

Competency Assessment

Applicant Guide for Remote Delivered Assessment



Date: October 9, 2026

Non-Disclosure Statement

You agree to keep all information and images contained in this document in strict confidence. Any disclosure of the information and images contained in this document without the written permission of ACOTRO is expressly forbidden.

Table of Contents

Table of Contents	2
Introduction.....	4
Before your Competency Assessment.....	4
Be prepared for your Competency Assessment – Environment and Test Room Requirements....	4
Preparation	5
Familiarize Yourself with the Components	6
Honorlock Privacy Notice and Terms of Use.....	6
Practice assessment & Technical setup	7
Adjust device camera settings	7
Run a Zoom test call	7
Install Chrome	8
Install a required browser extension	9
Accept Honorlock Privacy Notice and Terms of Use	9
Verify system requirements.....	10
Authenticate	10
Monitors Check.....	10
Browser Check.....	10
ID.....	11
Audio check.....	11
Room scan	11
Screen recording	12
Start assessment.....	12
Practice using the note-taking tools	12
Submit assessment.....	13
Applicant Check in Process.....	13
Environment and Identification Verification Process	13
Competency Assessment Session Schedule	14
Breaks.....	15
What should I expect during the assessment?	16
Behaviour Based Interview.....	17
Modified Triple Jump Interview	18
Accommodation Policy	19
Technical issues.....	20

Common Technical Issues to Avoid.....	20
Late arrival, rescheduling and canceled appointments.....	20
Results	21
Appendix	21
Applicant Checklist	21
Honorlock Technical Setup References	22

Introduction

The following information is to help you prepare for the Competency Assessment. Please also visit our website at <https://acotro-acore.org/seas/competency-assessment/> for additional information.

Effective September 30, 2026, the Competency Assessment will align with the ***Competencies for Occupational Therapists (OTs) in Canada (2021/2024)***. The existing Competency Assessment has been mapped to the 2021/2024 competencies. The assessment format, blueprint, scoring approach, and required performance standard have not changed as part of this transition.

The *Competencies for Occupational Therapists (OTs) in Canada (2021/2024)* update and reorganize the competencies described in the *Essential Competencies of Practice for Occupational Therapists in Canada, 3rd Edition*. The mapping of the two competency versions demonstrates high alignment between the 3rd edition competencies and the 2021/2024 competencies.

The *Competencies for Occupational Therapists (OTs) in Canada (2021/2024)* can be found here:

- <https://acotro-acore.org/wp-content/uploads/2026/06/OT-Competency-Document-EN-HiRes.pdf>

You are encouraged to review the *Competencies for Occupational Therapists (OTs) in Canada (2021/2024)* prior to the Competency Assessment. Becoming familiar with the essential competencies will help to orient you to occupational therapy practice in Canada and provide you with an understanding of the focus of assessment questions.

The Competency Assessment will apply these competencies to occupational therapy practice and client case scenarios. You do not need to memorize the competencies.

The Competency Assessment is an oral, interview-style assessment. There is no written test.

The Competency Assessment is conducted by a trained assessor. Occasionally, for training purposes, two assessors may be present during the assessment.

The Competency Assessment is conducted via Zoom. The assessment takes place on a platform called Open LMS Work and is proctored by Honorlock.

Before your Competency Assessment

Before your Competency Assessment, you are required to read the **Applicant Guide for Remote-Delivered Assessment** in full. You are also required to complete the Practice Assessment & Technical Setup steps in advance to identify and resolve any issues prior to the day of your assessment.

Be prepared for your Competency Assessment – Environment and Test Room Requirements

- You will need a functioning microphone and web camera with good resolution. The assessment cannot proceed if the assessor cannot see or hear you clearly throughout the assessment.

- A strong and stable internet connection is required for the Competency Assessment – it is important that you plan ahead for this.
- You must be in a private, well-lit, enclosed room during the assessment.
- Clear your workspace before the assessment begins – you should only have your laptop or desktop on your workspace. Duplicate computer monitors are prohibited.
- Walls in front, to the side and behind must be clear.
- Visible books must be closed.
- Front of computer must be clear of any materials, devices and resources.
- Have your photo identification ready (must be the same as the primary identification you provided to SEAS at registration - government issued and contain your name, a permanently affixed photo, signature, date of birth, and cannot be expired).
- Have a reflective surface handy (mirror at least 10cm x 10cm).
- Ensure your computer's default language is set to English so assessors can clearly understand any on-screen messages or notifications without misinterpreting them as suspicious behavior.
- Close all third-party programs (email, websites, applications such as Word) before the Competency Assessment begins.
- Close all tabs of the browser you are using before the Competency Assessment begins.
- No mobile devices or other technology are permitted during the assessment. Devices and technology must be removed from the environment where you are completing the assessment.
- Wearable technology is not permitted (eg – Apple watches).
- Non-religious head coverings are not permitted during the assessment.
- Headphones and wireless/Bluetooth-enabled ear buds are not permitted. Wired earbuds are permitted.

