

UFE 2009

September 15, 16 and 17, 2009

USEFUL INFORMATION
TO CANDIDATES

CONFIRMATION OF REGISTRATION TO THE UNIFORM EVALUATION 2009 UFE



Ordre des comptables agréés du Québec
Education and Recruitment Vice-presidency
August 2009

Ordre des comptables agréés du Québec

680, rue Sherbrooke Ouest, 18^e étage Montréal (Québec) H3A 2S3

Tél. : 514 982.4606 Téléc. : 514 843.8375 Numéro sans frais : 1 800 363.4688, poste 4606

www.ocaq.qc.ca



Education and Recruitment Vice-Presidency

August 2009

TO CANDIDATES WRITING THE 2009 UNIFORM EVALUATION

Dear Madam:

Dear Sir:

We wish to inform you that your application for registration to the 2009 Uniform Evaluation (2009 UFE) has been accepted.

We invite you to **carefully** read all the information contained in the present booklet in order to note all the characteristics attached to the course of this evaluation.

We would like to remind the **first time writers** that it is imperative that they submit to the Ordre before **October 5, 2009** a photocopy of their transcripts of marks obtained at the Professional Education Program (Graduate Diploma).

Should you need further information, please contact one of our administrative agents at 514 982-4606 or 1 800 363-4688, extension 4606.

Good luck!

Diane Messier, FCA

Diane Messier, FCA

Vice-president, Education and Recruitment

Encl: Candidate Identification Card
Official income tax receipt

TABLE OF CONTENTS

MATERIEL AND DOCUMENTATION AT THE writing CENTRE	4
Articles allowed at the writing centre	4
Articles not allowed at the writing centre	4
LIST OF writing CENTRES	5
ADMISSION TO THE writing CENTRES	6
Candidate identification card	6
Other pieces of identify required	6
TIMETABLE OF THE 2009 UNIFORM EVALUATION	7
Opening of the doors	7
EVALUATION PAPERS.....	7
USING COMPUTERS IN THE UFE	8
General remarks	8
Backup computers	8
National policy in case of computer malfunction.....	8
Conditions to be met.....	8
Important reminder	9
What to expect during the UFE.....	9
EXAMINATION CENTRE RULES.....	10
Information for candidates on the 2009 UFE	10
INSTRUCTIONS TO CANDIDATES	12
COMMUNICATION OF RESULTS.....	12

MATERIEL AND DOCUMENTATION AT THE WRITING CENTRE

ARTICLES ALLOWED AT THE WRITING CENTRE

When writing the UFE in 2009, you will have to bring a laptop computer equipped with the Securexam (CA) **v6.4.15** of the software.

Furthermore, you will need to bring to the writing centre the e-mail issued by Software Secure confirming that the software *Securexam (CA)* is working properly. The qualification exam must be made with the Securexam (CA) **v6.4.15** of the software.

You will have the option of bringing any or all of the following into the writing centre with you:

- a back-up computer (there will be a limited number of back-up computers in each writing center);
- a wired mouse and a numerical keypad;
- approved printed versions, free of annotation, of prescribed material (there will be no extra manual available at the writing centre);
- a silent calculator with single-line or two-line display, incapable of alpha storage and wireless communication (there will be no calculator supplied at the writing centre);
- a wristwatch or small, noiseless clock;
- small ear plugs.

ARTICLES NOT ALLOWED AT THE WRITING CENTRE

You are not permitted to bring any of the following into the writing centre:

- computers, other than those permitted with the use of Securexam (CA) software only;
- calculators, except for a silent calculator with single-line or two-line display, incapable of alpha storage and wireless communication;
- computer peripheral devices other than a wired mouse and a numerical keypad;
- wireless and electronic storage devices;
- communications devices such as cell phones, electronic diaries, etc.;
- ear plugs (headphone type).

LIST OF WRITING CENTRES

CHICOUTIMI

Writing centre Presiding Officer:
Ms. Colette Gauthier, FCA

Université du Québec à Chicoutimi

555, boulevard de l'Université
Pavillon des Humanités
Local H7-1190, 7^e étage
Chicoutimi (Québec) G7H 2B1

