

Examination Administration

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Approved By:	AONL-CC
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The CENP and CNML examinations are a multiple-choice examinations delivered via computer based testing at PSI/AMP test centers under standardized conditions. Examinations may also be made available in printed form, and administered to candidates under standardized conditions. Examination application forms, fees, deadlines, and other instructions are published in the candidate handbook and on the web site. The following procedures apply to both computer based and paper administrations, unless otherwise specified.

Proctors

All examination administrations will be monitored by qualified proctors at authorized test centers.

Proctors at each test site will:

- manage candidate sign-in and verify candidate identity
- administer pre-approved ADA accommodations as directed by the certification director
- address any candidate or other site problems as needed
- report any exam related incidents or security concerns directly and promptly to the testing company and AONL-CC

Site selection

All examination sites meet the following criteria:

- Examination rooms will be quiet and free of disruption
- Rooms will have adequate and comfortable ventilation, lighting and temperature
- All exam administrations will be monitored by approved proctors as noted above
- Entrances/exits will be monitored/controlled and working fire exits will be available
- The test site will be accessible in compliance with the ADA
- Candidates will have access to restroom facilities

AONL-CC reserves the right to visit examination sites at any time to monitor compliance with security policies and procedures.

Examination Admission

Candidates are required to present a valid, government issued, photo identification to gain admission to the test center.

Score Reporting

Exams will be scored following each exam administration session, if examination development supports such instant scoring. When score reports are prepared following paper administrations or when delayed scoring is otherwise necessary, score reports will be issued via US mail directly to candidates.

Score reports will include a “pass” or “fail” result. Score reports for failing candidates will also include:

- information on their performance in each content domain area
- retesting policy

Feedback provided to failing candidates on their performance in each content domain area will include a list of each content area with an indication of the candidate’s performance in each area. The indication of performance – which may be a number of correct items, percentage, or descriptive label – will be determined in consultation with the testing company to ensure that the feedback provided is appropriate.

Re-Examination

Candidates who fail the exam may re-test an unlimited number of times.