Preparation

You will receive an email from “noreply@mrooms.net” inviting you to create a new profile in the ACOTRO assessment software (Open LMS Work). The email subject line will be “Open LMS Work: New user account.” The email will include a username and a temporary password, as well as a “Click to log in” link to access the platform (see picture below). If you did not receive the email, please check your junk and spam folders before contacting seas.associate@acotro.org.

When you log in for the first time, you will be prompted to sign in using the provided username and password and then to reset your password. Please choose a strong password that is difficult to guess and store it securely for future reference. After signing in, navigate to the “My Courses” tab and select “ACOTRO Competency Assessment.”

Open LMS Work: New user account



Admin User (via OLMSW) <noreply@mrooms.net>

To [redacted]

You don't often get email from noreply@mrooms.net. [Learn why this is important](#)

Hi [redacted],

An account has been created for you at 'Open LMS Work'.

username: [redacted]

password: [redacted]

(You will be prompted to change your password when you log in for the first time.)

[Click to log in](#) and start using 'Open LMS Work'.

If you need help, contact the site administrator.

Admin User

[Contact site support](#)

Familiarize Yourself with the Components

Within the course, you will find the following sections:

- Announcements: A general introduction that includes important information about the assessment.
- Applicant Guide for Remote Delivered Assessment: A comprehensive guide for applicants completing the Competency Assessment.
- Practice Assessment: A practice session that allows you to:
 - o Test your system setup
 - o Ensure Honorlock proctoring is working properly
 - o Troubleshoot any technical issues
 - o Become familiar with the format of the case study section
 - o Test the note-taking tools available

Honorlock Privacy Notice and Terms of Use

Before an you can log into the assessment and take the online exam while using Honorlock's remote proctoring services, you will be asked to acknowledge and accept Honorlock's Test Taker Privacy Notice and Honorlock's Test Taker Terms of Use, which both contain notice and consent that the test taker's surrounding workspace may be recorded by video and audio.

Practice assessment & Technical setup

It is required that you complete all steps of the Practice Assessment before the day of the Competency Assessment. These steps include:

1. Adjust device camera settings
2. Run a Zoom test call
3. Install Chrome (if you don't have it already)
4. Install a required browser extension
5. Accept Honorlock Privacy Notice and Terms of Use
6. Verify system requirements
7. Authenticate, including completing an environment scan
8. Start assessment
9. Practice using the note-taking tools
10. Submit assessment

These are the same steps that will occur the day of the Assessment. The Practice Assessment will walk you through all the steps and how to complete them, but the details of each step are outlined here. These are all outlined in more detail, with accompanying visual aids, in “How to Use Honorlock (Test Takers).” Additionally, documentation/references for Honorlock are provided in the Appendix.

Completing these steps in advance is important to help prevent technical issues on the day of the assessment. If you encounter any difficulties, Honorlock provides support resources, including **24/7 live chat support**. You can access live chat support at any time during setup or during the assessment by clicking the “**Support**” or “?” button located on the right-hand side of your screen.

Adjust device camera settings

In order to successfully use Zoom to speak with the assessor and allow Honorlock to proctor, your camera must be allowed to be used by multiple apps at once. Generally, most systems allow this by default except for Windows.

To enable this feature on a Windows device, navigate to Settings > Bluetooth & devices > Cameras, select your camera, and turn on “Allow multiple apps to use camera at the same time.” For more information, visit Microsoft’s support page at support.microsoft.com.

Run a Zoom test call

To replicate the environment used during the Competency Assessment, you are required to run a test Zoom call as part of preparing for your assessment. This helps confirm that your computer and internet capabilities are sufficient for the actual assessment (see Verify System Requirements).

You can do this by either joining a Zoom call with a friend while completing the remaining steps of the Practice Assessment & Technical Setup, or by using the Zoom test environment at: <https://zoom.us/test>

The test environment will check your camera, speakers, and microphone. Note that the test window will automatically close after a set period, so you should periodically check that it remains active as you complete the Practice Assessment.

How to Join a Zoom Call:

Zoom provides extensive instructions on [how to Join a Zoom meeting](#). Steps are paraphrased below.

On the day of the Competency Assessment, you must join the call using the desktop version of Zoom (**DO NOT JOIN** from the browser version of Zoom).

You will receive a Zoom invite email from the assessor for your scheduled assessment date. On the day of the assessment, click the join link in that email. Depending on whether you have the Zoom desktop app installed, you'll see one of the following prompts:

If you have the desktop app installed: A pop-up will ask "Open Zoom Meetings?" Click Open Zoom Meetings, then select Join.

If you don't have the app installed: You will be given the option to join from the browser. Do not join from the browser version of Zoom. Instead, please download and install the Zoom Workplace app.

