

What to expect on the day of your CGA

On the day of each CGA, give yourself plenty of time to set up your workspace and your computer.

Choosing a location

You may complete your PLAR testing from any location where you feel comfortable and able to concentrate. This may be a space in your home, a back room in your workplace, or even a private area in a public library.

When choosing a location for your tests, consider:

- Test confidentiality

You will not be permitted to speak to anyone other than your test supervisor for the entire testing period. Likewise, no one else will be permitted to look at the test content on your computer screen.

While it may not be possible to find a space with no other people (e.g., if you live with others in a small space), you must **ensure that others know they cannot disturb you**, communicate with you, or look at what you are doing.

- Noise level

You should choose a space that is **quiet and without distractions**. Please note, however, that **you will be required to speak aloud** to your test supervisor at the beginning and end of the test. If you are taking the test somewhere public (e.g., a library), you must ensure that talking is permitted in that location. You should also use headphones.

- Your personal privacy

You will be **visible through your webcam** for the entire testing period. You will also be asked to use your webcam to show your workspace to your test supervisor; this includes the desk, table, or work surface in front of you, as well as the walls of the room you are in.

If you are taking the test from your home, be sure to choose a location that you are comfortable showing to your test supervisor. If you are taking the test elsewhere, confirm that you are allowed to show that space on camera.

Preparing your workspace

In your workspace, you are permitted to have the following:

- A piece of government-issued photo ID (e.g., a passport, driver's licence) ***REQUIRED***
- Blank paper
- Pens or pencils
- A non-programmable calculator
- A drink and/or light snack

All other items should be removed from the desk, table, or work surface where you are taking the test. **Cell phones and smart watches should be silenced and put away** (e.g., in another room, in your bag).

Preparing your computer

It's a good idea to **restart your computer** at least half an hour before your CGA is scheduled to start. This allows you to close any programs that are open, run any necessary system updates, and ensure that the computer will be ready when you need it.

When your computer comes back on, open an Internet browser (e.g., Chrome, Firefox; *not* Microsoft Edge) and navigate to <https://nacor.ca/>.

Do not start any programs or make any Internet searches. Simply prepare to start the video call.

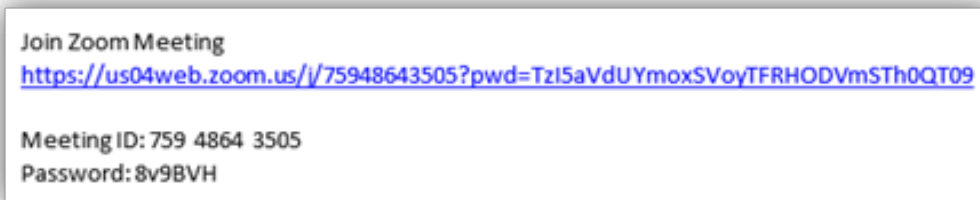
Joining the video call

About 5–10 minutes before your scheduled start time, join the video call. To do so:

1. Open the email from NACOR containing the meeting details.
2. Find the meeting access information.

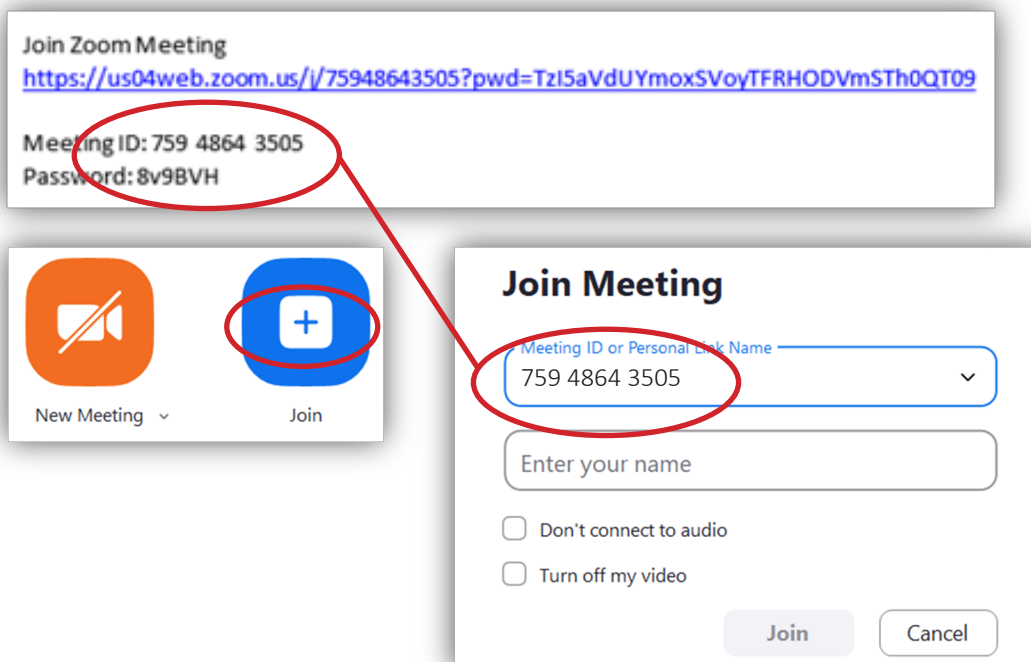
From here, there are two options for joining the call:

