



## Policy 4.2 Retaking BCEN Certification Examinations

---

### Policy

Candidates who are not successful in passing a BCEN® certification exam have the opportunity to retake the examination at a future date. Candidates can retake the exam no sooner than 90 days after their most recent exam date. BCEN may consider waiving the 90-day waiting period on a case-by-case basis. Once a waiver is granted, subsequent 90-day waivers will not be considered.

Candidates who retest are expected to meet the same standards as initial candidates. The test form given to retest candidates is equivalent to that for initial candidates, however, retest candidates will not receive the same form of the exam that they previously received. BCEN's test delivery provider ensures that a retest candidate will receive a different form of the examination.

### Procedure

1. Test scores are supplied to candidates immediately upon completion of a computer-based exam.
2. Candidates who are unsuccessful in passing the exam are provided with retest information at the bottom of their test score report.
3. Once the test result has posted to the candidate's BCEN Account, an e-mail is sent informing the candidate when a retest application can be submitted online via their BCEN Account.
4. Once a candidate submits an application to retest and the application and payment is received in full, they become eligible to schedule an exam and the exam authorization is sent to BCEN's test delivery provider.
5. An eligibility e-mail is sent to the candidate with information on how to schedule their exam.
6. On the day of testing, the test delivery provider downloads an equivalent but different form of the exam than was previously provided to the candidate.

7. The testing center staff has no information that identifies the candidate is retaking the exam.
8. The candidate sits for the exam according to standard procedures.