GATINEAU

Writing centre Presiding Officer:
Mr. Pierre Charron, CA

UQO – Pavillon Lucien Brault

101, rue St-Jean Bosco,
Local A-0112, Galerie UQO
Gatineau (Québec) J8Y 3C5

MONTRÉAL

Writing centre Presiding Officer:
Ms. Jasmine Marcoux, CA

Stade Uniprix

285, rue Faillon Ouest
Montréal (Québec) H2R 2W1

QUÉBEC/LÉVIS

Writing centre Presiding Officer:
Ms. Patricia Michaud, CA

Centre des congrès de Lévis

5750, JB Michaud
Lévis (Québec) G6V 0B2

RIMOUSKI

Writing centre Presiding Officer:
Mr. Jean-Hugues Rioux, FCA

Hôtel Le Navigateur

130, avenue Belzile
Salle Marconi
Rimouski (Québec) G5L 3E4

ROUYN-NORANDA

Writing centre Presiding Officer:
Ms. Pierrette Doré, FCA

Bibliothèque municipale de Rouyn-Noranda

201, avenue Dallaire
Salle Pauly, 1^{er} étage
Rouyn-Noranda (Québec) J9X 4T5

SHERBROOKE

Writing centre Presiding Officer:
Ms. Danièle Blanchette, CA

Église Marie-Médiatrice

3025, rue Galt Ouest
Sherbrooke (Québec) J1K 1M4

TROIS-RIVIÈRES

Writing centre Presiding Officer:
Mr. Nicolas Boivin, CA

Université du Québec à Trois-Rivières

Pavillon Ringuet-Atrium
3351, boulevard des Forges
Trois-Rivières (Québec) G9A 5H7

To candidates writing the Evaluation outside of the Province of Québec:

The address of the examination centre will be forwarded to you by the Institute of Chartered Accountants of the province in which the centre is located.

ADMISSION TO THE WRITING CENTRES

CANDIDATE IDENTIFICATION CARD

The ***Candidate identification card*** contains the following informations:

- your name;
- your UFE candidate number;
- your client number with the Ordre;
- the address of your writing centre;
- the language in which you will write the UFE.

It is important to check the accuracy of the information contained on the identification card and to make sure to bring it with you every day at the examination centre.

OTHER PIECES OF IDENTIFY REQUIRED

In addition to the ***Candidate Identification Card***, you will be asked to present a proof of identity with a recent picture. For example, your Medical Insurance Card, your Driver's License, or your University Student ID Card would be acceptable. Failure to comply with this procedure could prevent you from accessing the writing centre.

TIMETABLE OF THE 2009 UNIFORM EVALUATION

The 2009 Uniform Evaluation of the Institutes and Ordre of Chartered Accountants in Canada and Bermuda will be written according to the following timetable. All evaluations will be held at the same time **except in the province of Newfoundland**.

The first paper is a five-hour paper consisting of a single comprehensive business simulation.

The second and third papers are four-hour papers, each consisting of two or more simulations.

PAPER I	Tuesday, September 15	from 9:00 a.m. to 2:00 p.m.
PAPER II	Wednesday, September 16	from 9:00 a.m. to 1:00 p.m.
PAPER III	Thursday, September 17	from 9:00 a.m. to 1:00 p.m.

The Evaluation will start on time. Latecomers will be allowed to enter the examination centre during the first hour, i.e. until 10 a.m. at the latest. (No additional time is to be provided to compensate for the lateness.)

However, should a very important matter prevent you from complying with this rule, and you are still interested in writing the Evaluation, **DO NOT PANIC!** Contact the Ordre des comptables agréés du Québec immediately by phone at 514 982.4606 or at 514 288.3256 or at 1 800 363.4688 (extension 4606), or go directly to your writing centre to explain your situation. Your problem will be taken under consideration, and if the rules governing the UFE allow it, an acceptable solution may be found.

OPENING OF THE DOORS

The doors of the writing centres will open at 8 a.m. everyday to insure that sufficient time is allowed at the start of each day for computer setup and operations checks. **The first day, we strongly recommend that you be present at the writing centre no later than 8:00 am.**

EVALUATION PAPERS

The Evaluation papers will be provided in the format of stapled booklets (8 ½" X 11" format), printed on both sides.

The colour code of the Evaluation papers will be different every day.

USING COMPUTERS IN THE UFE

GENERAL REMARKS

Your laptop computers will **necessarily** be equipped with the Securexam (CA) **v6.4.15** of the software.

Securexam (CA) does not support Macintosh computers – even if “Boot Camp” is installed. **Candidates are not allowed to use Macs to write the exams.**

Seeing as though the number of candidates who will write the UFE is known in advance, arrangements will have been made to ensure that each writing centre is equipped with a sufficient number of power outlets to supply adequate power to each computer.

It is essential that you bring your own Power Supply (Electric Power Supply Wire to the computer). As a precautionary measure, you should ensure to have a new backup battery with a one hour power supply.

BACKUP COMPUTERS

Each centre will have a minimum of one backup computer made available to all candidates. Candidates can also bring their own backup computer.

