

## Taking Your Exam: Exam Conduct Requirements

This document outlines NRPP's expectations for exam security and conduct during your test. Please review these before your testing day and arrange your testing space in advance.

All exam sessions are recorded – this includes video and audio.

Although all communication with your proctor will be done through the chat feature, the proctor can hear you. NRPP expects you to act in a professional and ethical manner. Using profanity or harassing or bullying the proctor is cause for immediate termination. Your exam fee will not be refunded.

Your test may be paused or flagged for additional review to investigate suspicious actions or events during the test. For more severe or blatant violations your exam will be terminated. If your exam is terminated for cause you will forfeit all exam fees and be banned from testing with NRPP. If you are certified under another NRPP program you will be decertified and your state may be notified.

### **Breaks**

You may take one 5-minute break during your exam. When you are ready to take a break, notify the proctor through the chat feature. ***If you leave your seat or take your break without notifying the proctor your exam will be terminated.***

### **Items That Are Prohibited During the Exam**

Examples of items that are not permitted in your testing space during the online proctored test include:

- Reference materials of any kind including but not limited to books, paper, and notepads.
  - You will have access to the ANSI/AARST Standards throughout the duration of the exam.
- Calculators
  - You will be provided a calculator and formula sheet to help you answer specific questions
- Dual monitors
- Electronic devices such as mobile phones, tablets, smart watches, headphones, AirPods, or any in-ear device
- Baggage of any kind including handbags, purses, or briefcases
- Weapons
- Food or beverages
  - You are allowed one clear water bottle/glass. The bottle or glass must be clear and free of graphics or labels.
- Tobacco products or smoking equipment

Please make sure that you have removed any prohibited item(s) or electronic device(s) from your testing area before you sign in to take your test. ***Not having your environment prepared in advance may cause a delay in the start of your exam, which counts against your total exam time.***

If the proctor identifies any prohibited item(s) during your exam, your exam will be terminated and your exam fees will be forfeited.

## **Identity Verification**

Your proctor will verify your identity so you must have an acceptable form of identification on hand for the check-in process.

All IDs must be valid government-issued originals (i.e., not photocopied)

- IDs must include the test-taker's name and a recent, recognizable photo
- The first and last name on the ID must match the first and last name used to register for the exam
- Acceptable forms of ID include:
  - International travel passport
  - Driver's license
  - Identification card (national, state or province ID card)
  - Alien registration card (green card or permanent resident/visa)
- Unacceptable IDs include:
  - Expired IDs
  - Temporary IDs

## **Secure Exam Administration**

All exam sessions are recorded.

The proctor will monitor your exam session throughout the duration of your test. Please make sure that you

- Are taking your test in a private area
  - Make sure that you are alone for the duration of the exam
  - You must not interact with others or speak to anyone during the exam
  - You should be in a quiet, well-lit room
- Remain visible in the camera for the duration of the exam
  - Note: If you need to keep your face covered for medical, religious, or other personal reasons, please check with NRPP. NRPP is committed to creating an equitable and inclusive testing environment regardless of race, color, national origin, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), age, disability, or genetics.
- Do not cheat or engage in other types of misconduct that is a violation of the *NRPP Exam Agreement* (see appendix A).
  - You must agree to the terms of the *NRPP Exam Conduct and Confidentiality Agreement* before gaining access to the exam.

Your exam session may be terminated if you violate any of the above.

Your exam may be terminated or flagged for further review and your results delayed if you:

- Look away from the screen repeatedly during the exam, or
- Mumble, speak aloud or read questions aloud

If you require a testing accommodation for reasons that are cited under the *Americans with Disability Act*, please complete the application and submit all supporting documents to [exams@nrpp.info](mailto:exams@nrpp.info) at the time you are scheduling your exam. The form can be found on the NRPP website under [Exam Accommodations](#).

