018-001

Last Modified: June 1, 2018

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Introduction

This study guide is designed to help you prepare for the RCIC Entry-to-Practice Exam (EPE), to be licensed as a Regulated Canadian Immigration Consultant (RCIC) with the Immigration Consultants of Canada Regulatory Council (ICCRC; also, 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 immigration practitioner program (IPP). Rather, this study guide is intended to assist you in focusing your review time by providing fifteen “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 RCIC EPE format and length and helpful hints for taking the exam.

The information in this guide is valid as of 1 June 2018 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 ICCRC 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 any and all definitions, terms, and concepts related to the following areas:

1. RCIC core competencies related to all areas of practice

- Understands the relevant sections of the *Immigration and Refugee Protection Act (IRPA)*, *Immigration and Refugee Protection Regulations (IRPR)*, *Citizenship Act*, *Citizenship Regulations*, Provincial/Territorial Guidelines, and other relevant instruments.
- Able to interpret and apply statutes and regulations.
- Understands and applies Canadian legal terminology.
- Knows how to identify, analyze, and organize relevant information.
- Able to research and apply case law.
- Able to research, develop and implement a case strategy and options for all applicable areas of practice.
- Able to complete applications (paper-based and electronic) and identify required documentation and forms relating to all applicable areas of practice, pursuant to IRPA, IRPR, *Citizenship Act*, *Citizenship Regulations* and other relevant guidelines, provincial/territorial requirements.
- Understands requirements for narratives/submission letters (e.g., material facts, etc.).
- Able to prepare clients for interviews.
- Able to advise clients of remedies should the application be refused (e.g., reconsideration, resubmission, appeals, judicial review, Temporary Resident Permits [TRPs], Humanitarian and Compassionate [H&C], Rehabilitation, Authorization to Return to Canada [ARC], etc.).

- Able to search and identify authoritative resources and tools for research (e.g., human rights reports, country conditions, relevant immigration-related websites, case law, provincial/territorial guidelines, publications, annotated Act, peer forums and support, etc.).
- Understands information technology applications for client management (e.g., Express Entry system, Access to Information and Privacy [ATIP], Portals, On-line Submissions, etc.).

2. Canadian Immigration History, Policy, and Framework

- Understands the historical context (e.g. macro world immigration patterns, globalization, etc.) that has influenced Canadian immigration policy.
- Understands the constitutional and judicial framework that shapes Canadian Immigration policy.
- Understands Canada's judicial system as it applies to immigration.
- Recognizes the federal departments and agencies that have a role in immigration services.
- Understands the major categories and classes of immigration.
- Understands the jurisdictional authority and role at the federal and provincial/territorial levels.
- Understands the various international agreements (e.g., North American Free Trade Agreement [NAFTA], General Agreement on Trade in Services [GATS], Canada-Chile Free Trade Agreement, Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement, Hague Convention, 1951 Refugee Convention Relating to the Status of Refugees, and Convention Against Torture, etc.).
- Understands landmark case law decisions that have shaped Canadian immigration.

3. Inadmissibility

- Understands various categories of inadmissibility (e.g., security, human and international rights violations, criminality, medical, misrepresentation, financial, non-compliance, family members, cessation and re-availment, etc.).
- Understands consequences of inadmissibility.
- Recognizes criminal equivalency to Canadian Criminal Code.
- Understands remedies associated with inadmissibility prior to submitting an application (e.g., Temporary Resident Permit, Rehabilitation, Deemed Rehabilitation, Record Suspension, Authorization to Return to Canada, etc.).

4. Administrative Law

- Understands the principles of administrative law.
- Understands rules of procedural fairness.
- Understands standard of review and burden of proof.
- Understands discretion in administrative law (e.g., s.25 of IRPA, substituted evaluation, Temporary Resident Permit, etc.).

5. Refugees and Protected Persons

- Understands the relevant sections of the *IRPA*, *IRPR*, *Balanced Refugee Reform Act (BRRA)*, Immigration Refugee Board (IRB) Guidelines and Rules, and other relevant instruments.
- Understands the Refugee determination system in Canada and abroad (e.g. sponsorships such as Group of Five, member of country of asylum class, etc.).
- Understands pre-removal risk assessments.