- a. Select the Zoom link



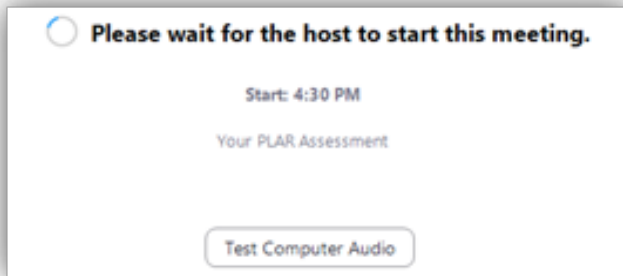
OR

- b. Enter the Meeting ID and Password into your Zoom desktop app



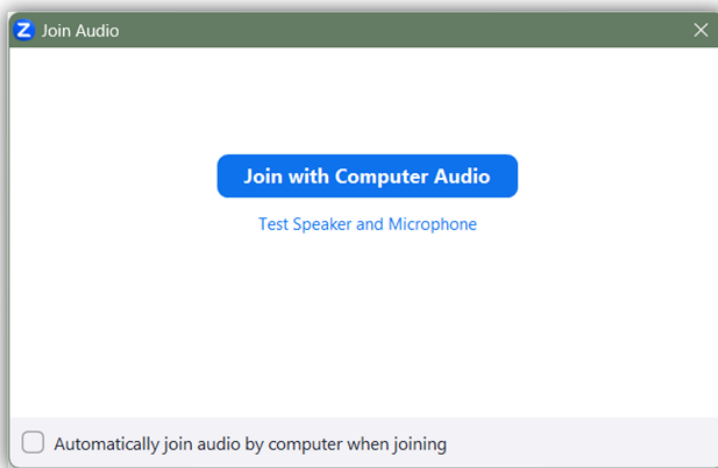
Your computer should launch the call immediately. If prompted, you may need to select **Open Zoom** or **Open Zoom Meetings**.

If your test supervisor has not started the session yet, you may be placed in a virtual waiting room until they are ready to begin.



3. Connect your audio.

Zoom will open a pop-up window from which you can choose your audio settings:



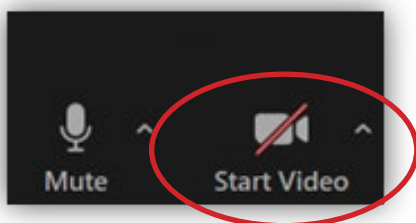
Select **Test Speaker and Microphone**, then follow the prompts on-screen to ensure that your speakers/headphones and microphone are working correctly. Use the **Select Speaker** and **Select Microphone** menus to try different input sources.

Once you have confirmed that your speaker and microphone are working, select **Join with Computer Audio**.

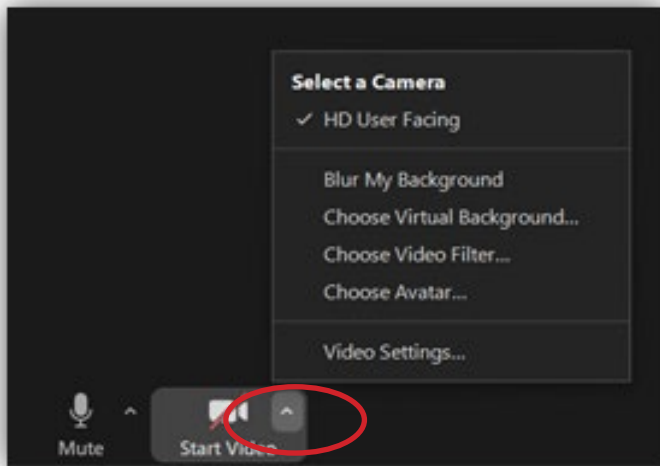
4. Connect your video.

