

CRPO Case-based Assessment (CBA) Guide

Introduction

The CBA is part of CRPO's Quality Assurance Program and is the first step in a peer and practice review (PPR). Information about peer and practice reviews is available on our [website](#). There are several FAQs and resources available to help you prepare.

The CBA consists of 30 situational judgement cases that are based on the [CRPO Professional Practice Standards](#).

This guide is about how to access and complete CRPO's CBA. The CBA is hosted on a secure website called "FastTest".

Accessing the CBA

The day before the CBA opens, you will receive an email from QAassessments@crpo.ca with a unique code and instructions on how to access the CBA.

TO ACCESS THE ASSESSMENT

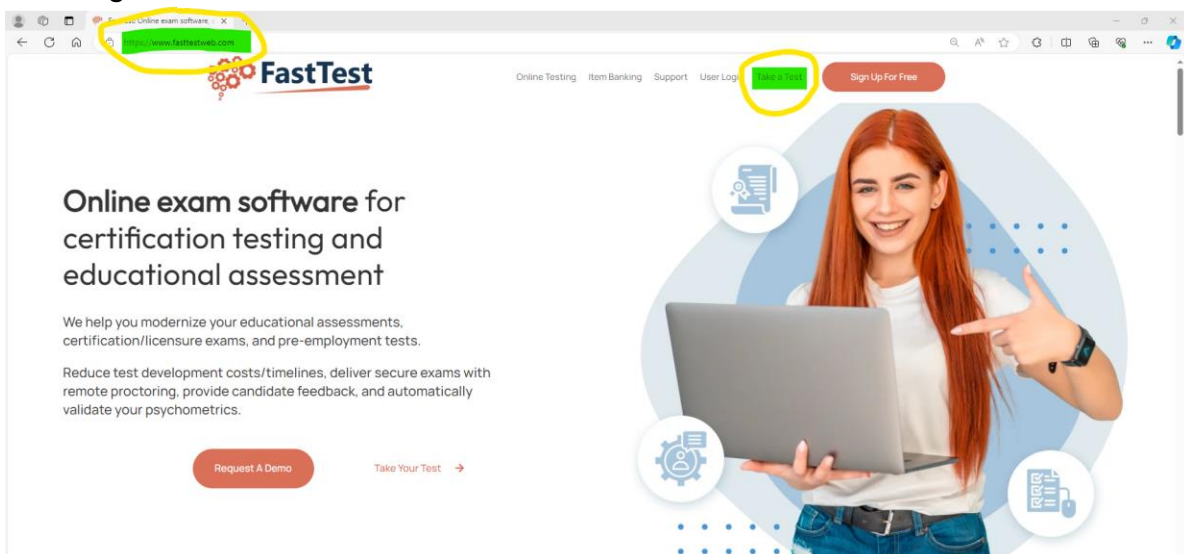
1. Go to www.fasttestweb.com.
2. Select "Take A Test" from the menu bar at the top of the page.
3. Enter your test code: {XXX-XXX-XXX-XXX}
4. Select "Login."

You can access the CBA at any time during the 10-day assessment window. The CBA has 30 situational judgment cases and can be completed comfortably within a 4-hour timeframe. However, the window to complete the assessment is 7 hours. Registrants who need time beyond 4 hours, for any reason, have access to extra time without having to submit a separate request.

After you log in to the assessment, the session will remain open until you submit your CBA or at the 7-hour mark, whichever is sooner. You may complete and submit the assessment at any time during the 7-hour period.

Let's have a look at the CBA online platform. Go to www.fasttestweb.com.

1. Select "Take A Test" from the menu bar at the top of the page.
2. Enter your test code: XXX-XXX-XXX-XXX
3. Select "Login."



You will see a timer in the upper right-hand corner of the screen. The time begins counting down as soon as you select "Login."

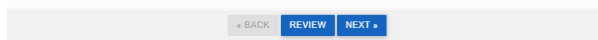
CRPO Case-based Assessment (CBA) Guide



Quality Assurance Program Case-based Assessment (CBA)

Thank you for participating in CRPO's Quality Assurance (QA) program.

