Policy 3.5 Test Scores and Confidentiality of Candidate, Certificant and Subject Matter Expert (SME) Data

Policy

BCEN® recognizes the importance of candidate and certificant confidentiality and also the confidentiality of any BCEN volunteer who is involved in the development and maintenance of BCEN's certification exams (e.g. item writer, exam review committee member, passing point participant, role delineation study advisory committee member, and board member). 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.

Individual candidate/certificant scores are not released to anyone other than the candidate/certificant. Exam scores and other candidate, certificant and SME data are kept secure, accessible only to BCEN staff who require the information to perform their jobs.

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*.

2. Exam scores are supplied to candidates immediately upon completion of an exam at a testing center. A pass/fail result is supplied to candidates immediately upon completion of a live remote proctored (LRP) exam. Score reports are also emailed to the candidate. No scores will be released to an employer.

3. Certificants may claim and share their Digital Badge to use as credential verification. Digital badging allows for web-enabled representations of BCEN certifications, which can be verified in real-time. Privacy settings can be configured so that certain information is not made public.

4. Additional copies of score reports are supplied to certificants only upon written request of the certificant.

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