

Stage 2 Competency Based Assessment

Candidate Agreement & Declaration

All candidates enrolling in the Council on Chiropractic Education Australasia (CCEA) Stage 2 Competency Based Assessment must review and agree to the terms and conditions expressed herein as a prerequisite for undertaking the assessment. This document must be submitted by the enrolment deadline for the assessment session you are attending.

Compliance with these terms and conditions is required throughout the entire process.

Prior to the assessment:

- You must pay the fee by the enrolment date specified. If your payment is not received, you will not be enrolled in the assessment.
- You must read the current version of the CCEA [Candidate Guide](#) and the CCEA [Principles of Practice](#).
- You are responsible for adequate preparation for the assessment. The Candidate Guide provides comprehensive information to assist you in your preparations.
- Ensure you make adequate and early travel arrangements. Candidates must allow reasonable and adequate time prior to the assessment starting, and after the assessment finishes. The CCEA will not rearrange assessment times to meet specific travel plans. Travel providers may change travel arrangements at short notice. It is the responsibility of the candidate to ensure that they are present at the venue for their assessment.
- Prior to the assessment, all queries must be directed to the CCEA. Candidates are not allowed to contact assessing institutions or discuss their assessment with institutional staff or examiners.
- Candidates must not discuss the assessment and/or its content with other chiropractic candidates.
- If you have special needs based on medical evidence, that need to be accommodated, this is to be raised with the CCEA prior to enrolment and supported by a written request from your health practitioner.
- If you require self-administered medication during the assessment, you will be permitted to briefly leave the room, accompanied by a supervisor for this purpose. This request must be raised with the CCEA prior to enrolment, or as soon as the need becomes known, and supported in writing by your health practitioner.

Assessment week:

- You should be punctual for your assessment. If you arrive late, you may be admitted into the assessment venue; however, you will not be given extra time to complete the assessment.
- Only candidates are permitted in the assessment venue. Friends and family members will be asked to leave the premises during your assessment.
- Following admission to the assessment venue, you must remain within the assessment venue until completion of your assessment. If you leave the venue, you will not be re-admitted.
- Matters that arise during the assessment should be directed towards the assessing institution on the day.

Assessment conduct:

- You must not engage in examination misconduct. This includes, but is not limited to, copying or looking at the work of another candidate; sharing or discussing the content or tasks used in the assessment; the use of unauthorised resources; removal of examination resources from the assessment venue; behaviour that adversely affects other candidates; and inappropriate behaviour towards convenors, examiners or CCEA staff.
- Assessment sessions may be recorded, capturing both video and audio footage. Footage may be used to preserve the integrity and validity of CCEA processes. Footage is not available to candidates for general review. Recordings will remain the property of the CCEA and will be kept for the duration of the validity of the assessment.
- Your ability to read, interpret and comply with instructions and other written material is part of the assessment. Institutional staff, examiners and CCEA staff will not answer questions involving the content of the assessment.
- You must stop working and leave the examination room upon instruction.
- You are responsible for any equipment you use to complete the assessment on the day. In the event of damage caused by you, you may be financially responsible.

Personal information:

The CCEA will provide your phone number and emergency contact details to staff at the assessment venue for use on the assessment day(s) in emergency situations or for urgent matters only.

Agreement and Declaration:

- I have read, understood and agree to comply with the conditions outlined in this agreement.
- I understand that I will not be admitted into a CCEA assessment or assessment venue if I do not agree to the conditions outlined in this document.
- I understand that assessment sessions may be recorded (video and audio).
- I agree for my phone number and emergency contact details to be provided to staff at the assessment venue for emergency situations or urgent matters.
- I understand that failure to comply with the conditions outlined in this agreement will constitute a breach of assessment procedures and may result in action being taken.

I declare that I have read and understood this agreement as a prerequisite to undertaking the Competency Based Assessment.

Candidate name: _____

Candidate signature: _____

Date: _____

Mobile number (on assessment day): _____

Emergency contact name: _____

Emergency contact mobile number: _____