Note: "Zoom Workplace app" is Zoom's current name for the desktop app.

Install Chrome

The Honorlock proctoring platform works on any operating system (Windows, Mac, etc.) but requires the Google Chrome browser. If you don't have Chrome installed as your default browser, follow the instructions below to install it. Otherwise, proceed to the next step (Installing a required browser extension).

1. Navigate to: <https://www.google.com/chrome/>
2. Select "Download Chrome"
3. From your downloads, double click the Chrome download
4. Follow the on-screen instructions:
 - o If you get the message "Do you want to run this file?," select Run.
 - o If you get the message "Do you want to allow this app to make changes to your device?," select Yes.
5. Open Chrome

6. Set Chrome as your default browser (see instructions below). Make sure that you set this up prior to your Competency Assessment or before joining Zoom; otherwise, you will have to disconnect from Zoom and reconnect after you have made Chrome your default browser.

Windows	MacBook
<ol style="list-style-type: none">1. Open settings, then 'default apps.'2. Type in 'Chrome' in the 'search apps' bar. Click on "Google Chrome" when it appears.3. At the top of the page will be "Make Google Chrome your default browser." Click on the "set default" button.	<ol style="list-style-type: none">1. Open system settings.2. Click on 'Desktop & Dock' on the sidebar.3. Scroll down to default web browser and select Google Chrome.

Refer to Google Chrome Help for support:

<https://support.google.com/chrome/answer/95346?hl=en&co=GENIE.Platform%3DDesktop>

Install a required browser extension

Before starting your exam, you must install the Honorlock Chrome Extension in the Chrome browser. Once the assessment is started, it will check if the extension is installed. If it is, it will move you on to the next step (Verifying system requirements). If it is not, it will prompt you to add the extension.

Follow the following steps to proceed with the Chrome extension install:

1. Accept the terms of service and privacy policy
2. Check the box next to the terms of service and privacy policy to indicate that you agree to these terms.
3. Click Add Extension
4. A new window will open, click Add to Chrome in that window
5. Click "Add extension"
6. If you click back to the assessment window, you will see a message that the extension has been added.

Refer to Install the Honorlock Extension for visual aids and more help.

Accept Honorlock Privacy Notice and Terms of Use

Before a you can log into the assessment and take the online exam while using Honorlock's remote proctoring services, you must acknowledge and accept [Honorlock's Test Taker Privacy Notice](#) and [Honorlock's Test Taker Terms of Use](#), which both contain notice and consent that the test taker's surrounding workspace may be recorded by video and audio.

Verify system requirements

The next step is to check system compatibility by clicking the “Run System Check” button. This will confirm whether your device meets Honorlock’s [Minimum System Requirements](#).

To participate in the assessment process, all applicants must ensure that their computer meets the minimum technical requirements for both Honorlock and Zoom. Note that unsupported operating systems (e.g., outdated versions of Windows) are not permitted, even if they appear to meet minimum requirements. Chromebooks are not recommended for the Competency Assessment due to compatibility issues with Honorlock. If you would like to use a Chromebook, please contact seas.associate@acotro.org as soon as possible to set up a test prior to your scheduled assessment.

If your device does not meet these standards, you must arrange access to a suitable computer before your assessment.

Technical issues are more likely to occur if requirements are only minimally met. **For this reason, completing the Practice Assessment while on a Zoom call is an essential preparation step.** It is your responsibility to ensure your system functions properly. If technical issues take more than one hour to resolve, the Competency Assessment may be cancelled and your Phase 3 fee will not be refunded.

Authenticate

The next step will share your exam guidelines (i.e. no notes allowed, no calculator allowed, etc) and begin your authentication process, including completing an environment scan. A small window will open to start proctoring your exam.

Monitors Check

Dual monitors are prohibited during an assessment. You will be prompted to disconnect one of your monitors if you are attempting to use multiple monitors. You may follow the “[Multiple Monitors Detected](#)” Help Center article to help address the issue if you are unsure how to disconnect your monitors.

Browser Check

If you have any tabs or other browsers open, you will be prompted to close them. If you do not want to lose any of your tabs, exit the assessment and save the tabs before re-starting the assessment. The exam will only proceed if the Course page and assessment window are the only open tabs. Later on, you will be permitted to open relevant tabs like the Note-Taking Tool.

Click “Close tabs” to automatically close all your open tabs. Read over the Honorlock BrowserGuard information and click Continue.

ID

Next, you will be prompted to take a photo of yourself and verify your ID. You must use the ID associated with your SEAS account. The first time, you will be prompted to allow Honorlock access to your camera and microphone by a small pop up on the left side of your screen, select “Allow.”

If permission is denied, reference [Browser Camera Permissions](#) for help.

Center your face in the screen when prompted and select “Take Photo.” Then center your ID and select “Take ID Photo.”