6. Federal Economic Classes

- Evaluates client eligibility for all programs including assessment under the Express Entry System, where applicable.

7. Provincial/Territorial Programs and Quebec Immigration

- Understands knowledge and understanding of provincial/territorial programs.
- Understands knowledge of the Canada-Québec Accord and has an understanding of the obligation to obtain Certificat de sélection du Québec (Québec Acceptance Certificate (CSQ-CAQ)), when applicable.
- Researches provincial/territorial requirements including authority for representation.

8. Labour Market Impact Assessments

- Understands the purpose and reasons for Labour Market Impact Assessments (LMIAs).
- Understands how LMIAs relate to Express Entry and Federal Economic Classes.
- Understands Employment and Social Development Canada (ESDC) factors for assessment.
- Understands employer compliance audits.
- Understands the requirements to obtain temporary status, including Electronic Travel Authorization (eTA), medicals, biometrics, etc.
- Understands the different categories and exemptions in this Class (e.g., workers, students, visitors, caregivers, super visas, workers not requiring work permits, temporary resident permits, restoration, etc.).

9. Temporary Residents

- Understands the requirements to obtain temporary status, including eTA, medicals, biometrics, etc.
- Understands the different categories and exemptions in this Class (e.g., workers, students, visitors, caregivers, super visas, workers not requiring work permits, temporary resident permits, restoration, etc.)

10. Family Class

- Understands the categories under Family Class and is able to determine who can be sponsored.
- Understands eligibility and requirements to sponsor a member of the Family Class.
- Understands the difference between a legal and a genuine relationship.
- Understands the requirements to process adopted children.
- Understands spouse or common-law partner in-Canada class.

11. Citizenship

- Able to assess citizenship status (e.g., acquisition, revocation, and renunciation, etc.).
- Understands Citizenship Residency Questionnaires and required supporting documents.

12. Permanent Resident Obligations

- Understands residency requirements and other obligations of Permanent Residents (e.g., maintaining admissibility, loss of status, etc.).
- Understands eligibility and process for Permanent Resident cards and travel documents.
- Understands Permanent Resident Residency Questionnaires and required supporting documents.

13. Tribunals (Immigration and Refugee Board)

- Understands knowledge and understanding of the four divisions of the IRB, including jurisdiction, timelines, protocol and rules.
- Understands the different jurisdictions and outcomes of tribunals and courts (e.g., appeals and judicial reviews).
- Understands how to prepare clients and witnesses for testimony and cross-examination.
- Understands how to prepare for and conduct cross-examinations.
- Understands how to prepare and deliver oral/written submissions (e.g., opening statements, rebuttal, and closing arguments, etc.).

14. Humanitarian and Compassionate Applications and Considerations

- Able to identify issues and concerns warranting special relief for Humanitarian and Compassionate applications and considerations.

15. Ethics and Professional Responsibility

- Understands the [RCIC Code of Professional Ethics](#).
- Able to apply the *RCIC Code of Professional Ethics*.

16. Practice Management

- Understands how to open, manage and close client files, prepare and implement retainer agreements, handle client money, etc.
- Understands how to collect information from clients and to assess eligibility for the most appropriate program.
- Understands federal and provincial taxation regulations as they apply to RCIC client fees.
- Understands information technology applications for business management (e.g., tickler systems, office suite, back-ups, cloud, office equipment, etc.).

Study Material cut-off date

ICCRC has implemented a ninety (90)-day cutoff in order to prepare each exam in a timely fashion. Any changes to the immigration and citizenship field, made ninety (90) days to an exam will not be reflected on the exam questions.

Reference Materials

ICCRC's *Code of Professional Ethics* can be found on the Council's website by clicking [here](#).

For more information on Practice Management (client account regulations, etc.), please consult ICCRC's website at www.iccrc-crcic.ca.

You are also encouraged to review applicable reference materials, including, but not limited to: Immigration and Refugee Protection Act of Canada. S.C. 2001, c. 27 (or equivalent) and Immigration and Refugee Protection Regulation of Canada. SOR/2002-227 (or equivalent).

