



## **Policy 4.2 Retaking BCEN Certification Examinations**

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### **Policy**

Candidates who are not successful in passing a BCEN® certification exam are given 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. Candidates can sit for an exam no more than twice during any 6-month period, although there is no limit to the number of times a repeating applicant can retake an exam after the requisite 90-day waiting period between exams.

Repeating candidates are expected to meet the same standards as first-time candidates. The test form given to repeating candidates is equivalent to that for first-time candidates, however, repeating candidates will not receive the same form of the exam than they previously received. BCEN's test delivery provider ensures that a repeating 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 or the CEN Internet-based (IBT) recertification test.
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 of the date when a retest application can be submitted online via their BCEN Account.
4. Once a candidate submits a retest application and payment in full, they become eligible to retest and their eligibility record is sent to BCEN's test delivery provider.
5. An eligibility e-mail is sent to the candidate specifying their 90-day testing window and 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.

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