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The first three pages are for information purposes only.



Security

To maintain the integrity of this assessment, you are not permitted to print, save or share its contents.

CRPO registrants are required to conduct themselves in a manner consistent with the CRPO Professional Practice Standards and are expected to act with integrity in all their professional activities, including the present assessment.



Instructions

The CBA has 30 situational judgment cases. The CBA can be completed comfortably within a 4-hour timeframe. However, the window to complete the assessment has been extended to 7 hours. Registrants who need time beyond 4 hours, for any reason, now have access to extra time without having to submit a separate request.

After you log in to the assessment, the session will remain open until you submit your CBA or at the 7-hour mark, whichever is sooner.

You may complete and submit the assessment at any time during the 7-hour period. Your answers are saved in "real time". Any responses already entered when the window closes are saved automatically.

This assessment is open book. You are encouraged to consult the CRPO Professional Practice Standards, available on the CRPO website (<https://www.crpo.ca/standards-regulations/>), and any additional resources you may wish to use.

Each case includes a situation followed by five possible options. Some options are more aligned with the CRPO Professional Practice Standards ("the Standards") than others. For each case, rank the five available options from the option that most aligns with the Standards to the option that least aligns with the Standards.

For example, in a case where D is the option most aligned with the Standards, followed by option E, C, B, and A, the answer would be entered as follows:

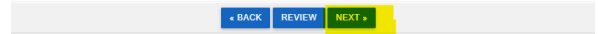
DECBA

All possible answer combinations on the assessment are assigned a score. Since partial marks are awarded for each answer position, the assigned score depends on how close the answer is to the most and least aligned options.

Navigation

REVIEW Highlights the item number in yellow, as seen across the top of the screen. Note, the highlighting will only be visible once you navigate away from the item. The highlighting can be turned off by clicking the REVIEW button a second time.

<< BACK Navigates to the previous screen or question.
NEXT >> Navigates to the next screen or question.



Click "Next" to navigate to the next page. You will see that the blue box at the top of the page highlights where you are. You can return to any of these information pages by clicking on the corresponding "i" at the top of the page.

Navigating the CBA

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The cases are numbered 1 to 30. You can look at a case by clicking on the number at the top of the page, or you can use the "BACK" and "NEXT" buttons at the bottom of the page to move through the cases.

Sample 1
Time Left - 06:28:52

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

ns have occurred in person. This RP also sees some of their clients in virtual practice and has the necessary safeguards in
ously debilitating symptoms of anxiety and depression. The client informs the RP that after they complete their undergraduate
client expresses that they wish to continue therapy with the RP after their move so that they have support in navigating the
o a **jurisdiction** in which the practice of psychotherapy is regulated by a different college.

to the option that is **least** aligned with the Standards.
apply and do not have the time to research the issue. They add that the client is welcome to contact the regulatory college in
ward under their current service agreement

2. Please enter your response

Sample Response Form

Words: 0 Characters Rem

If you get stuck, consider leaving the case and coming back to it later. You can also flag a case if you would like to review it later. When you are viewing a case, click the "Review" button at the bottom of the screen. When you navigate away from the case, the case number at the top of the screen will be highlighted yellow. To remove the highlight, return to the case and click the "Review" button. Your answers are saved in "real time" even if a case number is highlighted. Any responses already entered are saved automatically but can be changed at any time up to the point where you select "I am done" or the time runs out.

Note that once you enter an answer sequence and click on "next", a line appears in the case number at the top of the screen. You can still go back to the case at any time to review and change your answer if you wish.

Sample 1
Time Left - 06:32:44

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

ulsive disorder (OCD) symptoms, as they are affecting their academic performance. The RP works with this post-secondary student for
'documentation from their university's accommodations office asking the RP to confirm the diagnosis of OCD.

ndards to the option that is **least** aligned with the Standards.

toms seem to be improving with treatment.

tal health diagnoses because diagnosis is a controlled act limited to medical doctors, nurse practitioners, and psychologists and is not

iteration number clearly displayed and a statement that the RP provides psychotherapy to the client to address OCD symptoms.