Agreements	
Canada–Québec Accord relating to Immigration and Temporary Admission of Aliens	https://lop.parl.ca/Content/LOP/ResearchPublications/2011-89-e.html?cat=social
Safe Third Country Agreement	http://www.cic.gc.ca/english/DEPARTMENT/laws-policy/safe-third.asp https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements/agreements/safe-third-country-agreement.html
The North American Free Trade Agreement (NAFTA)	http://www.international.gc.ca/trade-commerce/trade-agreements-accords-commerciaux/agr-acc/nafta-alena/fta-ale/background-contexte.aspx?lang=eng

Canada Revenue Agency (CRA)	
IC78-10R5 Books and Records Retention/Destruction	http://www.cra-arc.gc.ca/E/pub/tp/ic78-10r5/README.html
RC4022 General Information for GST/HST Registrants	http://www.cra-arc.gc.ca/E/pub/gp/rc4022/README.html
RC4409 Keeping Records	http://www.cra-arc.gc.ca/records/
Forms and publications	http://www.cra-arc.gc.ca/formspubs/menu-eng.html
Sales invoices for GST/HST registrants	http://www.cra-arc.gc.ca/E/pub/gp/rc4022/rc4022-e.html#P490_40780
When To File Your Corporation Income Tax (T2) Return	http://www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/rtrn/whn/menu-eng.html

Citizenship and Immigration Canada (CIC)	
Application forms and guides	http://www.cic.gc.ca/english/information/applications/index.asp
Operational Manuals and Bulletins	http://www.cic.gc.ca/english/resources/manuals/index.asp

Department of Justice Canada, Consolidated Statutes and Regulations	
Canadian Charter of Rights and Freedoms, Part I of The Constitution Act, 1982	http://laws-lois.justice.gc.ca/eng/const/page-15.html
Citizenship Act	http://laws-lois.justice.gc.ca/eng/acts/C-29/
Citizenship Regulations	http://laws-lois.justice.gc.ca/eng/regulations/SOR-93-246/
Federal Courts Act	http://laws-lois.justice.gc.ca/eng/acts/F-7/
Federal Courts Immigration and Refugee Protection Rules	http://laws-lois.justice.gc.ca/eng/regulations/SOR-93-22/index.html
Federal Courts Rules	http://laws-lois.justice.gc.ca/eng/regulations/SOR-98-106/
Immigration and Refugee Protection Act	http://laws.justice.gc.ca/eng/acts/i-2.5/

Department of Justice Canada, Consolidated Statutes and Regulations (cont'd)	
Immigration and Refugee Protection Regulations	http://laws-lois.justice.gc.ca/eng/regulations/sor-2002-227/
The Constitution Act, 1867	http://laws-lois.justice.gc.ca/eng/Const/page-1.html

Human Resources and Skills Development Canada (HRSDC)	
National Occupational Classification	http://www.cic.gc.ca/english/immigrate/skilled/noc.asp?_ga=1.31035263.1789615477.1485896710
Temporary Foreign Workers Program	http://www.cic.gc.ca/english/resources/tools/temp/work/?_ga=1.174081250.1789615477.1485896710

Immigration and Refugee Board of Canada (IRBC)	
IRB	http://www.irb-cisr.gc.ca/Eng/Pages/index.aspx
Immigration Appeal Division Rules	http://laws.justice.gc.ca/eng/regulations/SOR-2002-230/index.html
Immigration Division Rules	http://laws.justice.gc.ca/eng/regulations/SOR-2002-229/index.html
Refugee Protection Division Rules	http://laws.justice.gc.ca/eng/regulations/SOR-2002-228/page-1.html

Ministère de l'Immigration de la Diversité et de l'Inclusion (Québec)	
Guide des procédures d'immigration (GPI)	http://www.midi.gouv.qc.ca/fr/publications/guide-procedures-immigration/index.html (in French)

Provincial Nominee Programs	
Alberta	http://www.albertacanada.com/opportunity/programs-and-forms/ainp.aspx
British Columbia	https://www.welcomebc.ca/Immigrate-to-B-C/B-C-Provincial-Nominee-Program
Manitoba	http://www.immigratemanitoba.com/immigrate-to-manitoba/
New Brunswick	http://www.welcomenb.ca/content/wel-bien/en/immigrating/content/HowToImmigrate/NBProvincialNomineeProgram.html
Newfoundland and Labrador	http://www.nlpnp.ca/
Northwest Territories	http://www.iti.gov.nt.ca/en/services/nwt-nominee-program
Nova Scotia	http://www.novascotiainmigration.com/
Ontario	http://www.ontarioimmigration.ca/en/pnp/
Prince Edward Island	http://www.gov.pe.ca/immigration/index.php3?number=1014385&lang=E
Québec	http://www.immigration-quebec.gouv.qc.ca/en/
Saskatchewan	https://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program
Yukon	http://www.education.gov.yk.ca/ynp.html