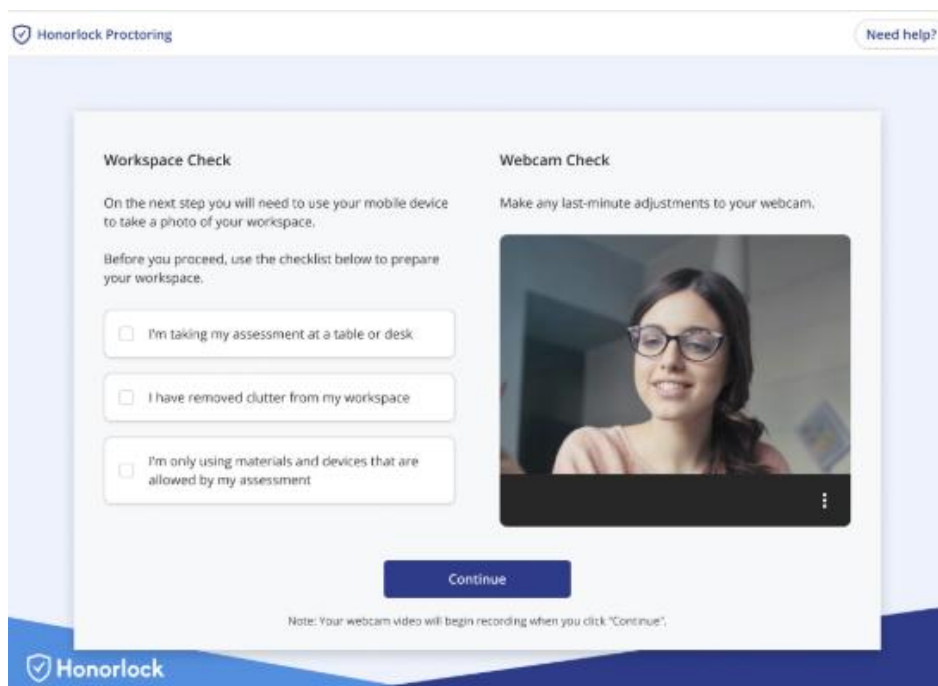
Audio check

Next, you will be prompted to do a microphone check. Follow the instructions to check if your microphone is detecting audio.

Room scan

Next, you will be prompted to complete a room scan. Read the instructions carefully, and when ready, click “Start Room Scan” to begin.

You will first encounter a prompt asking you to confirm that your workspace is appropriately prepared. Check the boxes and select continue.



The screenshot displays the Honorlock Proctoring interface. At the top, there is a header with the Honorlock logo and a "Need help?" button. The main content area is divided into two columns: "Workspace Check" and "Webcam Check".

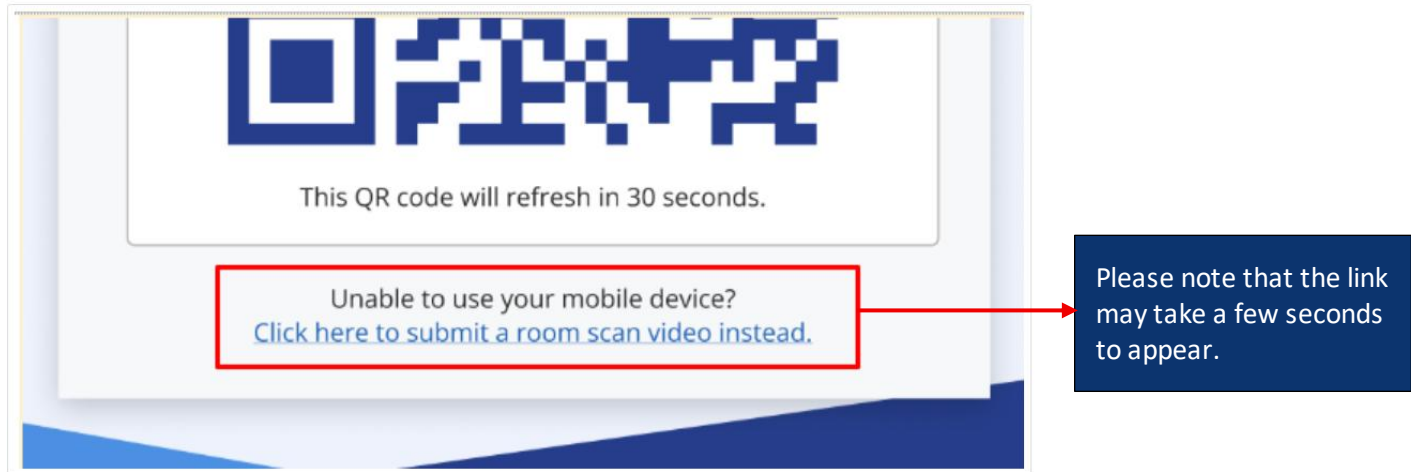
Workspace Check: This section contains instructions: "On the next step you will need to use your mobile device to take a photo of your workspace." and "Before you proceed, use the checklist below to prepare your workspace." Below the instructions is a checklist with three items, each with an unchecked checkbox:

- ☐ I'm taking my assessment at a table or desk
- ☐ I have removed clutter from my workspace
- ☐ I'm only using materials and devices that are allowed by my assessment

Webcam Check: This section contains the instruction: "Make any last-minute adjustments to your webcam." Below the instruction is a video feed showing a woman with glasses smiling. At the bottom of the video feed is a small icon of three dots.

