



## Policy 4.2 Retaking BCEN Certification Examinations

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### Policy

Candidates who receive an unsuccessful result on 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 and an application will be available after the 90 days have passed. 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 for the same certification.

Candidates who retest are expected to meet the same standards as initial candidates. The test form given to retest candidates will be different but equivalent to what is given to initial candidates. 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 the 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 with further instructions on how to submit a retest application .
4. Once a candidate submits an application to retest and the application and payment are 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 that the candidate is retaking the exam.
8. The candidate sits for the exam according to standard procedures.

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