If prompted, select **Join with Video**.

If your camera does not start immediately, you may need to start it manually. Move your mouse around the Zoom window to see your microphone and camera options. You may need to select **Start Video**.



If you are still not able to see yourself on screen, select **the arrow on the Start Video button** to open another menu. From here, you can confirm that the correct camera is selected and troubleshoot other video settings.



Note that the use of blurred or virtual backgrounds is *not permitted* during PLAR.

5. Meet your test supervisor

You should now be able to see and hear your test supervisor, and they should be able to see and hear you!

Completing the pre-test checks

Next, your test supervisor will ask you to complete a few preliminary checks:

1. Verify your identity

Your supervisor will ask you to hold up your government-issued photo ID so that they can see it through the camera. They will be confirming that:

- You are the person in the picture.
- The name on the ID is the name on your application.
- The ID is not expired.

The purpose of the ID verification is to ensure that the correct person is taking the CGA. If you do not show appropriate ID, you will not be permitted to take the CGA.

2. Show your workspace

Your supervisor will ask you to pick up your laptop or webcam and show them your space. This includes the desk, table, or work surface in front of you and the walls of the room you are in.

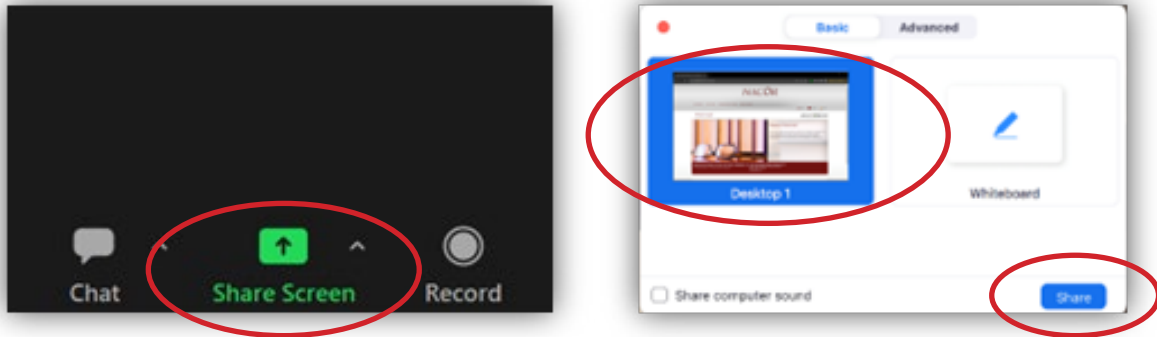
The purpose of showing your workspace is to ensure that your space is secure and that you do not have any prohibited materials with you. This way, the testing is fair for everyone.

If you have prohibited materials in your workspace, you will be asked to remove them.

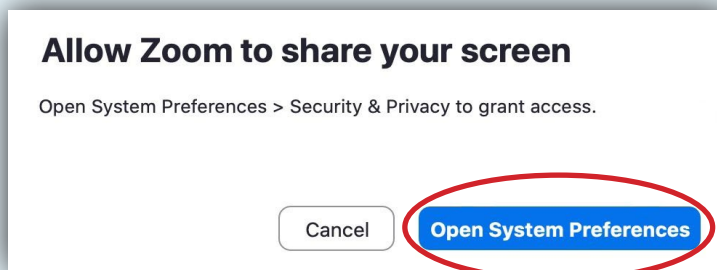
The supervisor may ask you to show your space again at any time during the testing period.

