



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

The Board of Certification for Emergency Nursing (BCEN®) recognizes the importance of candidate and certificant confidentiality and of any BCEN volunteer who is involved in the development and maintenance of BCEN's certification exams (such as item writer, passing point participant, and members of a role delineation study advisory and board of directors). 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 subject matter expert (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 is not 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 is meaningful and does

not compromise individual candidate confidentiality, as determined by the BCEN Board of Directors (Board) in collaboration with the test development vendor.

Procedure

1. The methods 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 in the *Candidate Handbook*.
2. Exam scores and score reports are supplied to candidates immediately upon completion of computer-based test pursuant to Policy 5.4 Exam Results. No scores will be released to an employer. Copies of score reports are supplied to certificants only upon written request of the certificant.
3. Certificants must initiate verification of their credentials (see BCEN Policy 4.4 Certification Verification Policy). For the privacy of certificants, BCEN does not fulfill manual credential verification requests or provide any certificant information to 3rd party requests unless required by law. Digital badge Privacy settings can be configured so that certain information is not made public.

Approved: June 2016

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