



NATIONAL CONSORTIUM OF BREAST CENTERS  
CANCER GENETICS AND RISK ASSESSMENT CERTIFICATION  
PROGRAM

# Exam Administration Policy

## By

# National Consortium of Breast Centers Certification Board



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Appropriate security of exam content is an essential aspect for maintaining the integrity of the exams. There are standard best practices for maintaining an exam, including the protection of all exam content. NCBC does not provide exam questions in any format other than in a proctored test environment through NCBC scheduled locations, approved computer based testing centers, and live remote proctored testing.

### Proctor Requirements

NCBC certification manager is the proctor for all in person paper/pencil tests. The certification manager will assure that all rules and standards are followed per the NCBC Certification Policy and Procedures. Our NCBC proctors do not provide training or develop study materials, they cannot proctor for people they have personal relationships with.

NCBC proctor qualifications:

- Complete any required training prior to assignment
- Exercise judgment and discretion
- Follow written and oral instructions
- Give clear and concise instructions

Examity on-line testing provides live proctoring for our NCBC candidates. This includes live authentication, flagged violations with video, review of exam recordings with notes and flagged events, human audit and reporting and analytics. NCBC will review all flagged violations in conjunction with the audit provided by the live proctor and determine if corrective action is required or if a violation has occurred.

- Examity requires proctors to have college education and technical support experience.
- All Examity proctors complete an 8-week intensive training program. Instruction focuses on Examity software, troubleshooting, privacy, and the identification of suspicious behavior. The final 60 hours of training include situational analysis and role-playing.

### Paper/Pencil Testing Rules

1. As candidates enter door, for security purposes NCBC proctor(s) validate the following 2 items:

- Candidates photo ID matches their badge
- Candidates badge has a pink stand up that says NAVIGATION EXAM Or green stand up for CGRA EXAM



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2. Ask candidates to place personal belongings along the wall and be seated. They can have only their drink in a clear water bottle or tissues with them. Items are checked before they are approved.
3. No breaks will be provided everyone must stay in your seats, no talking. If you need something, please raise your hand and the proctor will assist you.
4. Once everyone is seated (every other seat between testers and the same exam is not seated next to one another), give the following instructions:
  - NO personal items will be allowed at tables. Phones must be shut off or on silent in bags along the wall. Smart watches must be left in bags on airplane mode.
  - Please, DO NOT WRITE ON THE TEST BOOKLETS!
  - Write your name, location, and test name on the Scantron Answer Sheet.
  - Everything in your packet must be returned separately when the test is finished.

If for any reason an exam is interrupted, the examinees are to leave the exam testing booklet, the score card, scrap paper and pencils. They are to follow facility and NCBC staff instructions. Upon returning to the exam, a new scorecard will be issued with the number of the next question to be answered indicated. Any time that was missed will be added to the time remaining. Both the first scorecard and the second scorecard will be scored and then a final score determined. If the building is evacuated, the exam will be rescheduled. The NCBC staff member will enter the room and clear all testing materials.

### Paper/Pencil Test Handling

All completed exams are stored in a safe immediately following test proctoring. NCBC ensures secure transport of paper and pencil examinations by the NCBC Proctor who hand carries and delivers all examinations to the NCBC home office for processing.

### Online Testing Rules:

1. You must have and present a valid ID
2. Clear your desk and the surrounding area
3. Stay connected to a power source
4. No phones or headphones
5. No dual monitors
6. No leaving your seat
7. You must be alone in the room
8. No talking
9. Your webcam, speakers, and microphone must remain on throughout the test
10. You must stay in view of the webcam for the duration of the test.



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11. A drink in a clear bottle or glass on the desk is allowed

### Candidate Conduct

Candidates must take no action to compromise the integrity or confidentiality of any NCBC exams. Prohibited actions include, but are not limited to any of the following:

- Utilizing an unauthorized copy of the exam
- Reproducing exam materials by any means, including reconstruction through memorization.
- Misconduct as determined by statistical analysis.
- Requesting access to exam questions or other protected exam material in forums or social networking sites.
- Altering exam scores, score reports or certificates.
- Selling, licensing, distributing, giving away or obtaining from any source other than NCBC the Exam Materials, questions or answers
- Distributing actual exam content via Web postings, discussion groups, chat rooms, study guides, etc.
- Use of falsified or altered Certificates, Score Reports, or other documents or electronic media used to misrepresent the Certification status of a candidate
- Giving or receiving assistance of any kind from anyone for any examination
- Using any aids, notes, equipment or other materials not authorized by NCBC during the exam
- Providing falsified documentation as a means of a false identity, false address, false email address, or solicitation of someone to take a test on another's behalf
- Failure to protect Certification content through carelessness or in an attempt to shield facts regarding a violation
- Causing a disturbance of any kind in a testing facility; removing or attempting to remove questions and/or responses (in any format) or notes, note board, or scratch paper from the testing room

Suspicious activity should be reported promptly to the NCBC staff. NCBC may use exam statistics to identify anomalies in the exam results. If NCBC determines that any misconduct has occurred, NCBC reserves the right to investigate and is subject to disciplinary action including but not limited to lifetime ban on all future participation in exams and the nullification of scores and/or previously awarded credentials.



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