3. Share your screen

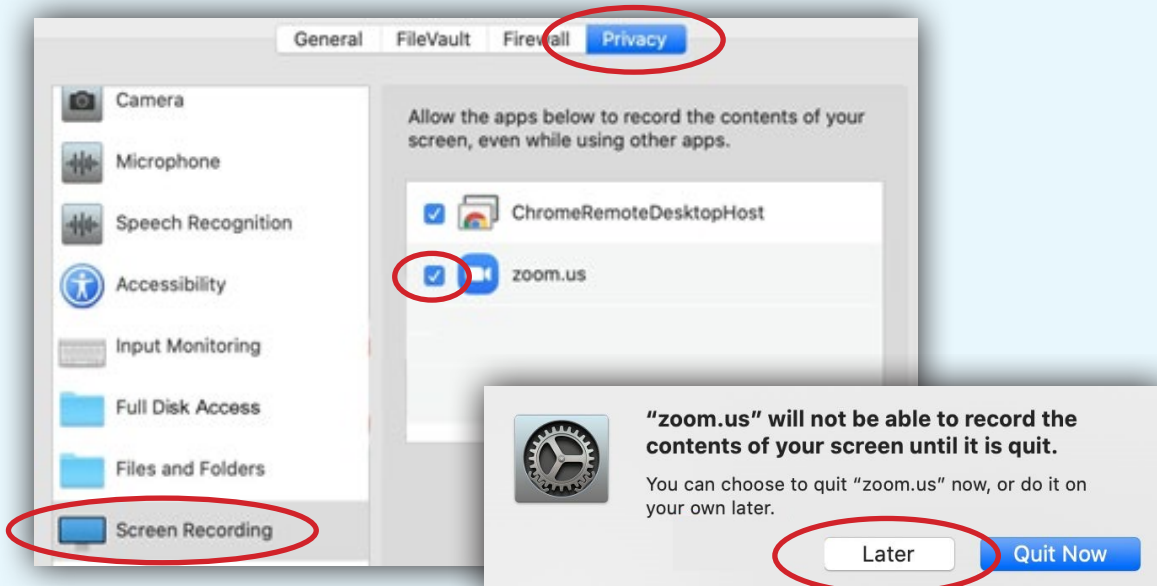
Finally, your supervisor will ask you to share your screen using the “Share Screen” button at the bottom of the Zoom window. This will allow them to see everything that is happening on your computer screen. You must keep screen-sharing on for the entire testing period.



In some cases, you may be asked to allow Zoom to share your screen. To do so, select **Open System Preferences**.



From there, navigate to the **Privacy** tab, select **Screen Recording** from the menu, and check the box next to “zoom.us.”



If you are prompted to quit the program when you are already on the call with your supervisor, select **Later**.

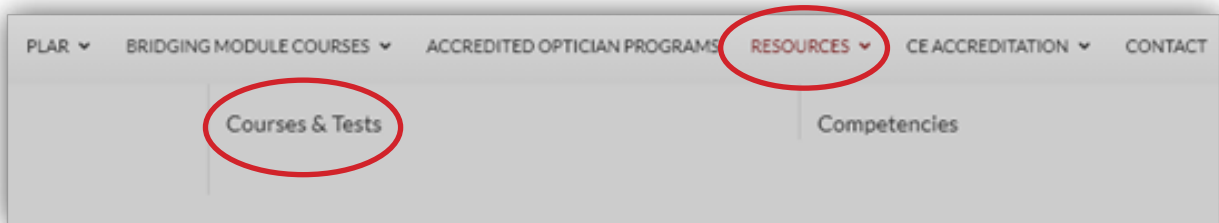
The purpose of sharing your screen is to ensure that you are focused on the test for the entire testing period. You are not permitted to visit any other websites or use any other computer programs while taking the CGA.

Screen-sharing will automatically end when the Zoom call ends.

Logging in to the CGA platform

Your test supervisor will walk you through the steps to log in to the test platform, as follows:

1. Open the Internet browser where you have already navigated to <https://nacor.ca/>.
2. Hover your cursor over the **Resources** tab in the grey menu along the top of the page. This will open a drop-down menu. Select **Courses & Tests**.



If hover functionality is not supported, simply select **Resources** from the menu, then scroll down and select **Courses & Tests**.

3. Scroll to the bottom of the page and select **Login** in the lower right-hand corner.



4. Log in using the **User Name** and **Password** provided by your test supervisor.

A screenshot of the login form. It contains two input fields: 'User Name' with the value '0186' and 'Password' with masked characters. There is a checkbox to the right of the 'User Name' field. Below the input fields is a link that says 'Forgot Password'. At the bottom of the form is a button labeled 'LOGIN'.

5. Hover your cursor over the **CGA3 PLAR** tab on the grey menu. This will open a drop-down menu. Select the CGA you have been instructed to write first.



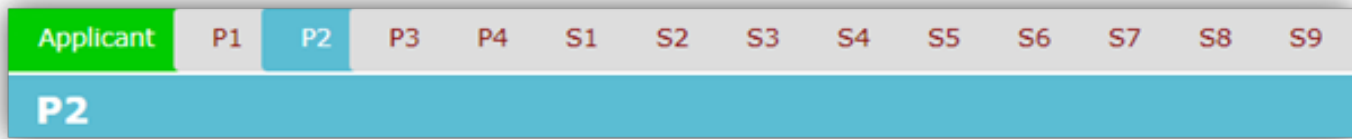
6. You will be asked to enter your **Applicant ID**. This is the same 4-digit number you used as your User Name to log in in Step 5. You will also need to enter the two-letter abbreviation (e.g., BC) of your host **Province**.