Québec Statutes and Regulations	
An Act respecting Immigration to Québec, R.S.Q. c. I-0.2	http://canlii.org/en/qc/laws/stat/rsq-c-i-0.2/latest/rsq-c-i-0.2.html
Minister's Order respecting prescribed forms for an undertaking	http://www.canlii.org/en/qc/laws/regu/rrq-c-i-0.2-r-3/latest/rrq-c-i-0.2-r-3.html
Regulation respecting linguistic integration services	http://www.canlii.org/en/qc/laws/regu/rrq-c-i-0.2-r-5/latest/rrq-c-i-0.2-r-5.html
Regulation respecting the granting of loans to foreign nationals in a particularly distressful situation	http://www.canlii.org/en/qc/laws/regu/rrq-c-i-0.2-r-1/latest/rrq-c-i-0.2-r-1.html
Regulation respecting the selection of foreign nationals	http://www.canlii.org/en/qc/laws/regu/rrq-c-i-0.2-r-4/latest/rrq-c-i-0.2-r-4.html
Regulation respecting the weighting applicable to the selection of foreign nationals	http://www.canlii.org/en/qc/laws/regu/rrq-c-i-0.2-r-2/latest/rrq-c-i-0.2-r-2.html

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 RCIC EPE application submission.

The second certified full-colour copy must be given to the invigilator on exam day for him/her 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 accidently 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 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 full-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 passport.
- Certified full-colour copy** of both sides of a Canadian citizenship wallet-size card issued prior to 1 February 2012 if accompanied by a certified full-colour copy of an additional form of valid government issued photo identification bearing your current likeness.
- Certified full-colour copy** of both sides of the new-style Canadian citizenship certificate issued after 1 February 2012 if accompanied by a certified full-colour copy of an additional form of government issued photo identification bearing your current likeness. As the photograph distributed with some of the new-style citizenship certificates are not embedded properly into the certificate paper, it is not considered a secure image for our purposes.
- Certified full-colour copy** of both sides of a valid Canadian Permanent Resident Card. Please note that if you are applying based on permanent residency, you will throughout the duration of your eventual membership have to maintain on file with us a certified copy of a valid PR Card to prove your continued status eligibility.
- Certified full-colour copy** of both sides of a valid **enhanced** Canadian provincial or territorial driver’s licence. This is not a “regular” driver’s licence. It contains special features for driving between Canada and the USA in lieu of using a passport. The front side says, “+” (“plus” for Québec Driver’s Licence) and the reverse side contains a panel with a series of chevrons (>>>) like the Machine-Readable Zone (MRZ) at the bottom of a passport details page.
- Certified full-colour copy** of both sides of a valid **enhanced** Canadian provincial or territorial photo identification card. This is not a “regular” ID card. It contains special features for driving between Canada and the USA in lieu of using a passport. The front side says, “Enhanced Identification Card” and the reverse side contains a panel with a series of chevrons (>>>) like the Machine-Readable Zone (MRZ) at the bottom of a passport details page.

- Certified full-colour copy** of both sides of a valid certificate of Indian status issued by Indigenous and Northern Affairs Canada; or a
- Certified full-colour copy** of a Canadian provincial or territorial birth certificate if accompanied by a certified copy of an additional form of government issued photo identification bearing your current likeness.

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

The quality of the facial features must be clearly distinguishable. The acceptance of all submitted documents, especially those which include a photographic image, is at the sole discretion of the ICCRC Registrar.

Upon receipt of 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 their exam in French; however, French-speaking invigilators may or may not be available on-site.

The exam consists of one-hundred and forty questions (140), both independent and scenario- based multiple-choice questions. These questions are designed to test your knowledge of terms and general content, as well as to provide you with an opportunity to apply your knowledge within the context of an immigration/citizenship consultant practice.