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If you have any questions about any of these, contact your proctor during the exam by using the chat feature. If you have questions beforehand, or would like to request a testing accommodation under the ADA, please contact NRPP at [exams@nrpp.info](mailto:exams@nrpp.info)

## Appendix A: NRPP Exam Conduct and Confidentiality Agreement

Before accessing this examination you are required to accept the following agreement. If you do not agree, select the decline option below to exit the exam.

This is an agreement (“Agreement”) between you and the NRPP that sets forth the terms and conditions of your access to and disclosure of the exam content. Because NRPP has invested substantially in developing and administering its exams, NRPP carefully guards their integrity and confidentiality.

You hereby understand, acknowledge, and agree that:

1. All exam content, including the items, options, and correct responses, is the exclusive and confidential property of NRPP and is protected by NRPP’s intellectual property rights.
2. You will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person, without prior written approval of NRPP.
3. You will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions, or answers.
4. You will not sell, license, distribute, give away, or obtain from any other source other NRPP exam materials, questions or answers.

### **Exam Conduct Policy and Expectations**

You are expected to behave professionally and ethically during your exam. If you use profanity, ethnic or sexual slurs, or any other type of derogatory language toward your proctor, or otherwise harass or bully the proctor, your exam session will be terminated, and you will be banned from testing with NRPP.

- This NDA specifically prohibits sharing information from the exam. If you are found to have discussed exam content with others, whether in person, via email or phone, on online forums, or in any other way, you will be disqualified from taking any exam required for any NRPP certification or state license and disqualified from certification or decertified if already certified.
- This NDA specifically prohibits cheating. If you are caught cheating while taking an exam, or afterward based on statistical analysis of the exam data, your test result will be invalidated. If the cheating is discovered after certification, then you will be decertified and disqualified from taking any exam required for any NRPP certification.
- If you violate any testing rule, exam policy or term within this agreement, or engage in misconduct that diminishes the security and integrity of the NRPP Certification Program in any way, you may be permanently prohibited from taking any future NRPP exams. In addition, you may be decertified and reported to your state credentialing body.

### **Examples of violations and misconduct include, but are not limited to, the following:**

- Falsifying or otherwise altering or misrepresenting exam scores
- Cheating or attempting to cheat during the exam (such as using, or attempting to use, the internet, notes or cheat sheets, or unauthorized devices such as phones, tablets, smartwatches, or recording devices)

- Giving, receiving, or seeking unauthorized assistance before or during an exam
- Falsifying identity or impersonating another individual to gain access to an exam, or assisting another person with falsification or impersonation
- Copying, recording, publishing, disclosing, transmitting, selling, offering to sell, posting, downloading, distributing in any way, or otherwise transferring, modifying, making derivative works of, reverse engineering, decompiling, disassembling, or translating any exam in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose
- Violating this agreement in any way to obtain an unfair advantage while preparing for or taking the exam, or engaging in conduct that could damage the credibility or the validity of NRPP's examinations or certification programs
- Violating the agreement with the exam delivery provider in any way

### **Data Forensics**

NRPP will use data forensics and artificial intelligence as a basis for disciplinary action against an individual. Statistical evidence may demonstrate diminished exam integrity and/or be used to corroborate evidence of misconduct. Exams and scores may be canceled and individuals may be banned from testing and/or certification, based on statistical evidence.

### **Retesting at the request of NRPP**

NRPP reserves the right to ask any individual to retest based on any suspected fraudulent activity or anomalous testing patterns at any time. Retesting will take place in a manner selected by NRPP at a time agreed upon by NRPP and the individual.

### **Right to Appeal**

Individuals may appeal a decision by submitting an appeal to NRPP.

### **Acknowledgement**

I hereby acknowledge and agree that violation of any of these provisions will cause irreparable harm to NRPP for which monetary remedies may be inadequate, and that NRPP shall be entitled, without waiving any other rights or remedies, to take all appropriate actions to remedy or prevent such disclosure or misuse, including obtaining an immediate injunction.