



# Canadian Society of Cardiology Technologists

## EXAM CANDIDATE GUIDE

Preparation for the National Certifying Exam

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## 1. Purpose of the Exam Candidate Guide

This guide will provide eligible exam candidates with important information to register and challenge the CSCT Certification Exam. Within this document is information on exam eligibility, the application procedure, exam format and structure, and reporting of results. It is the candidate's responsibility to review this document fully, including Section 13 – *Confidentiality* and agree to the terms of the *Candidate Statement of Understanding* before starting each exam.

## 2. Introduction to CSCT, Mission Statement and Certification

The CSCT is a non-profit organization established to raise the standard of practice, level of competence and the quality of patient care in Canada. A self-governing body, the CSCT admits and revokes membership in the Society. All members must maintain and upgrade professional standards by participating in a Continuing Education Program. With technology advancing so rapidly, the CSCT is working to preserve and improve national professional standards and clinical competencies in the field of cardiac testing. Today we have over 2500 registered members across Canada. Members may be employed in the field of cardiology by assisting and performing duties in:

- i. Electrocardiography
- ii. Exercise Tolerance Testing
- iii. Ambulatory Monitoring
- iv. Cardiac Implantable Device and Arrhythmia Clinic
- v. Electrophysiology Lab

### **Vision**

The experts in Cardiology Technology

### **Mission Statement**

As the certifying body, CSCT is dedicated to quality patient care by maintaining the highest standards in Cardiology Technology

### **Values**

Accountability

Communication

Decisions made are for the betterment of CSCT

CSCT Certification is a designation earned by a candidate who can demonstrate proficiency of the competencies found in the [2014 CSCT National Occupational Competency Profile \(NOCP\)](#). Candidates must demonstrate the knowledge and clinical skills necessary to provide excellence in patient care and safety. The competencies cover four essential areas of practice:

- Cardiac Procedures
- Patient Care
- Professional Standards
- Foundational Knowledge

### 3. Exam Eligibility Requirement

Candidates must comply with **one** of the following eligibility requirements:

- i. Graduate of an accredited Cardiology Technology Program  
*Note: Applications will be accepted prior to the graduation date provided proof of successful program completion is made **no later** than the supporting documentation deadline.*

**Effective January 1, 2013**, graduates from an accredited Cardiology Technology program must attempt the CSCT exam within the next available three (3) consecutive exam sittings

- ii. Foreign Trained Cardiology Technologist or Physician  
*Please see application instructions [here](#)*
- iii. Reinstatement of a CSCT Registered Cardiology Technologist Not in Good Standing  
*Please see the [Reinstatement Policy](#)*

### 4. Exam Application Procedure

All applications are submitted on the CSCT website and supporting documentation is submitted in PDF format via email to examregistration@csct.ca by the deadline indicated on the CSCT website. All communication regarding exam registration will be via email. Candidates must ensure all registration information provided is accurate and check their emails regularly. It is recommended that candidates add examregistration@csct.ca to their safe senders list to avoid any important information being filtered into junk/spam mail.

Once exam registration opens, the exam application procedure is as follows:

- 1) Complete the exam application form available on the CSCT website
- 2) Complete the payment process candidates are redirected to once their application is submitted
- 3) Provide eligibility supporting documentation via email in one of the following forms:
  - a. PDF diploma from an accredited Cardiology Technology Program  
*Note: if a candidate's diploma is not available before the supporting documentation deadline, a PDF letter from their college program stating their eligibility may be used in place of a diploma. Alternatively, a college program may submit a list of eligible graduates on behalf of the candidates*
  - b. PDF Foreign Trained application approval letter
  - c. PDF Reinstatement letter from a Provincial Association

Candidates requiring a special accommodation to complete the exam are required to provide documented proof of their requirements in the form of a valid doctor's note that has been obtained within the past two (2) years. The note shall outline the accommodations required and must be written in English. This document must be received at the time of application in order to be considered.

Candidates will receive an email confirming their eligibility for the exam **after** the documentation deadline.

## 5. Exam Dates, Deadlines and Fees

### Exam Dates

There are two available sittings for the CSCT Exam each calendar year. One sitting occurs in the Spring and one in the Fall. Please refer to the [CSCT website](#) for additional information on official exam dates.