At the bottom of the main content area is a blue "Continue" button. Below the button is a note: "Note: Your webcam video will begin recording when you click 'Continue'."

You will then see a QR code on the screen. **Do not scan the QR code; rather, select “Click here to submit a room scan video instead.”**



During the room scan, slowly move your laptop or camera to capture a full 360° view of the room, making sure to include the areas beside you, your desk, and the area in front of you. Use a mirror to show the laptop screen and confirm that your workspace is clear of any notes or unauthorized materials. You will be asked to show under the desk, the ceiling, and all walls around you.

Screen recording

The next step will instruct you to allow screen sharing. After you click Continue, a new window will pop up to select your screen. Select “Screen 1” and click “Share.”

Start assessment

Once you have completed all of the steps, you will be prompted to “Start Assessment.” Click the button to continue.

Practice using the note-taking tools

Once you start the assessment, you will find an example case study. As with the Competency Assessment, you will be presented with Part 1 of a case study and will move on to Part 2 when the assessor instructs you to do so.

During the case study, you may take notes using the Note-Taking Tool at the bottom of the page. Once you are in Part 2, you can navigate back to Part 1 using the "Previous Page" and "Next Page" buttons at the bottom of the page. Your notes are saved automatically, so you do not need to worry about saving as you go.

The notes you make during the assessment are for your own reference. The assessor may ask to see your written goals and treatment plan if clarification is required. However, you do not have to worry about grammar and spelling, as the assessor will not grade those elements of your writing.

Please note that once you submit at the end of the case study, you will no longer be able to access your notes. Copying, retaining, or saving your notes is not permitted.

Submit assessment

You must click “Finish attempt” to end the assessment and indicate to ACOTRO that the Practice Assessment has been completed.

Applicant Check in Process

The integrity and security of the Competency Assessment is important to ensure a fair and objective assessment process for all applicants. You are prohibited from:

- Retaining, saving, downloading, or copying any aspect or content of the assessment including case studies and assessment questions.
- Retaining, saving, downloading, or copying any notes that you make during the assessment.
- Recording the Competency Assessment session in part or whole.
- Accessing any materials or resources, or assistance from others during the Competency Assessment session and during break times.
- Launching or accessing external applications or browser tabs that are not required for the completion of the Competency Assessment.

The Competency Assessment is proctored by Honorlock, which monitors for and flags any prohibited actions. If a prohibited action occurs—such as attempting to copy content or opening a separate application—a warning will appear, and in some cases, the assessment may be automatically terminated.

If the assessment ends unexpectedly, the decision to terminate it rests at the assessor’s discretion based on whether prohibited activity is suspected. If no foul play is suspected, the assessment may continue; however, you will be required to complete the security check again, and the assessment timer will continue running during this process.

Environment and Identification Verification Process

You are not permitted to have any paper or writing instruments during the assessment. You are only permitted to use the annotation tools within the assessment platform for making notes.

Before starting your Competency Assessment, the third-party proctor will conduct an environment scan and identification verification process. You must submit to having these checks re-performed upon return from all breaks. The Competency Assessor may also verify your identification during the assessment.

Notes:

The identification must be identical to the identification provided at the time of application to SEAS. Your ID will be captured using your camera at the time of your assessment. You will not be able to proceed with the assessment unless the name on the captured ID matches the name you provided previously. It is strongly recommended that you save a digital copy of your ID on your computer prior to the day of your assessment, in case any issues arise with capturing your ID using the camera during the assessment.

If your current identification documents are in a name that is not the same as the identification that you provided at the time of application to SEAS, contact SEAS.associate@acotro.org prior to your competency assessment to provide proof of name change.

If you forget your identification, or do not bring it to the assessment, you will not be allowed to participate in the competency assessment at that time. The fees you have paid will not be refunded.

ACOTRO strictly enforces security measures. If a breach of security or integrity occurs in the course of the assessment, the assessor will immediately terminate the assessment.

Web camera, microphone, and speaker must remain on for the duration of the competency assessment.

