



**EXAMINATION POLICY #600-02
EXAMINATION SITE CONDUCT**

Effective Date: June 26, 2014

Approved By:

I. PURPOSE: The purpose of this policy is to establish guidelines for Department of Professional and Occupational and examination vendor/contractor staff to follow when dealing with prohibited conduct or irregularities at examination sites.

II. POLICY STATEMENT: Pursuant to § 54.1-102 of the *Code of Virginia*, it is unlawful for any person to procure or assist another individual to procure, through theft, fraud or other illegal means, a license, certificate, permit, or other authorization issued by the Department. Conduct exhibited by an examination candidate at examination sites that compromises the validity, reliability and security of the examination as well as the efficient and effective administration of the examination is prohibited.

III. DEFINITIONS:

Prohibited Conduct Any behavior taking place before, during or after an examination that compromises the validity, reliability or security of an examination; is disturbing to others; or detracts from the efficient and effective administration of an examination including, but not limited to:

- Looking at another candidate’s answer sheet/test booklet or giving assistance to another candidate during administration of an examination
- Unauthorized use of electronic devices (iPads, digital tablets, cell phones, tape/digital recorders, etc.), notes, unauthorized notes or scratch pads, sample tests, references, and answer keys during the administration of an examination
- Copying, transmitting or recording or attempting to copy, transmit, or record (in writing, electronically or by any other means) any part of an examination, with or without intent to remove the material from the examination room
- Exhibiting distracting or disruptive behavior at the examination site
- Continuing to fill in answer sheets or answer test questions after time has been called
- Impersonating or attempting to impersonate an examination candidate or using or attempting to use false identification to take an examination

Irregularity Report A report prepared by an examination proctor that details any irregularities encountered during the administration of an examination. Examples of irregularities include illness, power failures, late arrival of candidates, emergencies, candidate names not appearing on the candidate roster, improper identification, timing irregularity, disturbances, defective test materials and any prohibited conduct defined above.

IV. RELATED DOCUMENTS: → [Testing Irregularity Report](#)
→ [Examination Agreement](#)

Policy Title:	Examination Policy #600-02 Examination Site Conduct	[POL543-600_02-v15] Effective:	06/26/2014
Submitted By:	Dawn Waters, Information Management Director	Guidance Document:	Yes
Supersedes:	Examination Policy #600-02 Examination Site Conduct (Effective 04/22/2013)		Page 1 of 3

V. GENERAL PROVISIONS:

A. EXAMINATION SITE CONDUCT AGREEMENT

Prior to administration of the examination, all approved examination candidates shall be required to read, complete, sign and submit an [Examination Agreement](#) provided by the Department of Professional and Occupational Regulation which acknowledges the candidate's understanding of actions that constitute prohibited conduct and any consequences associated with the conduct.

B. HANDLING PROHIBITED CONDUCT

When prohibited conduct is observed at an examination site, proctors are encouraged to exercise sound judgment and common sense in handling each incident in order to avoid creating a disturbance. Proctors are discouraged from confronting hostile candidates, making physical contact with a candidate or placing themselves in a position where the candidate could harm them. If possible, the conduct should be brought to the attention of a second proctor to corroborate the incident. No additional time shall be afforded to a candidate exhibiting any prohibited behavior. All observations of prohibited conduct shall be handled in accordance with the specific guidelines below and documented on a [Testing Irregularity Report](#). Specific guidelines are as follows.

1. In situations where a candidate is looking at another candidate's answer sheet/test booklet or giving assistance to another candidate during administration of an examination:
 - a. The proctor shall discuss the observed behavior with the exam candidate and request correction of the behavior.
 - b. If the prohibited conduct continues, the proctor shall reclaim all examination materials and expel the candidate from the test site.
2. Unauthorized use of electronic devices (iPads, digital tablets, cell phones, tape/digital recorders, etc.), notes, unauthorized notes or scratch pads, sample tests, references, and answer keys during the administration of an examination:
 - a. If discovered prior to the start of the examination where the candidate did not have an opportunity to use the information to answer test questions, the candidate shall be asked to relinquish the materials. Upon surrendering the materials, the candidate may take the examination.
 - b. If the candidate refuses to turn over the materials or the materials are discovered during the examination, thereby affording the candidate an opportunity to use the unauthorized materials, the proctor shall reclaim all examination materials and expel the candidate from the test site.
3. Copying, transmitting or recording or attempting to copy, transmit or record (in writing, electronically or by any other means) any part of an examination, with or without intent to remove the material from the examination room:
 - a. The candidate shall be asked to turn over the unauthorized materials. On open book examinations only, the candidate may continue to use any authorized materials after relinquishing the unauthorized materials to the proctor.
 - b. If the candidate refuses to turn over the materials and/or references, the proctor shall reclaim all examination materials and expel the candidate from the test site. Whenever possible, copies of the notes, references, etc. should be made prior to the candidate leaving the test site.
4. Situations where a candidate exhibits distracting or disruptive behavior at the examination site call for caution and sound judgment in determining if law enforcement officials should be notified.
 - a. The proctor shall discuss the observed behavior with the exam candidate and request correction of the behavior.

- b. If the prohibited conduct continues, the proctor shall reclaim all examination materials and expel the candidate from the test site.
5. Continuing to fill in answer sheets or answer test questions after time has been called:
- a. The proctor shall warn the candidate that time has been called and it is time to turn in all test materials.
 - b. After the initial warning, any continuation of the prohibited conduct shall result in the collection of all examination materials and expulsion from the test site.
6. Impersonating or attempting to impersonate an examination candidate or using or attempting to use false identification to take an examination:
- a. If determination of false identity is made prior to the start of the examination, the candidate shall be immediately expelled from the test site.
 - b. If determination of false identity is made during administration of the examination, the proctor shall inform the imposter of the discovery, reclaim all examination materials and expel the individual from the test site.
 - c. If determination of false identity is made at or following the conclusion of the examination, the proctor shall document the incident and forward the documentation and the answer sheet to the Department without notifying the candidate of the examination results.