### Application Deadlines

The deadline to register for each exam is approximately two (2) months prior to the sitting. Please refer to the [CSCT website](#) for exact deadlines.

### Exam Fees

National Certification Exam	\$600
National Certification Exam Rewrite	\$600
Foreign Trained Certification Exam	\$600
Reinstatement Exam	\$600
Rebooking Fee*	TBD

\*A rebooking fee may be incurred by the candidate if there are connectivity issues on the day of the online proctored exam due to a candidate's lack of preparedness. Please see Measure Learning communications for further instructions on how to properly prepare a workstation prior to the exam sitting. Should a candidate fail to successfully complete these requirements, any required rebooking will be invoiced to the candidate before they will be permitted to be rebooked.

## 6. Exam Format and Structure

The CSCT National Certification Exam is based on the [CSCT National Occupational Competency Profile \(NOCP\)](#). Question weighting for each of the Areas of the NOCP is identified in the [Exam Blueprint](#).

The exam is virtually proctored and is presented in two (2) parts. Two (2) hours are allotted to complete part one (1) and two (2) hours to complete part two (2). Once part one (1) is submitted, there will be a 15-minute break and part one (1) will no longer be available.

Strong interpretation skills are required to be successful. Majority of questions are not geared to basic knowledge and not all course material will appear on the CSCT National Certification Exam as this is covered in the College Program and/or in the clinical training. The pass mark is 65%.

### Types of Questions:

- Multiple Choice with four (4) possible answers that are worth one (1) mark per question.
- Multiple Select which may have up to 8 possible choices. Correct choices will earn positive point values and incorrect choices will earn negative point values to produce the total point value earned for each of this question type. Choosing incorrect responses results in negative points and choosing all responses results in zero (0) or no points for the question. Candidates never receive less than 0 for any question. All Multiple Select questions will be clearly marked "*choose all that apply*".
- Case Study questions have a scenario, followed by a series of questions that test critical thinking skills. This form of questioning will make up 10-15% of the total exam questions.
- All questions that have a value of greater than one (1) mark will be clearly indicated on the exam.
- All questions pertaining to medications will list both the generic and brand name where applicable.

It is the candidate's responsibility to provide a current personal email address (not a college/work email address), check your email regularly including junk/spam folders and make sure your mailbox is not full. Any changes to your email or mailing address should be directed to [examregistration@csct.ca](mailto:examregistration@csct.ca).

No electronic devices (including watches) or ear plugs are allowed in the exam room. You will be allowed to have water in a clear/unmarked container.

A lock down browser with a list of abbreviations, simple calculator and PDF of full-size 12-lead ECG tracings will be available under the "i" icon on the exam platform. It is recommended that you open both of these tabs at the beginning of your exam and leave them open until you have completed the exam and are ready to submit your answers. There will be a magnifying glass option for the **rhythm strip questions only**; this is why they will not be included in the PDF with the 12-lead ECG tracings.

Visit the Exam Candidate tab on the [CSCT website](#) for a link to a Tutorial and Practice Exam which will familiarize you with the examination software and types of questions. Note: You will need to **create** a username and password; this will be different from your username and password for the date of your Certification Exam sitting.

Candidates will receive an email from Meazure Learning, CSCT's exam delivery company, with a user name and password to be used the day of the exam and instructions on how to book their virtual exam sitting timeslot. Please ensure to complete all booking and preparation instructions provided by Meazure Learning carefully, as failure to complete all steps may result in additional fees incurred by the candidate (Eg. Check internet speed/quality, ensure the computer is compatible with the exam platform, webcam/microphone is fully functioning, etc).

## **7. Exam Regulations**

### **NOTIFICATION OF EXAMINATION TIME**

Candidates will receive communication via email from the exam delivery company with instructions on how to choose their desired exam date and time. A booking confirmation email will be sent from the exam delivery company outlining the confirmed date and time of the exam. Please contact the CSCT Exam Administrator at [examregistration@csct.ca](mailto:examregistration@csct.ca) if this information has not been received two (2) weeks prior to the exam date(s).