Competency Assessment Session Schedule

The Competency Assessment is an oral, interview-style assessment conducted via Zoom with a trained assessor. The assessment takes place on a platform called Open LMS Work and is proctored by Honorlock. When it is time for the Competency Assessment to begin, please sign in to the Open LMS platform and join the provided Zoom link. Once connected with the assessor in Zoom, you will be prompted to share your screen with the assessor. The Honorlock proctoring setup does not count toward assessment time.

The total assessment time for the Competency Assessment is 5.0 hours (excluding security check and breaks). The assessment times provided in the chart below serve as a guideline. The assessment consists of three sections:

- Behaviour-based interview
- Assessment Case
- Treatment Case

You have some flexibility to self-manage the assessment time. If you have not used the entire assessment time for one section, you have an option to add the unused time to the remaining section(s) if needed. You can also borrow up to 30 minutes from another assessment section, but should you choose to do so, the borrowed time will be subtracted from the remainder of the assessment time. The

assessor may let you know if there is a chance that you will run out of time to complete a section, or sections, of the assessment.

The following is the schedule for the day:

Schedule for One-Day Competency Assessment Session:

- ▶ 30 minutes – Welcome, security screening, Identification verification
- ▶ 90 minutes– Behaviour-based interview situation questions
- ▶ 15 minutes – Break
- ▶ 90 minutes – Modified triple jump: assessment case file
- ▶ 30 minutes – Lunch
- ▶ 120 minutes – Modified triple jump: treatment case file
- ▶ 5 minutes Closing

If SEAS staff schedule your assessment over two days, the schedule will be as follows:

Schedule for Two-Day Competency Assessment Session:

Day 1

- ▶ 30 minutes – Welcome, security screening, Identification verification
- ▶ 90 minutes– Behaviour-based interview situation questions

Day 2

- ▶ 30 minutes – Welcome, security screening, Identification verification
- ▶ 90 minutes – Modified triple jump: assessment case file
- ▶ 30 minutes – Lunch
- ▶ 120 minutes – Modified triple jump: treatment case file
- ▶ 5 minutes Closing

Breaks

There are two breaks scheduled during a One-Day Competency Assessment. These breaks must be taken at the time permitted by the assessor (see schedule above) and do not impact on the time available for your assessment.

The schedule allows for a total break time of up to 45 minutes, typically divided into a 15-minute break and a 30-minute break. You have some flexibility to increase or decrease your break times (total break time cannot exceed 45 minutes). For example, you can choose to take a 20-minute break, followed by a

25-minute break. Each break must be a minimum of 15 minutes. Unused break time will not be added to the assessment time if you do not use the full 45 minutes allotted for breaks. A maximum of two breaks is permitted.

Two-Day Competency Assessments have one lunch break scheduled on the second day. The break must be a minimum of 15 minutes and maximum of 30 minutes.

If you request an unscheduled washroom break, the clock does not stop, and a security check will be required when you return. You will also not be permitted to return to any previously completed questions.

You may leave the test room during break times for your comfort break, and to get your snack/meal. Please bring your snack/meal back to the test room to rejoin the assessor. You are permitted to have a drink on your workstation during the assessment in a clear container.

What should I expect during the assessment?

- The assessor will ask you the interview questions and take notes on a computer.
- The assessor may let you know if there is a chance that you will run out of time to complete a section, or sections, of the assessment.
- The assessor may redirect you, or intervene during your response, to guide you back to the competency or performance indicator being assessed.
- The assessor will move you on to the next question once they have the information they need, or if it is time to move on to the next question
- You are expected to be present for the entire assessment.
- You must have permission from the assessor to leave the testing room for any reason.
- You will not be permitted to access personal items that are stored at any time during the assessment process without approval from the assessor.
- You will be monitored by the assessor continuously during the assessment, as well as by third-party proctoring (Honorlock).
- If the assessor disconnects from the Zoom call for any reason, you are prohibited from continuing through the assessment without them. You are expected to close the assessment and wait until the assessor rejoins the call.

How are competency assessment questions structured?

The Competency Assessment assesses knowledge, skill and judgement in the following six areas:

- Professional responsibility
- Critical thinking
- Practice knowledge
- Occupational therapy practice process
- Communication and collaboration

- Practice management

The competency assessment is divided into 3 sections:

- The behaviour-based interview will ask questions about some of your experiences from your OT practice or clinical fieldwork. For example, how you manage client safety.
- The second and third sections are focused on client case scenarios. The first scenario is focused on assessing clients, and the second scenario is focused on treatment and intervention.

The structure of the questions is the same throughout the assessment. The assessor will introduce you to the competency that is being assessed. The assessor will then ask you a core question related to the competency being assessed. After you have answered the core question, the assessor will ask probing questions addressing the performance indicators as needed. You are scored as having met or not met each performance indicator.

During the assessment, the assessor may redirect you, or intervene during your response, to guide you back to the competency or performance indicator being assessed. The assessor will move you on to the next question once they have the information they need, or if it is time to move on to the next question.

