

Frequently Asked Questions (FAQs)

2021 Post-Designation Public Accounting (PDPA) Exam and CPA Reciprocity Exam (CPARE)

The delivery approach addressed in this document is in response to the COVID-19 pandemic. The FAQs are specific to the November 5, 2021 offerings of the PDPA examination and the CPARE.

List of Questions

- [1. How will the 2021 PDPA examination and CPARE be delivered?](#)
- [2. What are the health and safety measures that will be in place for the 2021 PDPA examination and CPARE?](#)
- [3. Will I be required to wear a face mask at all times?](#)
- [4. Can I bring my own personal protective equipment?](#)
- [5. What are the safety measures that will be in place for the laptops?](#)
- [6. What are the procedures for exam writers with visible seasonal allergies or other conditions that exhibit COVID-like symptoms?](#)
- [7. Will there be measures to ensure that exam writers who are sick are prevented from writing the examinations?](#)
- [8. Who can exam writers contact to discuss accommodations under applicable human rights laws in connection with the examinations?](#)
- [9. Does the profession envision continuing to write exams in individual hotel rooms beyond the November 2021 PDPA examination and CPARE?](#)
- [10. What if I feel unsafe writing in a public setting like a hotel?](#)
- [11. Can I write the 2021 PDPA examination or CPARE in a different province/region than the one in which I am currently enrolled?](#)
- [12. What if I experience technical issues during the examination?](#)
- [13. Which model of laptop will be used for the examinations?](#)
- [14. Will I be provided with a mouse for the examination?](#)
- [15. Which versions of Word and Excel will be used for the examinations?](#)
- [16. Will autosave features be enabled in Word and Excel?](#)
- [17. What is Folio Views?](#)

18. Am I allowed to have more than one Word and one Excel file open at the same time?
19. Is there a limit to the number of columns I can use in Excel?
20. When will the next offering of the PDPA examination and CPARE take place?
21. If I outside of Canada am unable to return in time to write the 2020 PDPA examination or CPARE due to travel restrictions will I be granted accommodations so that I can still write the exam this year?

1. How will the 2021 PDPA examination and CPARE be delivered?

Exam writers will write the 2021 PDPA exam and CPARE in-person at multiple hotels across the country in the usual cities where examination centres were held in the past. Each exam writer will be assigned their own hotel room for the duration of the examination. Within each room, exam writers will have access to their own washroom and writing desk.

Exam writers will be provided with CPA-issued laptops. Using the ceWindows application installed on the laptop, PDPA exam writers will access Word and Excel to answer their case-based question and an electronic bubble sheet to answer the multiple-choice questions. Using the ceWindows application installed on the laptop, CPARE writers will access an electronic bubble sheet to answer the multiple-choice questions. The Folio Views software, which provides access to the *CPA Handbook* and *Income Tax Act*, will also be installed on the laptop. The hotel rooms, laptops and desks will be cleaned prior to the start of the examinations.

During the examination, hotel room doors will remain open and the writing desks will be visible from the hallway. Exam writers and their invigilator, as required, will be the only persons permitted to access the rooms.

2. What are the health and safety measures that will be in place for the 2021 PDPA examination and CPARE?

As of October 7, 2021, the following is in place. We are constantly monitoring the situation across the country and if necessary additional procedures may be added.

In addition to the measures described above, exam writers will be required, as a condition of writing the 2021 PDPA exam and CPARE, to confirm in advance that neither they, nor anyone in their household:

- have experienced symptoms of COVID-19 (fever, cough, shortness of breath, sore throat) in the 14 days prior to the examinations;
- have had close contact or exposure to a person who has a confirmed or suspected case of COVID-19 in the 14 days prior to the examinations
- have a confirmed or suspected case of COVID-19; or
- have travelled outside of Canada in the 14 days prior to the examinations;

Personal protection equipment (including face masks) will be provided to each exam writer and invigilator on the day of the examinations. Exam writers and invigilators will be required to wear face masks when in the common areas of the building (i.e., lobby, elevator, hallways, etc.).

3. Will I be required to wear a face mask at all times?

You will be required to wear a face mask when you arrive at the hotel as well as when traveling within the hotel's common areas (lobby, elevator, hallway). You are permitted to remove your face mask when you are alone in your hotel room. However, you will be required to put it back on when an invigilator needs to enter your room.