### **WITHDRAWALS**

Any withdrawals from the exam must be communicated to the CSCT Exam Administrator at [examregistration@csct.ca](mailto:examregistration@csct.ca) before the withdrawal deadline listed on the [CSCT website](#). Withdrawals received before this deadline will receive a full refund. Any withdrawals after this deadline will only receive a partial refund. **ALL WITHDRAWALS ARE FINAL.**

### **NO SHOW**

If a candidate does not attend their exam sitting, it will be deemed a failure and there will be no refund unless extenuating circumstances apply.

### **EXTENUATING CIRCUMSTANCES**

If the candidate is unable to attempt the examination due to any of the following, they may make a request for extenuating circumstances by emailing the CSCT Exam Administrator [examregistration@csct.ca](mailto:examregistration@csct.ca). If the request is approved, the exam fee, less the administration fee, will be refunded.

- Illness of the candidate or immediate family member – medical certificate or physicians letter required
- Death in the immediate family – photocopy of death certificate or letter from attending physician or minister required
- Environmental alerts, accidents and provincial weather-related shutdowns that may occur, must be documented and proven.

The CSCT must be notified within 24 hours of the exam date and written verification must follow within two (2) weeks.

### **CANDIDATES LATE FOR EXAMINATIONS**

It is the candidate's responsibility to sign in to their exam sitting at the appropriate timeslot.

### **DISRUPTIONS OR TECHNOLOGICAL ISSUES**

Any candidates who experience disruptive or technological issues during the exam must report this to [examregistration@csct.ca](mailto:examregistration@csct.ca) within 24 hours of their exam sitting.

### **CHEATING AND DISHONESTY**

A candidate who is found guilty of cheating or dishonesty will be penalized appropriately by the CSCT Examination Committee, pending the severity of the act. The candidate may be disqualified from attempting to write the exam in the future.

## 8. Notification of Exam Results

Exam results will be released to candidates approximately 4-6 weeks after the administration date. Notification of results will be via email. It is the candidate's responsibility to ensure they have provided an accurate email address.

## 9. Reporting Results to Accredited College Programs

CSCT provides a statistical breakdown of candidate results to each respective Accredited College Program. This breakdown provides the individual College's breakdown of results with a comparison to the National statistics for review. The breakdown does NOT include any candidate identifying information or scores. The breakdown serves as a support document for continued quality improvement of the individual College Programs.

## 10. Exam Appeal Procedure

CSCT uses statistical analysis to identify any poorly constructed questions or wrongly coded answers, therefore this exam is generally not subject to scoring errors. Any questions that are deemed to be outliers may be removed from the scoring of the exam prior to compiling results for release to candidates. Given this procedure, there is no room for adjustment and/or discretion in determining a candidate's score.

## 11. Exam Rewrite Policy

*Effective March 2015*

CSCT Exam candidates are allotted a maximum of four (4) attempts which include one (1) initial attempt and three (3) rewrites. All additional attempts must be made within two (2) years of the first attempt.

*Example:*

*First attempt – Spring 2015: The candidate must make any subsequent attempts by Spring 2017.*

CSCT encourages candidates to complete additional theory review courses and/or clinical hours for all subsequent rewrite attempts. Candidates who are unsuccessful after all attempts, or who do not complete the exam within the two-year time frame, do not meet the standards for membership. To re-qualify for the exam, candidates must obtain a new diploma from an Accredited College Program.



## **12. Confidentiality**

On the day of the exam sitting, candidates will be asked to agree to the following statements:

- 1) I certify that I am the person whose name appears on the forms of identification that I presented prior to admission into the exam.
- 2) I understand that all exam materials, including my answers are the exclusive property of CSCT.
- 3) I affirm that I have not and will not obtain or provide answers or information to or from any other candidate, person or organization.
- 4) I understand that the exam is a confidential and secure test. I will not reproduce, record or disclose through memorization or any other means any content of the exam.
- 5) I understand and agree that disclosing any exam questions or answer to any other individual, organization, or agency is illegal and CSCT has the right to declare my exam scores null and void.
- 6) I understand that if I do not agree to these conditions, I will not be permitted to write the exam and I will forfeit the exam fee.
- 7) I understand any violation of this agreement may lead to the initiation of legal proceedings by CSCT against me.

## **13. Contact Information**

Any questions regarding the CSCT Certification Exam after reviewing this Candidate Guide, please contact the Exam Administrator by email at [examregistration@csct.ca](mailto:examregistration@csct.ca).