



## **Policy 3.5 Test Scores and Confidentiality of Candidate Data**

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### **Policy**

BCEN® recognizes the importance of candidate/certificant confidentiality. Similarly, BCEN recognizes the importance of public disclosure of procedures regarding the certification and recertification processes to maintain its high standards for certification and its commensurate high regard within the nursing profession. Therefore, the process by which BCEN reports exam results and other data permits sharing of meaningful information while minimizing the potential for misuse of information and compromising confidentiality. BCEN also fully informs candidates/certificants about how exam results are calculated, reported, and advises candidates of their right to appeal pass/fail decisions.

Maintaining candidate and certificant confidentiality is of primary importance to BCEN. Individual candidate/certificant scores are not released to anyone other than the candidate/certificant. Exam scores and other candidate/certificant data are kept secure, accessible only to BCEN staff who require the information to perform their jobs. Verification of candidate certification status is described in a separate policy.

BCEN publishes aggregate information about the performance of the overall candidate group on at least an annual basis, which may include but may not be limited to pass/fail data and examination performance data. Any data published will be based on a sufficient number of candidates to ensure that the data are meaningful and do not compromise individual candidate confidentiality, as determined by the BCEN Board of Directors in collaboration with the test development vendor.

### **Procedure**

1. The method used to establish the minimum passing score, how test results are supplied for all BCEN examinations, and how candidates can appeal disputed test scores are published on the BCEN website and the in the *Candidate Handbook*.

BCEN offers a Registry for certificants who wish to publish their name, state and credential following successful initial certification or recertification. The Registry is optional, and candidates may opt-in via their BCEN Account once they achieve the certification.

2. Exam scores are supplied to candidates immediately upon completion of computer-based test and internet-based tests. No scores will be released to an employer, however, employers can use the [National Student Clearing House \(NSC\)](#) site to confirm certification status.
3. Certificants may also use the [Publish Credential](#) feature available from within their BCEN Account for credential verification. This feature allows certificants to quickly and securely publish their BCEN credential(s) to their employer or any third party they choose by initiating an e-mail that contains a secure link and authentication code. Only the certification status and certification expiration date are provided to the third-party – test scores are not provided with the Publish Credential feature.
4. Additional copies of individual test results are supplied to certificants only upon written request of the certificant. Hand-scoring may be performed for candidates who dispute their scores, with valid reason, and make the request for hand-scoring in writing.

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