4. Can I bring my own personal protective equipment?

When you arrive at the hotel, you will need to wear your own face mask. You will also be allowed to bring your own hand sanitizer.

The profession will provide you with alcohol wipes, face masks and gloves once you are on your floor, which you can use at your discretion.

5. What are the safety measures that will be in place for the laptops?

All laptops will be disinfected prior to distribution. You will be provided with an individually packaged alcohol wipe that you can use to clean your laptop, if you choose.

6. What are the procedures for exam writers with visible seasonal allergies or other conditions that exhibit COVID-like symptoms?

It is recommended that exam writers who have visible seasonal allergies, or other conditions which would make them appear ill on the day of the examination, contact their region to determine if a doctor's note or getting tested for COVID-19 prior to the examinations would be required.

7. Will there be measures to ensure that exam writers who are sick are prevented from writing the examinations?

Exam writers are expected to demonstrate ethical behaviour and report whether they are exhibiting symptoms. The weekly health questionnaires and on-site screening will be in place to identify any exam writers who are sick. Physical distancing guidelines will be enforced with each exam writer writing the examination in their own hotel room.

8. Who can exam writers contact to discuss accommodations under applicable human rights laws in connection with the examinations?

The CPA profession is committed to meeting its obligations under applicable human rights laws in its administration of the 2021 PDPA exam and CPARE. Exam writers who require an accommodation on the basis of disability or any other prohibited ground of discrimination are encouraged to refer to the [CPA Canada website](#).

9. Does the profession envision continuing to write exams in individual hotel rooms beyond the November 2021 PDPA examination and CPARE?

The delivery approach for future examinations, including the PDPA exam and CPARE, is being assessed as the public health and safety guidelines continue to evolve.

10. What if I feel unsafe writing in a public setting like a hotel?

If an individual is uncomfortable with the risk of writing an exam in a hotel, they do have the option of waiting to take the next offering of the PDPA exam or CPARE.

11. Can I write the 2021 PDPA examination or CPARE in a different province/region than the one in which I am currently enrolled?

Exam writers in good standing who intend to write the 2021 PDPA exam or CPARE in a region/province where they are currently not enrolled must request a transfer to the new region/province no later than October 11, 2021.

12. What if I experience technical issues during the examination?

To notify your exam invigilator that you are experiencing technical issues during the examination, you will need to stand in the doorway of your hotel room. If they need to enter your room, you will need to put your face mask on, and you will both need to ensure physical distancing is maintained.

13. Which model of laptop will be used for the examination?

The models of the CPA-issued laptops will vary but each will have a numeric keypad.

14. Will I be provided with a mouse for the examination?

The profession will not provide exam writers with a mouse, but exam writers are permitted to bring their own wired mouse.

15. Which versions of Word and Excel will be used for the examinations?

The CPA-issued laptops will have Microsoft Word 2016 and Microsoft Excel 2016 installed. The Surpass software will not be used on these examinations.

16. Will autosave features be enabled in Word and Excel?

Yes, autosave features will be enabled in Word and Excel, but it is recommended that exam writers save regularly.

17. What is Folio Views?

Folio Views is the software that gives exam writers access to the *CPA Canada Handbook* and *Income Tax Act*. All exam writers will be granted access to Folio Views.

18. Am I allowed to have more than one Word and one Excel file open at the same time?

No, only a single Word and a single Excel file may be open at the same time.

19. Is there a limit to the number of columns I can use in Excel?

There is no limit to the number of columns you may use in Excel.

20. When will the next offering of the PDPA examination and CPARE take place?

The next offering of the PDPA exam and CPARE will take place in 2022, although an exact date has yet to be determined.

21. If I am outside of Canada and unable to return in time to write the 2021 PDPA examination or CPARE due to travel restrictions will I be granted accommodations so that I can still write the exam this year?

The next PDPA exam and CPARE is scheduled to be written on November 5, 2021 in-person at multiple hotels across Canada in the usual cities where examination centres were held in the past. If you are unable to return to Canada to write the examination, you would need to consider writing the exam in 2022 instead.