

Policy Name	<b>Examination Administration Requirements: Cognitive</b>
Policy Number	62.04
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

### **Intent**

Establish the requirements for the administration of the cognitive examinations for National Registry certification.

### **Scope**

The policy covers the requirements for the EMR, EMT, AEMT, and Paramedic cognitive examinations.

### **Definitions**

Test network – computer-based testing sites for cognitive examinations.

Test network administrator – vendor selected to administer the cognitive examinations through a network of secure testing sites.

### **Policy**

All cognitive examination administrations are administered by trained proctors at approved test sites.

Cognitive examinations for National Registry certification are administered through a secure, computer-based test network. The National Registry selects the test network administrator to provide a sufficient number of adequate test sites for candidates.

The test network administrator develops a test administration guide to include specific requirements for the standardized and secure administration of National Registry cognitive examinations and the security of confidential information throughout storage, transfer, and delivery of the examination. The guide is approved by the National Registry.

### **Rationale**

The policies regarding the administration of the National Registry cognitive examinations must ensure that all candidates take the examination under comparable conditions, safeguard the confidentiality of examinations, and address security at every stage of the process.

### **Related Policies and Procedures**

62.01 Examination Administration General Requirements & Security

62.04.01 Cognitive Examination Test Network

### **References**

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

Document History			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved