



## Policy 3.3 Testing Irregularities

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### 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 any serious testing irregularities and any potential breaches of security as soon as they are known. The test delivery vendor is responsible for investigating all serious testing irregularities and potential breaches of security, as directed by BCEN.

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 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 Executive Director and notifies the test delivery vendor. The test development vendor may also be notified as needed.
3. 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.

4. 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.
5. BCEN will determine if the security of the exam form has been breached to the extent that the form will be retired.
6. 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.
7. The test development vendor will publish an additional exam form at the direction of BCEN.

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