The exam questions are categorized into one (1) 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 1:00 p.m. 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 must begin at the same time as there cannot be staggered start times.

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

You will then print your name and ID number in the designated area of your personalized blue 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 No 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 clearly and legibly written on the white board.

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. You will then sign out on the attendance list and quickly and quietly exit the exam room, ensuring that you take all of your possessions with you.

Further announcements will be made when there is 1 hour and 30 minutes remaining (i.e., the 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 and receive a fine of \$150. You will then sign out on the attendance list and quickly and quietly exit the exam room, ensuring that you take all of your possessions with you.

C. Time Limits

The exam is three (3) 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 do so at any time other than during the first 45 minutes or 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:

- Immigration Practitioner Program (IPP) paper course notes (organized in advance to maximize efficiency of use)
- IPP paper course texts (including personal notations and highlighting)
- 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)
- eraser
- earplugs

E. Unauthorized Materials

In order to preserve the integrity of the exam process and in recognition of the proliferation of miniaturized low-cost camera and recording equipment, you may not bring the following materials into the exam room:

- any electronic device (including cellphone, iPhone, BlackBerry, iPad, iPod, digital wristwatch (ex. Apple, Android etc.), , 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 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 for 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, which is dated the day of the exam, for proof of illness)
 - death of a 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 ICCRC 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 that you will not be able to sit the exam, you should send an e-mail to records-documents@icrc-crcic.ca with an explanation of your circumstances. Notifying the Council days after the exam is not acceptable. If you know prior to 5:00 p.m. ET on the Friday before the exam day, you

should telephone ICCRC so they may notify the invigilators at 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 marked “Absent”, will not be permitted to sit the exam and will not receive credit for the exam. You will not be issued a refund by ICCRC, but you are welcome to re-register and pay a fee of \$150 to write the exam at a later date.
- C. If you become ill during the actual exam, the invigilator will retrieve all exam materials and you will be withdrawn from the exam.. You will need to re-register to take the exam at a later date; however, you will not be required to pay the \$150 re-registration fee provided you submit a same date doctor’s note within two weeks from the exam sitting.
- D. If you feel you are not ready to write the exam on your scheduled exam date and you have notified ICCRC no later than the deadline listed in the table below, you will not incur an administrative fee for changing exam sessions. If you contact ICCRC to defer after this deadline you will have to pay an administrative fee of \$150 in addition to the applicable exam fee.

Exam Date	DEADLINE TO...
Sunday	Deadline to pay the exam fee invoice online or defer without penalty (Wednesday at 5 p.m. ET)
4 February 2018	24 January 2018
6 May 2018	25 April 2018
12 August 2018	1 August 2018
4 November 2018	24 October 2018
3 February 2019	23 January 2019
5 May 2019	24 April 2019
11 August 2019	31 July 2019
3 November 2019	23 October 2019

Professional Conduct

RCICs are obliged to conduct themselves in accordance with the *Code of Professional Ethics*. 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 RCICs. Membership in the Council, and a licence to practice, is a privilege not a right.

If you conduct yourself in a rude, disrespectful, overly aggressive, or otherwise unprofessional manner when dealing with our registration staff, you will be given one warning after which your RCIC EPE 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 ejected from 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.

You must request any special accommodation, supported by appropriate documentation, no later than the deadline to submit your documents for the exam session you select. If we do not receive adequate notice to consider your request, you will be given the option of sitting the exam without accommodations being made or to transfer to the next available exam session.

If you fail an attempt of the RCIC EPE and are registering for a re-write, you must indicate that you wish to attempt the re-write under the same special accommodations. An accommodation made for one specific exam date does not automatically carry forward for a re-write.

Contact registrar@icrc-crcic.ca to obtain specific information about special accommodation. Use the e-mail subject line "RCIC EPE Special Accommodation".

EXAM DATE	DEADLINE TO...
Sunday	request special accommodation by Friday 5 p.m. (Eastern time)
4 February 2018	12 January 2018
6 May 2018	13 April 2018
12 August 2018	20 July 2018
4 November 2018	2 October 2018
3 February 2019	2 January 2019
5 May 2019	2 April 2019
11 August 2019	8 July 2019
3 November 2019	1 October 2019

Taking the Exam

Helpful Hints

- Concentrate on a well-balanced diet for several days before the test—avoid junk food and overindulging in stimulants (e.g. 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 service schedule.
- 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.