NATIONAL POLICY IN CASE OF COMPUTER MALFUNCTION

If a candidate experiences computer problems during the exam, the following policy should be applied:

- The candidate should be instructed to start hand writing immediately while the IT proctor tries to solve the problem.
- If the problem is solved within 10 minutes, NO ADDITIONAL TIME is granted to the candidate.
- If after 10 minutes the problem is not solved, the candidate may choose to continue to handwrite or ask for a backup computer, if available. In this situation, the writing center supervisor should contact the PICA/Ordre responsible person to discuss the possibility of giving additional time to the candidate. The decision should be documented.

CONDITIONS TO BE MET

You must comply with the following guidelines:

- You must have installed the software Securexam (CA) v6.4.15 and must have read thoroughly the **Securexam (CA) User Guide**, available on the Ordre Website at http://ocag.qc.ca/ang/7_devenir/7_5_2_preparationEFU.asp, in order to make sure that your installation complies with all the requirements stated therein. If you are using a computer owned by your employer, you must secure employer approval and/or assistance to install the Securexam (CA) **v6.4.15** software, in accordance with your employer's policies.
- You must have signed the release agreement form, transmit it to the Ordre and have followed the instructions indicated therein.
- You must have performed a test designated as a “qualification exam”* and sent the result to Software Secure, the manufacturer of the Securexam (CA). Software Secure will have reviewed your exam results to ensure that the software and your computer are running properly prior to the exam. You should have received an e-mail from Software Secure confirming that the software is running properly.

***IMPORTANT: You will mandatorily have submitted a “qualification exam” on Securexam (CA) v6.4.15 at the latest August 31, 2009. You will need to bring to the writing centre the latest confirmation e-mail issued by Software Secure.**

IMPORTANT REMINDER

You must make sure that time and date of your computer are accurate.

WHAT TO EXPECT DURING THE UFE

Using Securexam (CA) in the UFE writing centre will be the same as using it in the “practice” or “live mode”, with these exceptions:

Version to be used

Once you have launched Securexam (CA), select “Login and take an exam”.

USB port and key

You must have a free USB port.

You will be provided with a USB key each day of the UFE. You will insert this key into your USB drive at the beginning of each day, and hand it on at the end of each day before leaving the writing centre. **The “UFE” version of Securexam (CA) will not run if it does not detect the correct USB key.**

Candidate number and passwords

The candidate number is the one provided on your **Candidate identification card**. Passwords to enter and exit Securexam (CA) will be announced in the writing centres.

Non access to the encrypted files saved to your computer’s hard drive or to the USB key

In the UFE, all your work will be saved in an encrypted form to your computer’s hard drive and to the USB key which will have been supplied to you every day of the exam. You will not be able to read the encrypted files saved to your hard drive.

Uploading your final exam files to the Software Secure upload site

You are required to upload your final exam files to the Software Secure upload site by Monday September 21, 2009 at 4:00pm EDT. **The files you are uploading are the official copies of your response. The exam files on the USB keys handed in during the three days of the exam are for backup purposes only.**

Double security

If there are any problems with the exam files you uploaded to the Software Secure upload site or with the USB key, you will be contacted immediately, and arrangements will be made to secure the backup files from your computer’s hard drive. For this reason, we ask that you maintain these files on your hard drive for **one month** following the last day of the 2009 UFE.

EXAMINATION CENTRE RULES

INFORMATION FOR CANDIDATES ON THE 2009 UFE

The Ordre des comptables agréés du Québec is responsible for certain matters relating to the writing of the Uniform Evaluation, including:

- considering requests from candidates with special needs, due to physical disabilities, etc.;
- administering the writing centres in which candidates write the UFE.

You should address all communications regarding the foregoing to the Education and Recruitment Vice-Presidency of the Ordre des comptables agréés du Québec.

You should carefully study the rules since they are subject to periodic changes.

UFE rules in force at the date of the publication of this document are as follows:

1. The evaluation will begin promptly at the hour set for its commencement. Candidates arriving late shall be permitted to enter the evaluation room up to the first hour of the evaluation only.
2. Temporary absences from the evaluation room are only permitted under the supervision of a Writing Centre Supervisor.
3. Candidates may not permanently leave the evaluation room during the first three hours of the evaluation. Candidates who leave the evaluation room after the first three hours and before the last half hour of the evaluation must hand in their simulation questions and USB key.
4. Candidates are not permitted to ask questions of a Writing Centre Supervisor and no explanation whatsoever shall be given by a Writing Centre Supervisor as to the meaning or purpose of a simulation.
5. No books or papers shall be permitted in the evaluation room, except as permitted by CICA, and as noted below:
 - Specially printed evaluation versions of the *CICA Handbook – Assurance* and *CICA Handbook – Accounting*.
 - Federal Income Tax Act – one of two following versions: *CCH's Income Tax Act with regulations* (i.e., annotated version); or *Carswell's Practitioner's Income Tax Act*.

