



Florida Certification Board Exam Confidentiality Policy

INTRODUCTION

It is critical that all candidates are aware of and follow the FCB's Exam Confidentiality Policies. These policies are specifically designed to protect the integrity and confidentiality of FCB exam instruments before, during and after the examination process. All candidates and certified professionals are bound by these exam policies. Penalties for violating the policy can include nullification of all exam scores, nullification of all previously earned credentials, a lifetime ban on all future certification application and examination opportunities, and potential legal action. The FCB reserves the right to sanction offenders at its sole discretion based on the severity of the offense.

EXAM ITEM/EXAM CONTENT CONFIDENTIALITY

All exam content, specifically questions, answers and diagrams where applicable, are the exclusive and confidential property of FCB and are protected by FCB'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 FCB.

Candidates who sit for FCB exams must agree they have read and will abide by the terms and conditions of the FCB Exam Confidentiality Policy by completing an Exam Confidentiality Agreement before being allowed to register for any FCB exam. Acknowledgement of and compliance with the FCB Exam Confidentiality Policy is a condition of certification. You will not be allowed to register for any FCB exam without a current FCB Exam Confidentiality Agreement on file.

CANDIDATE CONDUCT

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

- Reproducing Exam Materials by any means, including reconstruction through memorization after taking FCB exam
- Selling or distributing FCB intellectual property (specifically exam questions and answers)
- Studying from recalled test content obtained or sold illegally
- Being provided with, or obtaining, access to exam questions outside of the testing environment
- Failure to report known misconduct (e.g., hiding pertinent information regarding a violation of these rules, either intentionally or carelessly)
- Requesting access to Exam questions or other protected Exam Materials in forums, chat rooms or discussion groups, blogs, file sharing sites, or social networking sites
- Altering Exam scores, score reports or certificates in any manner so as to misrepresent certification status
- Giving or receiving unauthorized assistance during an examination
- Causing a disturbance in a testing facility
- Taking the exam for someone else
- Having materials in the testing room that are not permitted
- Using electronic equipment to capture screen shots during the exam
- Using the exam or Exam Materials in any way that would violate applicable laws
- Violating the FCB Exam Confidentiality Policy or Agreement in any way



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SCORE REPORTS AND EXAM SECURITY VIOLATIONS

If FCB determines that any misconduct has occurred, FCB reserves the right to determine if a test score or credential award will be granted, invalidated, or revoked. The FCB reserves the right to sanction and/or ban offenders at its sole discretion based on the severity of the offense. Note Regarding Score: Certification examination scores are “provisional” to all candidates who meet the exam cut score until the results have been validated. Candidate exam results identified with exam security violations or which otherwise violate FCB’s testing policies will receive “invalidated” examination results.

EXAM CONFIDENTIALITY POLICY: FREQUENTLY ASKED QUESTIONS

Q: What is Exam Security?

A: Exam security is about protecting what is important to us -- it is about working together to ensure that FCB certifications continue to increase in value by safeguarding the certification exam content so that candidates have an equitable opportunity to earn FCB certifications. Remember -- protecting credentials increases their integrity and value.

Q: How does FCB maintain security over its certification programs?

A: The FCB’s focus is on security throughout the exam development and delivery process. The FCB is dedicated to maintaining high program test security standards. Our test administration vendors, as well as translation vendors, are monitored and employ best practices.

Q: Why are exam results held?

A: In order to preserve exam security and to maintain the integrity of the certifications process, exam results are continually monitored. Occasionally, exam results are withheld for a period of time. This may occur as a result of our ongoing monitoring process surrounding the exam process. After further evaluation, exam scores are either released or become subject to the FCB exam result evaluation process. Exam scores may ultimately be suspended, voided, or otherwise invalidated after becoming official if the FCB discovers errors or evidence of cheating or other improper activity.

Q: What constitutes misconduct?

A: Actions that are considered misconduct include, but are not limited to:

- ❖ Memorizing questions to share with future candidates
- ❖ Studying from recalled test content obtained or sold illegally
- ❖ Failure to report known misconduct
- ❖ Selling or distributing FCB intellectual property (specifically exam questions and answers)
- ❖ Collusion to obtain or sell exam questions
- ❖ Using electronic equipment to capture screen shots during the exam
- ❖ Presenting false documentation
- ❖ Taking the exam for someone else
- ❖ Having materials in the testing room that are not permitted.
- ❖ Accessing personal materials during an unscheduled break without permission
- ❖ Being provided with, or obtaining, access to exam questions outside of the testing environment



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Q: How do I report misconduct?

A: To report breaches of exam security, please contact the FCB and ask to speak to the Director of Certification or designee.

Q: If I report misconduct can I remain anonymous?

A: No, the FCB cannot accept anonymous reports of alleged violations of the FCB's Exam Confidentiality Policy, Agreement or any other exam security protocols. We will, however, keep reporters names confidential.

Q: How are misconduct reports processed and resolved?

A: The FCB follows due process when evaluating the facts and circumstances around each claim in determining the outcome.

Q: What are the possible consequences for a violation of the FCB's Exam Confidentiality Policy and/or Agreement?

A: If evidence of misconduct is discovered at any time, the test score, resulting certification and/or any other acknowledgement professional status may be revoked. The FCB will initiate an Ethics Investigation, and the alleged will be subject to the actions detailed in the FCB's *Code of Ethical and Professional Misconduct and Disciplinary Procedures*. The FCB may also take other actions to the extent permitted by law, including notification of authorities of the misconduct. Misconduct has numerous implications including, but not limited to:

- ❖ termination of the exam
 - ❖ invalidation of exam results
 - ❖ financial penalties
 - ❖ disqualification from participation in all FCB certification programs (current and future)
 - ❖ publication of the results of the ethics investigation by FCB
 - ❖ certification revocation
 - ❖ notification to authorities
 - ❖ other actions to the extent permitted by law
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Q: Why is sharing information about FCB exam content a violation of Exam Security?

A: The questions contained in the FCB exams are copyrighted intellectual property. All exam candidates commit to not disclose, publish, reproduce, memorize, sell or transmit the exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of the FCB.

Q: How can I protect FCB credentials?

- ❖ Report misconduct
- ❖ Report exposure of FCB exam intellectual property
- ❖ Contact FCB if you are solicited for input after completing an exam