Exam Results

Marking the RCIC EPE does not commence until all exams have been received back from the various exam centre locations, including those completed internationally by remote invigilation. The certified copy of your ID that was handed-in to the invigilator is then compared to the certified ID 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 e-mail to resolve the problem before your exam is marked.

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

Based on the size of recent exam writing cohorts, we anticipate being able to e-mail you your results by 5:00 p.m. Eastern Time on the fifth Friday after the exam writing day. Please note this is not a guarantee as exceptional circumstances beyond our control could delay the release of your results. To be fair, results are released to all exam-takers at the same time. Circumstances leading to delays could include:

- Issues with Canada Post and courier companies returning exam packages back from exam centres across Canada and remote invigilators world-wide. Using the *Modified Angoff Method* we cannot begin the next phase until every exam package has arrived.
- A statutory or civic holiday in an exam centre area or invigilation site whereby local courier services are closed even if ICCRC HQ in Ontario may be open. In addition to statutory holidays, the November RCIC EPE occurs within one week of ICCRC's Annual Meeting which will delay the pass-mark setting phase when ICCRC HQ is closed.
- Exam packages being returned from out-of-country remote invigilators being delayed in local customs clearance as they travel back to Burlington, Canada.
- One or more of the professional members who serve on the Angoff exam pass-mark panels is unavailable due to illness or other business commitments on the proposed marking day.
- A larger than average exam writing cohort which dramatically increases the number of notification letters that must be prepared and sent.

Do not contact ICCRC before the applicable "exam results" date listed below to see if your paper 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 release date of results by e-mail (5 p.m. Eastern Time) on the fifth Friday after exam day
4 February 2018	9 March 2018
6 May 2018	8 June 2018
12 August 2018	14 September 2018
4 November 2018	14 December 2018
3 February 2019	8 March 2019
5 May 2019	7 June 2019
11 August 2019	20 September 2019
3 November 2019	13 December 2019

Like 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.

Sample Questions

The following exam questions are provided to give exam-takers a reference to the writing style and general format of the RCIC EPE, which consists of 70 independent and 70 scenario-based questions that have one question and four possible responses.

These sample questions have been retired from past exams and may no longer have a correct answer. They are not intended to be used as a practice test or as comprehensive preparation for the RCIC EPE. As such, and to avoid the misconception that an exam-taker successfully answering the majority of questions correctly under relaxed conditions at home is suitably prepared to “ace” the actual exam, the answers have not been supplied.

Independent Questions:

1. Bill, a famous chef (NOC, Code B) from Switzerland, is working in Canada on a work permit. His work permit is valid for two years. Lorraine, his wife, a Polish national, is accompanying him as a dependent. Lorraine has been offered employment by a Canadian company.

QUESTION: Is Lorraine eligible to apply for a work permit from within Canada?

RESPONSES:

- a) No, she cannot apply within Canada. She must apply from Poland.
- b) Yes, she can apply within Canada, because her husband has a valid Work Permit.
- c) No, she cannot apply within Canada. She must apply from New York, New York.
- d) Yes, she can apply within Canada, because she has a job offer from a Canadian company.

2. Leila, a foreign student, studied Physiotherapy. She left Canada 3 years ago and has been working as a Physiotherapist on a part-time basis in two hospitals owned by her father in her home country. Her father passed away six months ago. She inherited both hospitals and has been managing them since. Her net worth now is Can\$10,000,000. She would like to immigrate to Canada.

QUESTION: What program may she qualify for?

RESPONSES:

- a) Self Employed
- b) Canadian Experience Class
- c) The Federal Skilled Worker program
- d) The Federal Skilled Trades

3. Kadya, a citizen of Somalia, made a refugee claim in Canada and was found to be a protected person. Kadya's application for Permanent Residence as a protected person has been submitted to the Case Processing Centre in Vegreville, Alberta and is still in process. Kadya's sister, Jabba, is in the United States without status. She wants to drive to the Canadian border and make a claim for refugee protection in Canada. Kadya has come to you for advice because she believes that the Safe Third Country Agreement will prevent her sister from making a claim for refugee protection in Canada.

