

Examination Confidentiality

The NCIDQ Examination is the sole and exclusive property of CIDQ and may not be used in any way without the express written consent of CIDQ. CIDQ will protect the integrity of the Examination through rigorous copyright and confidentiality enforcement processes.

All candidates must agree to abide by the NCIDQ Exam Candidate Authorization and Consent Agreement as a condition for application for any examination sections.

CIDQ reserves the right to impose any sanctions it believes appropriate for testing or confidentiality irregularities. Sanctions may include but are not limited to confiscation of unauthorized materials, legal notices, cancellation of admission to the examination, dismissal from the examination center, cancellation of scores and/or suspension from future examination administrations. CIDQ may also seek legal remedies, including but not limited to collecting financial damages, attorney's fees, and costs associated with the development of new test content.

Pending resolution of any testing or confidentiality irregularity, the CIDQ Executive Director shall have the authority to place a hold on or retract any examination application, admission confirmation, or score report until the Board of Directors has determined the appropriate course of action and whether the issuance of sanctions is warranted. Applicants or candidates shall be notified in writing if their application, admission confirmation, or score report is on hold.

Board decisions on sanctions are final. Applicants or candidates shall be notified in writing of any Board decision regarding their Examination status. CIDQ reserves the right to release information regarding an individual's noncompliance with CIDQ policies or with the policies of other private voluntary credentialing organizations, and the pendency or outcome of CIDQ investigations into irregularities to state and federal authorities, licensing boards, employers, and others. This includes, but is not limited to, any relevant state boards of registration or professional associations by which an applicant or candidate seeks licensure, certification or other form of recognition by virtue of his/her participation in the NCIDQ Examination.

No refunds of any fees shall be granted as a result of any sanctions levied.

The following are examples of testing or confidentiality irregularities subject to action by CIDQ:

- **Unauthorized Access to Devices or Materials Outside Testing Room**

Electronic devices and written materials may not be accessed at any time during the examination, except for candidates testing under approved special accommodations conditions. Any personal items placed in lockers or other storage areas outside the testing room may be accessed by candidates only during a scheduled break. Proctors will file a report identifying any candidate observed accessing unauthorized devices or materials during any unscheduled break.

The use of or reference to any device or any written materials during the examination outside the testing room is strictly prohibited (other than as authorized for persons testing under approved special accommodations conditions) and will conclusively be presumed to be for purposes of assistance on the NCIDQ Examination.

- **Unauthorized Devices or Materials in Testing Room**

No electronic or other devices whatsoever (whether in the "on" or "off" position) and no written materials of any kind are permitted in the testing room, except for persons testing under approved special accommodations conditions. Prohibited devices include, but are not limited to, calculators with memory, cell phones, tablets, audio or video recording devices, scanners, language translators and other devices. Prohibited written materials include, but are not limited to, any notes, books or written material whatsoever, whether or not related to the NCIDQ Examination. Proctors will file a report identifying any candidate observed accessing unauthorized

materials in the testing room.

The use of or reference to any device or any written materials in the testing room is strictly prohibited (other than as authorized for persons testing under approved special accommodations conditions) and will conclusively be presumed to be for purposes of assistance on the NCIDQ Examination.

- **Dissemination of NCIDQ Examination Content**

Disclosure through any means of the substance or details of any test questions or graphics and/or alleged answers is strictly prohibited. Disclosure includes, but is not limited to, any attempt to use devices such as cameras, audio, or scanning devices to record or transmit test content at or from the testing room; any attempt, including website and forum/blog postings, to reproduce, paraphrase, summarize or describe any test content from memory after leaving the testing room, whether by means of a recitation or description of the content or details of any test question, the depiction or description of vignettes or other graphic representations of test questions, the description or depiction of alleged answers to written or graphic questions, or other means. Improper disclosure includes both the initial disclosure by a test taker and the further dissemination of NCIDQ Examination content by others.

These prohibitions on disclosure also apply to forwarding, re-posting, or other dissemination of NCIDQ Examination content that others have disclosed.

- **Removing Test Materials from the Examination**

No one is permitted to make or keep copies, excerpts, or notes of Examination materials. Test documents and notes must remain in the examination room. Removing any test material by any means is prohibited.

- **Seeking Assistance During the Examination**

Anyone giving or receiving assistance of any kind will have all test materials taken away and will be asked to leave the room and may be subject to other sanctions.

- **Seeking NCIDQ Examination Content**

A candidate or anyone else who willfully obtains or seeks to obtain NCIDQ Examination content disclosed by others is also subject to sanctions.

- **Other Prohibited Behaviors**

CIDQ prohibits certain behaviors, including but not limited to: copying test questions; copying answers; permitting another to copy answers; falsifying information required for admission to an examination; impersonating another examinee; and taking the examination for any reason other than for the purpose of seeking a Certificate or as required by a member board for the purpose of license/registration/certification reinstatement.