



National Consortium of Breast Centers
Breast Health Navigator Certification Programs

CERTIFICATION EXAM SECURITY AND
TEST POLICIES
BY
NATIONAL CONSORTIUM OF BREAST CENTERS
CERTIFICATION BOARD



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NCBC EXAM SECURITY

CONFIDENTIALITY

All content, specifically questions and answers where applicable of the exams are the exclusive and confidential property of the National Consortium of Breast Centers (NCBC) and are protected by NCBC's intellectual property rights. They may not be copied, reproduced, modified, published, uploaded, posted, transmitted, or distributed in any way without the express authorization of NCBC. Candidates who sit for NCBC certification exams must agree they have read and will abide by the terms and conditions of the NCBC Confidentiality Agreement before beginning each exam. The agreement applies to all exams. Signing and adhering to this agreement is required to be officially credentialed and to maintain a valid credential. Penalties for violating the policy can include up to and including a lifetime ban on all future exams and the nullification of all previous credentials.

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



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- 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

Please report suspicious activity 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 previously awarded credentials.



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PROCTORED EXAMS

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 and approved computer based testing centers.

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.

- NCBC strongly recommends attending training courses and having met the minimum required on-the-job experience in the specified level and auspice you are testing for prior to taking any exam(s). Be cautioned that attendance in a training course does not guarantee passage of an exam.
- NCBC reserves the right to change the requirements and designations at any time.
- Upon your successful passing the examination. NCBC will send you a certificate and authorizes you to display the certificate(s) provided to you as well as using the designation awarded. You shall not copy, modify or alter the certificates provided to you.
- NCBC retains all right, title and interest in the certification program(s), the associated NCBC designation(s) and related exams and results.
- NCBC shall have no liability to you or to any of your consumers for your use of NCBC program designations or the services provided by you or any other individual as a NCBC credentialed Individual.
- Any exam results shall be owned exclusively by NCBC. NCBC shall have the right to publish or use any such information or data.



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EXAM UPDATES

NCBC makes every effort to ensure validity of the exams. Exams are reviewed and monitored on a continuous basis. Item performances are reviewed each time the exams are offered. In addition, monitoring the item performance and exam statistics, the exams will undergo a complete review every five years. At this time, all exam questions will be reviewed and replaced as deemed necessary. Retired questions may be provided in the form of “practice exams” or at the discretion of the NCBC.

CERTIFICATION DURATION AND EXPIRATION

NCBC credentials are valid for one year starting from the date of the exam. You are eligible to renew when you submit evidence that you have continued your education through continual participation in qualified education trainings.

RESPONSIBILITY OF CERTIFICATION RENEWAL

Candidates are responsible for keeping their certification valid. NCBC will make reasonable efforts to remind candidates when their exams are going to expire via email. However, it is the responsibility of the individuals to monitor and ensure renewal of their credentials prior to expiration.

UNDERSTANDING

By sitting for the exam and putting your name on the scorecard, you are acknowledging that you understand these policies and procedures.