's mental health challenges and how they affect school performance.

ose OCD and to whom the client has access and encourages the client to reach out to the appropriate parties.

1. Please enter your response in the box below.

Sample Response Format: "ABCDE"

BEDCA

Words: 0 Characters Remaining: 0

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Answering the Cases

Each case has five answer options. Registrants are asked to rank the five options from **most** aligned to the Standards to the **least** aligned with the Standards.

After you read the case and the five response options, type your answer sequence in the box on the right-hand side of the page. In this example, the assessment writer chooses E as the most aligned with the Standard, followed by C, B, D and A. So, Item E is the **most** aligned with the Standard and Item A is the **least** aligned with the Standard.

Time Left - 06:52:14

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

A client has been on a leave of absence from work for two months, and their primary care provider has referred them to an RP for therapy. As the client is preparing to return to work, the RP receives a voicemail from the insurance provider, requesting that they release the client's full clinical record for review by the insurance provider.

Rank the following options in order from the option that is **most** aligned with the Standards to the option that is **least** aligned with the Standards.

A. The RP compiles immediately and submits the client's full clinical record to the insurance provider.

B. The RP refuses to release the client's full clinical record to the insurance provider, stating that it is against their policy. Instead, the RP releases a selection of their notes and a summary report.

C. The RP informs the insurance provider that they will discuss the request with the client and will seek their consent to release the clinical record but does not provide a firm date by which the insurance provider can expect to receive a response.

D. The RP informs the insurance provider that they will not provide their clinical records and that the insurance provider needs to contact the client's primary care provider, as they made the initial diagnosis regarding the client's leave of absence from work.

E. The RP discusses the request with the client at their session two days later, explaining the potential risks associated with releasing the full clinical record. They encourage their client to contact their insurance provider to determine if a summary report would be sufficient, and they provide a date within the coming month by which they will provide either the report or record, as directed by the client.

4. Please enter your response in the box below.

Sample Response Format: "ABCDE"

ECBDA

Words: 0 Characters Remaining: 0

Tips

The CBA is an open-book assessment. This means that you are welcome to review any resources you choose to use during the assessment. For example, consider having the Professional Practice Standards open on another tab in your browser. You can review a Standard or other resources, and then return to the CBA. *If you accidentally log out, do not worry. Simply log back in using your unique code.*



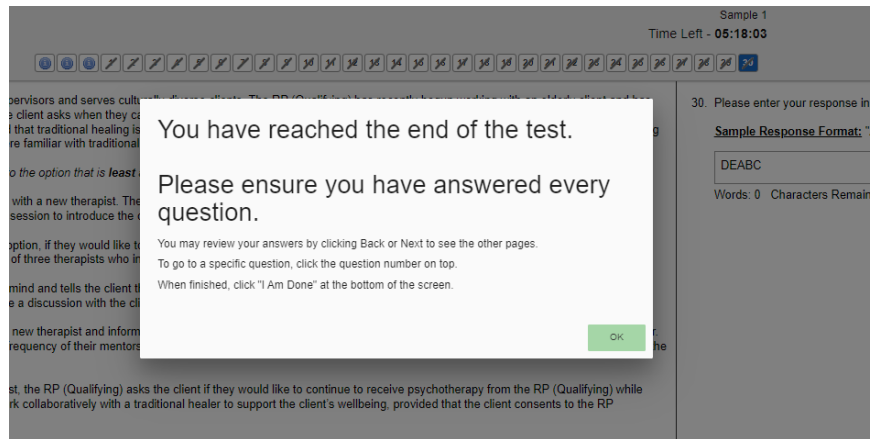
TIPS

- Depending on the device and browser you are using, you might need to scroll down a bit to see the entire page
- Consider having a scrap piece of paper beside you where you can jot down any notes as you work through your answer.
- When you are entering the answer sequence remember to enter each letter once and make sure you enter all five letters
- Think about how you might approach the cases. First determine the most aligned and which is the least aligned with the Standards. Then look at ordering the remaining three options.
- You can refer to resources at any time.