These reference materials may not be written in (annotated), nor may additional pages be inserted. However, underlining, highlighting, and tabbing of sections are permitted.

The maximum size of tabs that may be used is 1.25 cm by 4 cm. These tabs may be labelled with section numbers and/or titles only. Candidates may highlight and/or underline areas they feel are important, but are not permitted to include notations, marginal notes, nor inserts of any kind.

6. Candidates are responsible to bring to the writing centre their personal copies of the documents described above. Spare copies will not be available at the writing centres.
7. Candidates shall have signed the appropriate waiver (release agreement) related to the laptop computer use in the writing centre. Candidates are not permitted to modify the Securexam (CA) software in any way.
8. Candidates may not use any device to communicate within or outside the writing centre.
9. At their discretion candidates may bring and use small ear plugs at the writing centre (headphone type are not allowed).

10. While unlikely, in case of an interruption to the supply of power to some or all of the candidates using laptop computers when writing the UFE, candidates should ensure they have a battery backup with one hour power supply.
11. Candidates shall record only their identification number on each USB key; no name or other distinguishing mark shall be used in the typed response.
12. Candidates using laptop computers must submit the Securexam (CA) USB key at the end of the evaluation. If this USB key is not received by the Board of Evaluators, the candidates' response may not be accepted. The security files contained on the USB Key will be reviewed by the Board of Evaluators to ensure that candidates did not exit Securexam during the evaluation. A copy of these security files and of the candidates' response are contained on the candidate's hard drive. Candidates must maintain these files for one month subsequent to the writing of the evaluation.
13. Candidates should not include their rough notes as part of their computerized response as they will not be marked. All rough notes should be taken by the candidate when leaving the writing centre.
14. Candidates are not permitted to bring any of the following into the UFE writing centre:
 - computers, other than those permitted with the use of "Securexam (CA)" software only;
 - computer peripheral devices other than a wired mouse and an external numerical keypad;
 - calculators, except for a silent calculator with single-line or two-line display, incapable of alpha storage and wireless communication;
 - wireless and electronic storage devices;
 - communications devices such as cell phones, electronic diaries, etc.;
 - ear plugs (headphone type).
15. Candidates may have their papers refused if they are guilty of any of the following or similar dishonest practices:
 - Making use of any books, papers or memoranda other than those reference materials noted above or those provided by a Writing Centre Supervisor or invigilator. In the event invigilators suspect a breach of the above rules, any offending reference material will be confiscated. The candidate will be permitted to continue to write the remainder of the paper, and Institute/Ordre/CASB officials will subsequently determine the consequences of the candidate's actions.
 - Speaking or communicating with others under any circumstances whatsoever.
 - Exposing written papers or computer screens to the view of other candidates.

A plea of accident or forgetfulness shall not be accepted under any circumstances in the case of any breach of the rules.

INSTRUCTIONS TO CANDIDATES

1. You must bring to the writing centre your **Candidate identification card** along with a proof of your identity with a recent picture on it. You will be asked to write the appropriate information on an attendance form which will be supplied to you at the writing centre.
2. You must write your UFE candidate number on the USB key which will be supplied to you every day of the exam.

You must be familiar with and abide by the Writing centre Rules.

COMMUNICATION OF RESULTS

1. According to the regulation on the protection of personal information, you alone can decide to whom you wish to disclose your results. Consequently, the Ordre does not forward UFE results to firms unless authorized by you in writing.
2. Your official result will be put in the mail on Thursday, December 3. The official release of the 2009 Uniform Evaluation is Friday, December 4, 2009.
3. You will be offered a complementary access to your result (*success* or *fail*). As of 7 p.m. on Thursday, December 3, results will be accessible on the Web Site created specifically for that purpose. This service will be optional and, should there be a discrepancy, **only the result sent by mail will be considered official.**
4. During the month of November, we will be sending you detailed instructions on how to access this service.
5. Effective since the 2003 UFE, you are evaluated on a *Pass with honours*, *Pass* or *Fail* basis. There is no note and no decile standing by paper on the result sheet. However, failing candidates also receive a transcript of their results which provides information with respect to their overall performance as well as their performance in each of the specific competency areas. A colour coding system is used to illustrate the level of performance.



Education and Recruitment Vice-Presidency
Ordre des comptables agréés du Québec
680 Sherbrooke Street West, 18th floor
Montreal, Quebec H3A 2S3

Telephone: 514 982.4606 or 1 800 363.4688, ext. 4606

Fax: 514 843.8375

E-mail: candidat@ocag.qc.ca

Website: www.ocag.qc.ca