A screenshot of the 'PROFESSIONAL PRACTICE' test interface. The title 'PROFESSIONAL PRACTICE' is in red. Below it, the breadcrumb 'Home > CGA3 PLAR > English >' is visible. A navigation bar contains tabs for 'Applicant' and sections 'P1' through 'P4' and 'S1' through 'S15'. The 'Applicant' tab is selected. Below the navigation bar, there are two input fields: 'Applicant ID' and 'Province'. A 'Next Step' button is located at the bottom left and is circled in red. The text 'Section 1 of 20' is displayed in the top right corner.

Selecting **Next Step** will start the test. Ensure that you are ready to begin!

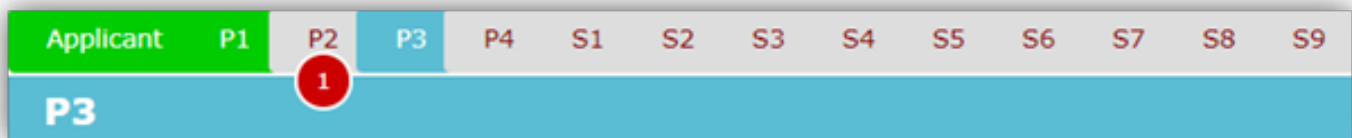
Completing the CGAs

The test questions are divided into several tabs across the top of the test window.



Your answers will be saved each time you move to a different tab. You can move back and forth between the tabs and **complete the questions in any order**. Be sure to use the numbered tab buttons or the “Prev Step” and “Next Step” buttons to move between tabs, not your browser’s “Back” or “Forward” buttons.

A tab will turn green once all questions within that tab are complete. If you leave a question blank and then move to the next tab, **a red circle will appear to show** how many questions still need to be completed in the previous tab.



(You must use the numbered tab buttons to change tabs if you wish to leave one or more questions blank. The “Next Step” button will not allow you to proceed if any question within that tab is incomplete.)

All of the test questions are **multiple-choice**. This means that you will not be required to type or verbalize any answers; you will simply select the best answer from three options provided on-screen.

3. Macular degeneration is characterized by a loss of which area of vision?

- Central
- Nasal
- Peripheral

For more information about multiple-choice questions, see [Appendix C](#) in the main PLAR Resource Guide.

Although all of the questions use the same format (that is, multiple-choice with three options), there are two different types of questions: [independent questions](#) and [scenario-based questions](#). The questions appear in separate tabs within the CGA window.

Independent questions	Scenario-based questions												
Questions in the “P” tabs ask about individual topics and situations; none of the questions are related to other questions.	Each “S” tab includes a short scenario or “case study,” followed by a few multiple-choice questions about that case study. All of the questions within that tab relate to the same case study.												
Applicant	P1	P2	P3	P4	S1	S2	S3	S4	S5	S6	S7	S8	S9
S6													

As you answer the questions, remember:

- The questions are not trying to trick you
Each question has only one correct answer. Read each option closely, as minor differences in wording can change the meaning.
- Your time is limited
Some questions will be easier for you to answer than others. Try not to spend too much time thinking about the more difficult questions. If you don’t know the answer, it might be a good idea to skip over that question, then come back to it later if you have time.
- The test is designed for an optician at the “entry-to-practice” level
As a trained optical professional, you may have dealt with more complex situations or developed advanced problem-solving skills. If you have worked as an optometrist or ophthalmologist, you may have had different responsibilities in your work. However, PLAR is focused on situations that might occur for an optician who has recently completed their education and started working in the industry in Canada.

Each CGA has a different number of questions:

Eyeglasses Professional Practice Eyeglasses & Low Vision	285 questions 120 questions 165 questions	4 hours 30 minutes 2 hours 2 hours 30 minutes
Contact Lenses	140 questions	2 hours
Refracting	120 questions	2 hours

Your test supervisor will track your time and will remind you how much time you have left. Once the time is up, you must submit the test.

To submit the test, select “Submit Test” at the bottom of the final page. This will send your answers to NACOR. You will not be able to go back and review your answers after you have submitted them.

