



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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| Policy Number: T-220 | Page: 1 | of: 2 |
| Title: Examination Security and Review | | |
| Regulatory Authority: 12VAC5-31-1477 | | |
| Date of Issue: December 1, 2002 | Effective Date: October 10, 2012 | |

A. Examination Security

1. Virginia Examinations

a. All EMS examinations and exam materials are the property of the Office of Emergency Medical Services.

2. National Registry Examinations

a. All National Registry examinations and exam materials are the property of the National Registry. Examination security will follow the National Registry of EMT's policy.

B. Giving or Obtaining Information Prohibited - Giving or obtaining information or aid prior to, during or following any exam, as evidenced by direct observation of the state examination administrator(s), subsequent analysis of examination results or other prohibited acts, may be sufficient cause to terminate Candidate participation, to invalidate the results of a Candidate's examination, to take enforcement action against other involved persons, or to take other appropriate action even if there is no evidence of improper conduct by the Candidate. In these cases, the Office reserves the right to delay processing of examination results until a thorough and complete investigation may be conducted.

1. For the purposes of this section the term "secure examination" means any certification test item, question, or test booklet that has not been made publicly available by the Department or the Office.

2. Unauthorized giving or obtaining information will include but not be limited to:

a. Giving unauthorized access to secure examination questions.

b. Copying or reproducing all or any portion of any secure examination.

c. Divulging the contents of any portion of a secure examination.

d. Altering candidate's responses in any way.

e. Making available any answer keys.

f. Retaining a copy of any secure examination or exam materials.

- g. Falsely taking any secure examination, or part thereof, on behalf of another individual.
 - h. Participating in, directing, aiding, or assisting in any of the acts prohibited by this section.
3. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Office in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Office, are necessary and appropriate.

C. **Examination Review Prohibition** - Under no circumstances will secure examination materials be provided to course coordinators/instructors, Operational Medical Directors (OMD), Physician Course Directors (PCD) or candidates for their review.