QUESTION: Is Jabba eligible to make a claim for refugee protection in Canada?

RESPONSES:

- a) No, because she will not be arriving in Canada directly from Somalia.
- b) No, because the United States has been declared a designated safe third country.
- c) Yes, if she claims that she is being persecuted in the United States.
- d) Yes, because she has a family member in Canada who has been found to be a convention refugee.

4. Amir sponsored his wife and she became a Permanent Resident (PR) in Canada two and a half years ago. Six months later they separated and divorced. Amir met Eloise while on a trip to Cameroon six months ago, fell in love and married her when she was 16 years old. He visits you upon returning to Canada and says he wants to sponsor Eloise.

QUESTION: What should Amir do?

RESPONSES:

- a) He must wait until three years have elapsed since his first wife became a PR before he is eligible to sponsor Eloise.
- b) He must wait until he has been divorced from his first wife for three full years before he is eligible to sponsor Eloise.
- c) He cannot sponsor Eloise until he has been separated from his first wife for three full years.
- d) He cannot sponsor Eloise because she is under 18 years of age.

5. Gary, a permanent resident of Canada, was convicted of break and enter in Canada on January 1, 2008, and sentenced to three years in jail. Because he was a first-time offender, he was released after serving two years. He was subsequently ordered deported on March 15, 2011. He is not eligible for a record suspension (pardon). He just received a removal order.

QUESTION: Can Gary appeal to the Immigration Appeal Division?

RESPONSES:

- a) Yes, because he is a permanent resident of Canada.
- b) No, because he was convicted and sentenced to three years in jail.
- c) Yes, because he only served two years in jail.
- d) No, because he has to apply for a record suspension (pardon) first.

Scenario-based Questions:**CASE**

Amir sponsored his wife and she became a Permanent Resident (PR) in Canada two and a half years ago. Six months later they separated and divorced. Amir met Eloise while on a trip to Cameroon six months ago, fell in love and married her when she was 16 years old. He visits you upon returning to Canada and says he wants to sponsor Eloise.

6. What should Amir do?

RESPONSES:

- a) He must wait until three years have elapsed since his first wife became a PR before he is eligible to sponsor Eloise.
- b) He must wait until he has been divorced from his first wife for three full years before he is eligible to sponsor Eloise.
- c) He cannot sponsor Eloise until he has been separated from his first wife for three full years.
- d) He cannot sponsor Eloise because she is under 18 years of age.

7. What exclusion would Amir face when applying to sponsor Eloise?

RESPONSES:

- a) He would have to wait until Eloise is at least 21 years old.
- b) He would have to wait until they have lived together for three years.
- c) He would have to wait until Eloise is at least 18 years old.
- d) He would have to wait until they have children.

8. What type of proof would Amir require when sponsoring Eloise?

RESPONSES:

- a) He would have to provide proof that the ceremony is being held in Canada.
- b) He would have to provide proof that the marriage is legal and valid in Canada and Cameroon.
- c) He would have to provide proof that he has over Can\$100,000.00 in his bank account.
- d) He would have to provide the marriage certificate only as proof.

CASE

Sam, a citizen of the United States of America, is married to a Canadian citizen. He was issued a Departure Order on April 01, 2018, while in custody for a conviction of theft for which he was in jail for a period of three months. His sentence ended on July 30, 2018, and he was released from custody the same day. The following day, he left Canada, but did not advise immigration of his departure. His wife wants to sponsor him to Canada, although she is presently in the USA with him.

9. Is Sam inadmissible to Canada?

RESPONSES:

- a) He is inadmissible to Canada because five years have not elapsed since the end of his sentence.
- b) Sam is not inadmissible because he is married to a Canadian citizen.
- c) Sam is inadmissible because he did not confirm his departure with Immigration prior to departure from Canada on July 31, 2018.
- d) Sam is not inadmissible because he will obtain his permanent residence following a sponsorship application.

10. When will Sam be deemed rehabilitated?

RESPONSES:

- a) After 5 years
- b) After 15 years
- c) After 2 years
- d) After 10 years

11. When could Sam apply for rehabilitation?

RESPONSES:

- a) In two years
- b) He doesn't need to apply for rehabilitation.
- c) In five years
- d) He can apply after his sentence is finished.