



Policy 3.3 Testing Irregularities and/or Misconduct

Policy

Breaches in test security may severely affect the integrity of BCEN's certification programs, the profession, and the public. Therefore, BCEN has, in place, secure processes relative to all aspects of its programs, including general security measures, security during test development, and security during test administration.

BCEN's test delivery vendor is contractually responsible for test security while BCEN exams are in its control. The vendor is obligated to report and investigate any serious testing irregularities and any potential breaches of security as soon as they are known.

BCEN has developed a set of rules and standards to assist live, remote proctors in identifying and addressing behaviors that may be potential testing violations and could result in the suspension or termination of a candidate's exam.

BCEN will make a final determination regarding whether an investigation is needed. An example of a testing irregularity that would not be considered serious, and therefore not covered by this policy, is a short power outage at the test center. An example of a serious testing irregularity is suspected cheating behavior, which could result in a score validity problem. An example of a potential breach of security that would be investigated by the BCEN, in consultation with the test delivery vendor, might include a report of a candidate with possession of examination items.

Procedure

1. The testing irregularity (if occurring at a testing center) is reported to the test delivery vendor and/or BCEN.
2. BCEN determines if further investigation is needed by the BCEN Director of Strategy & Operations, or the BCEN Chief Executive Officer and notifies the test delivery vendor.
3. Live remote proctoring testing violations are as follows:
 - a. One major violation results in termination of the candidate's exam.
 - b. Minor violations are given one or 2 warnings (depending upon the violation). If the violation is not corrected after 1 or 2 warnings, the candidate's exam is terminated.

- c. Proctors will communicate directly with candidates via Chat if any violations (including suspected cheating) occur during the testing experience.
 - d. Live remote proctored sessions are recorded, and the recordings are stored for 30 days to allow for review, if necessary.
4. In cases of suspected cheating/misconduct, both the test delivery vendor and BCEN review the case and discuss the legal ramifications. BCEN will make the final determination about the candidate's status. Policy 4.7 details circumstances in which certification status is denied, suspended, or revoked, and Policy 4.8 details the disciplinary process.
 5. In cases of score validity problems, the test development vendor will perform different types of statistical analyses and submit a report to BCEN. The BCEN Board or Board Executive Committee will decide whether to cancel the questioned score.
 6. BCEN will determine if the security of the exam form has been breached to the extent that the form will be retired.
 7. BCEN is responsible for ensuring that its item banks are sufficient to support publishing an additional exam form(s) in the event of a security breach.
 8. The test development vendor will publish an additional exam form at the direction of BCEN.

Approved: June 2016

Reviewed and Approved: May 2019

Revised: January 2021