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## Policy 3.3 Testing Irregularities and Misconduct

Breaches in test security may severely affect the integrity of The Board of Certification for Emergency Nursing's (BCEN®) certification programs, the profession, and the public. Therefore, BCEN has put in place secure processes across 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 potential security breaches 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. These test violations could result in the suspension or termination of a candidate's exam.

BCEN will make a final determination regarding the severity of a testing irregularity or misconduct and whether an investigation is needed. Serious testing irregularities, such as suspected cheating behavior, which could result in a score validity problem, and potential breaches of security, such as a candidate in possession of examination items, will be investigated by BCEN, in consultation with the test delivery vendor. Testing irregularities that are not considered serious (such as a short power outage at a test center) may not be covered by this policy.

### Procedure

1. The proctor reports a testing irregularity at a test center to the test delivery vendor and/or BCEN. If BCEN is notified, the Chief Executive Officer (CEO) will determine if further investigation is needed and notify the test delivery vendor.

2. For Live Remote Proctoring (LRP), the proctor will communicate testing violations (including suspected cheating) directly to candidates via Chat. An LRP exam will be terminated if one (1) major violation occurs. One (1) or two (2) warnings (depending upon the violation) for minor violations may be given. If the violation is not corrected after the warnings, the candidate's exam is terminated. Live remote proctored sessions are recorded, and the recordings are stored for thirty (30) days to allow for review, if necessary.
3. In cases of suspected cheating/misconduct, the test delivery vendor and BCEN will review the case and discuss legal ramifications. BCEN will make the final determination about the candidate's status and follow BCEN Policy 4.8 – Disciplinary Process and Policy 4.7 – Denial, Suspension, or Revocation of Credentials, as needed.
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 of Directors (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. BCEN is responsible for ensuring that its item banks are sufficient to support the publication of additional exam form(s) in the event of a security breach. The test development vendor will publish an additional exam form at the direction of BCEN.

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