



## Policy on Examination Administration in Testing Centers

### **BACKGROUND**

This policy defines a candidate's responsibility for arriving at and taking an examination and ABEM's responsibility regarding cancellation of, or interruptions to, an examination administration should such circumstances arise.

### **POLICY**

#### **Candidate Authentication**

To be admitted for ABEM testing, all candidates must provide proof of identity in accordance with current testing center procedures. Candidates must present government-issued photo identification, have their picture taken, provide a signature, and provide biometric information, such as a palm vein scan. Within each examination appointment, every individual's identity is confirmed using biometric-based identification procedures each time the candidate exits and re-enters the testing room.

#### **Late Arrival, Missed Appointments, or Early Termination of an Examination**

A candidate who does not appear at the examination site at his or her appointment time is at risk of losing his or her reserved seat. If a candidate is unable to arrive at the examination site at his or her appointment time for any reason, it is the candidate's responsibility to contact ABEM or its vendor to determine the options for rescheduling. If another appointment is available, the candidate may reschedule his or her examination appointment during the same examination administration.

If the candidate chooses not to reschedule the examination, or if there are no additional appointments available during the same examination administration, the candidate must wait to take the examination during a future examination administration.

If a candidate chooses to terminate an examination appointment early for any reason except an excused illness, no rescheduling options are available and the examination will be scored in accordance with the Policy on Scoring Candidate Examinations.

#### **Interrupted Examinations**

Examination appointments may be interrupted due to situations outside of a candidate's control, such as emergency evacuation, natural disaster, or power interruptions. Candidates must follow the instructions of the testing center supervisor during the interruption to resume taking the examination. If an examination under the supervision of an ABEM testing vendor is interrupted and cannot be restarted within 30 minutes, or if candidates are unsupervised by the testing center staff during the interruption, ABEM will cancel the examination appointment.

In the event an interrupted examination is cancelled by ABEM and the cancellation does not result from the actions of an individual candidate or candidates, affected candidates will have the rescheduling and scoring options outlined in this policy.

#### **Cancelled Examinations**

ABEM reserves the right to cancel an examination administration, a candidate's individual examination appointment, or examination appointments at an individual testing site for a defined period of time if, in the sole judgment of ABEM or ABEM's testing vendor, holding an examination administration would put candidates, staff, or the security of the examination at risk.

ABEM will make every attempt to reschedule the cancelled examination administration or authorize candidates to reschedule their examination appointments with the testing vendor at the earliest possible time. Rescheduled examination appointments would only be available to those candidates who were previously scheduled and affected by the decision to cancel.

### **Rescheduling Options**

In the event that an examination administration or appointment is cancelled by ABEM or its agent, the following options are available to affected candidates:

A candidate's first option should be to reschedule his or her examination appointment during the same examination administration testing window if an appointment time is available;

If a candidate is unable to reschedule an appointment within the current examination administration testing window, he or she may contact ABEM for further rescheduling options;

A candidate may also take the examination during a future examination administration.

### **Scoring Options**

In the event that an examination is interrupted due to decisions by ABEM or its agent, an examination can be scored if the candidate has completed 80% of the questions on the examination. If the candidate chooses to have the examination scored, the passing criterion and scoring key will be the same as is used for examinees taking the total examination. If a candidate reschedules and retakes the examination during the same examination administration, the first examination the candidate took cannot be scored.

### **Fees**

All personal and incidental costs related to the examination are the candidate's responsibility. If an ABEM candidate withdraws from the examination, must reschedule due to late arrival or non-attendance, or if an examination appointment is cancelled or interrupted, fees will be handled as defined in the Policy on Fees. The fees of diplomates from other sponsor boards shall be handled in accordance with the established policies and procedures of their sponsor board.

### **EXCEPTION**

None

### **APPEALS**

Candidate protest of the delay or interruption, or cancellation of an examination is guided by the Policy on Candidate Requests for Investigation of a Certification or Maintenance of Certification Examination. Interested candidates should refer to this policy.

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