1. **Policy Rationale & Purpose:**
   Practical examinations are scheduled on a first come first serve basis with a waitlist for candidates that the branch was unable to schedule for a preferred session. The branch is unable to accommodate the waitlisted candidates when space becomes available in the session with less than 7 days’ notice. Candidates that fail to show up or cancel an examination with less than 7 days’ notice are affecting other candidate’s ability to complete their examinations in a timely manner.

   The purpose of this policy is to minimize the number of examination candidates who fail to attend their scheduled practical examination session, or provide less than 7 days’ notice of cancellation. Minimizing the number of cancellations maximizes the utilization of the branch’s examination resources (exam facilities, examiners and exam equipment).

2. **Policy Scope**
   This policy applies to all candidates scheduled for EMA practical examinations.

3. **Policy Statement:**
   Candidates who do not attend their scheduled practical examination session, or cancel with less than 7 days’ notice, will be advised by email that the non-attended session will be considered an attempt at the exam process.

   If a candidate believes that they have a valid reason for not attending their scheduled practical exam, they may request an [exemption for an unattended practical examination](#) within two weeks of being notified of the missed scheduled practical exam. The request will be reviewed by the Exam Coordinator and/or the Manager, Branch Operations as per the guidelines below.
Guidelines for Exemption from No Show and Late Cancellation Policy:

The following reasons may be considered acceptable as exemptions to the policy:
- Candidate was ill or injured and unable to attend (a doctor’s note must be provided)
- Sick family member that the candidate needed to provide care to (i.e., child)
- Motor vehicle or bicycle accident
- Death in family
- Travel delay due to weather
- Domestic emergencies (i.e., broken pipes)
- Other reasons may also be taken into consideration

4. Legal Authority:
   - Emergency Health Service Act Section 6(5)(a)
   - Emergency Medical Assistants Regulation Section 2(ii)
   - Emergency Medical Assistants Regulation Section 3(3)(a) and (b)
   - Emergency Medical Assistants Regulation Section 9.2(b)

5. Key Stakeholders:
   - Examination candidates

Reviewed by the EMA Licensing Board on: September 28, 2011
Approved (director name & signature): N/A
Date approved: September 28, 2011
Drafted by: N/A