At times, you may not know how much information to give the assessor. Try to focus your answer on the question being asked. For example:

- If the assessor asks what actions you took to manage a situation (for example, an ethical dilemma), describe each of the steps you took to manage the dilemma.
- If the assessor asks you to describe your role in managing the situation (for example, an ethical dilemma), tell the assessor about the responsibilities you had in managing the situation. Try not to focus on the responsibilities of other people who may have been involved in managing it.
- If the assessor asks you how you used the assessment data in the client case to inform the treatment goals, the assessor is looking for your critical thinking and how you synthesized and integrated information. Tell the assessor specifically how you used the assessment data in developing the treatment goals.

Behaviour Based Interview

The behaviour-based interview focuses on situations you have experienced as an occupational therapist, in the everyday occupational therapy activities you performed in either your clinical practice or in clinical fieldwork. For example, you may be asked to describe a situation where you were concerned about a patient's safety, or where you were required to consult with other professionals. The interview explores your behaviour in these situations. You are only permitted to use situations from your occupational therapy practice, or occupational therapy clinical fieldwork experiences. You will not be permitted to use situations from other work experiences such as an occupational therapy assistant.

The following example shows how the core and probing questions are asked during the interview:

Competency being assessed:

Competency Area (3 rd Edition)	Competency Area (2021/2024)
Unit 5: Communicates and Collaborates Effectively 5.1 Communicates effectively with the client, interprofessional team members, and other stakeholders using client-centred principles that address physical, social, cultural, or other barriers to communication	Domain B: Communication and collaboration B3. Collaborate with clients, other professionals, and stakeholders

Core question addressing the competency:

Describe a situation in which a client had a learning barrier, which impacted the delivery of your OT services, and how you handled that.

Performance indicators and probing questions:

Performance Indicator	Assessment	Probing Question
Assessed the specific learner needs	Met / Not Met	Explain how you determined the client's learning needs.
Adapted approach to ensure that barriers to communication do not impact the client's ability to direct their own care process.	Met / Not Met	Did the client have specific barriers that affected teaching or learning? [If yes] Describe how you adapted the teaching style. [If no] How would you adapt the teaching style?
Evaluated the effectiveness of the education provided	Met / Not Met	How did you evaluate the effectiveness of your teaching?

Modified Triple Jump Interview

The modified triple jump component of the Competency Assessment is based on two cases: an assessment case, and a treatment case. The questions you will be asked are structured around:

- What information needs to be collected in the assessment
- How you will collect this information, including the framework, model or theory you would use
- The client's occupational performance issues
- The services you would recommend for this client

- Your intervention or treatment plan for the client
- Your clinical reasoning to support your decisions

For each case, the assessor will provide the case information to you in two parts. In the first part, you will be provided with some initial information about the client, akin to the type of information you would receive in a referral. In the second part, you will be given the full information about the client case.

The following example shows how the core and probing questions are asked during the interview:

Competency being assessed:

Competency Area (3 rd Edition)	Competency Area (2021/2024)
Unit 3: Demonstrates Practice Knowledge 3.1 Uses current occupational therapy theory in day-to-day practice.	Domain A: Occupational Therapy Expertise A2. Use occupational analysis throughout practice.

Core question addressing the competency:

Occupational therapists use current evidence-based theory, models or frameworks in day-to-day practice. For this case, describe the organizational framework, model or theory you would use to support the assessment of this client.

Performance indicators and probing questions:

Performance Indicator	Assessment	Probing Question
Demonstrates knowledge of current models and approaches that apply in occupational therapy practice	Met / Not Met	Why would you use this framework, model or theory for this client?

Accommodation Policy

If you require accommodation for the Competency Assessment, please refer to the ACOTRO website for information on the Accommodation Policy - <https://acotro-acore.org/seas/acotro-seas-policies/>

Requests for accommodation including any supporting documentation must be submitted a minimum of 45 days prior to the Competency Assessment. The Request must include all supporting documentation and the completed Request for Accommodation Form. ACOTRO will consider each case after carefully reviewing the submitted documents; however, submitting a request will not guarantee accommodation.

In cases where the Competency Assessment will need to be rescheduled to accommodate the changes required under the approved accommodation, a rescheduling fee may apply.

The Competency Assessor will receive notification of the approved accommodation. The reason for the accommodation is not disclosed to the assessor unless you provide prior permission to disclose the personal information. In some situations, it may be in your best interest if the assessor is aware of the disability/health need (for example, if you have a seizure disorder or diabetes). You can disclose details of your disability/health need to the assessor if you feel it is in your best interest.

Technical issues

As the applicant, you are responsible for ensuring your technical setup is fully functional before starting your Competency Assessment. You must complete the Practice Assessment and Technical Setup section outlined above. Use this opportunity to confirm that your system meets all requirements and that the process runs smoothly.