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Completing the CBA

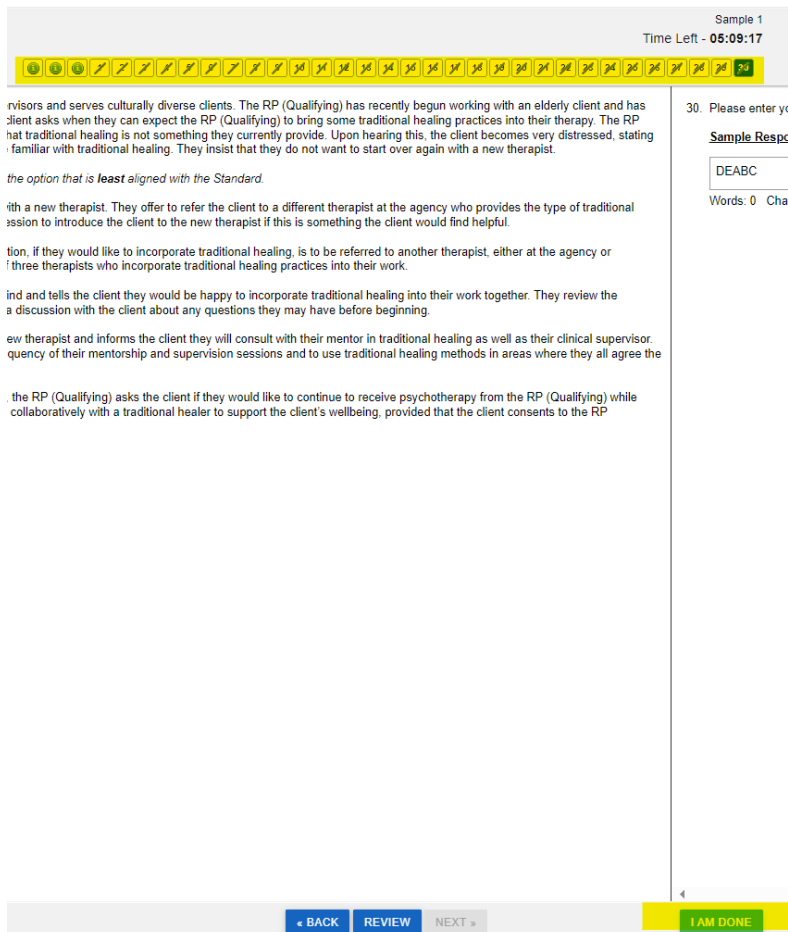
When you complete Case 30 and click on “Next”, a message box appears on the screen. You can still go back and review your answers by clicking on a question number, or by using the “Back” or “Next” buttons.



When you have finished reading the message, click on the OK button.

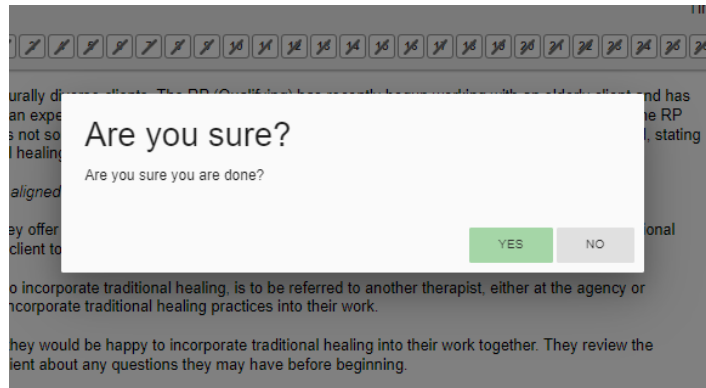
From this screen you have two choices:

1. Go back and review your answers by clicking on the back button or selecting a case number at the top of the screen.
2. Complete the assessment by clicking on “**I AM DONE**” at the bottom of the screen.



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After you click on "**I AM DONE**", a message box appears asking if, you are sure. Click "Yes" to complete the assessment or "No" to go back and review your answers.



After your CBA answers have been submitted, you will see a FastTest page confirming you have completed the assessment.



Test has been completed

[Return to the examinee login page](#)

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Thank you!

**Please contact
QAassessments@crpo.ca
if you require assistance.**