If technical issues occur during the Competency Assessment and cannot be resolved within one hour, your assessment may be cancelled and recorded as your responsibility. This applies regardless of when the issue occurs (beginning, middle, or end of the assessment).

During the assessment, the timer will continue to run even if technical issues arise. If you are disconnected or removed by Honorlock (for example, due to attempting to access a restricted resource), your timer will not pause. You will need to complete the Honorlock security check again before continuing. Your assessment time will continue to count down during this process. To avoid disruptions, ensure your setup is fully tested and that you follow all exam rules carefully.

Common Technical Issues to Avoid

- Posture and lighting: Sit upright and centered in the camera frame, with your head and shoulders clearly visible. Ensure the room is well lit and your face is clearly visible.
- Camera conflicts: Your camera must be used by both Zoom and Honorlock at the same time. Some computers need this setting explicitly enabled (see Adjust Device Camera Settings).
- Unstable internet connection: Ensure you have a strong, stable internet connection that exceeds the minimum requirements for both Zoom and Honorlock (see Verify System Requirements).
- Insufficient computer performance: Your device must have enough memory and processing capability to run Zoom and Honorlock at the same time (see Verify System Requirements).

Late arrival, rescheduling and canceled appointments

ACOTRO understands that unforeseeable events do happen, resulting in the need to reschedule and/or cancel the Competency Assessment session. Please refer to the ACOTRO website for information on cancelation and rescheduling fees: <https://acotro-acore.org/seas/acotro-seas-policies/>

Please email seas.associate@acotro.org to notify SEAS staff that you are canceling or requesting to reschedule your competency assessment. The date that your email is received by SEAS staff will be considered the date of your request.

Results

You will receive the results of your Competency Assessment via email within one month of your assessment. Your entire SEAS file will then be reviewed by a panel of the Determination Committee.

The Committee will make a final determination as to whether you are substantially equivalent.

Appendix

The appendix contains resources and references that may be relevant to applicants.

Applicant Checklist

This is a brief checklist to help you confirm that all requirements have been completed and that you are prepared for your Competency Assessment. Please refer to the relevant sections for additional information and details.

A week before your assessment

- ☐ Access the OpenLMS platform (see *Preparation*)
 - Ensure you have your username and password with you.
- ☐ Read the complete Applicant Guide for Remote Delivered Assessment
- ☐ Complete the Practice Assessment (see *Practice case study & Technical setup*)
 - Adjust computer settings to allow multiple apps to use cameras
 - Install Chrome
 - Install Honorlock browser extension
 - Read Honorlock's Privacy Notice and Terms of Use
 - Download the Zoom Workplace App
 - Verify system requirements by completing the Practice Assessment while on a Zoom call
- ☐ Upload a digital copy of your ID to your computer (see *Environment and Identification Verification Process*).

The morning of your assessment (see *Before your Competency Assessment*)

- ☐ Ensure a strong and stable internet connection
- ☐ Choose a private, well-lit, enclosed room
- ☐ Clear your workspace, nearby walls, and the area around you
- ☐ Have your photo ID ready
- ☐ Ensure you have a mirror handy for the room scan.
- ☐ Close all third-party programs (applications) on your computer
- ☐ Close all tabs across all web browsers
- ☐ Confirm your computer settings allow multiple apps to access the camera (see *Practice case study & Technical setup*)
- ☐ Ensure Zoom is updated to the latest version

At the time of your assessment

- ☐ Sign in to your OpenLMS account in a Chrome browser
- ☐ Open Zoom and join the meeting (see How to Join a Zoom Call for guidance)

Honorlock Technical Setup References

- How to Use Honorlock (Test Takers): <https://honorlock.kb.help/how-to-use-honorlock-test-takers/>
- Minimum System Requirements: <https://honorlock.kb.help/minimum-system-requirements/>
- Install the Honorlock Extension: <https://honorlock.kb.help/install-the-honorlock-extension/>
- Multiple Monitors Detected: <https://honorlock.kb.help/multiple-monitors-detected/>
- Browser Camera Permissions: <https://honorlock.kb.help/browser-camera-permissions/>
- Switching Cameras in Honorlock: <https://honorlock.kb.help/switching-cameras-in-honorlock/>
- How to complete ID verification: <https://honorlock.kb.help/how-to-complete-id-verification/>
- Completing a Room Scan Using Honorlock: <https://honorlock.kb.help/completing-a-room-scan-using-honorlock/>
- Honorlock FAQs for Test Takers: <https://honorlock.kb.help/honorlock-faqs-for-test-takers/>
- Test Taker Privacy Notice: <https://honorlock.com/wp-content/uploads/2024/09/Honorlock-Exam-Taker-Privacy-Notice-0923222.pdf>
- Test Taker Terms of Uses: <https://honorlock.com/wp-content/uploads/2024/09/Honorlock-Test-Taker-Terms-of-Use-0825233.pdf>