

Policy Name	Examination Development Security
Policy Number	61.06
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent

The security of National Registry certification examinations is a core component of all phases of the examination development process and essential to the integrity of National Registry examinations. This policy provides the framework for ensuring the security of examination materials.

Scope

Confidential examination development information is protected through limited access and a security framework that includes physical security, electronic security, and security breach monitoring and response.

Definitions

Operational examination materials – Examination materials and test items that are currently in use and scored as part of the assessment of required competency. This excludes items that are permanently retired from use or items that are in the pretest process.

Policy

Operational examination materials, item banks, practice analysis studies, passing standard reports, technical/test analysis reports, and all other examination development documents are confidential and the sole property of National Registry. Summary information related to the practice analysis and examination development process may be published. An examination content outline for each certification program is published.

The security of all operational examination materials, including examination items and test forms, is controlled throughout the examination development process.

Access

Access to confidential examination information (in printed and electronic form) is limited to only those staff, Board members, committee members, Task Force members, Test Development Council members, and Item Writing Workshop members, and subject matter experts who need to view the information. These individuals are required to sign a confidentiality agreement before being granted access to any confidential information.

Any outside companies, vendors, consultants, or contractors given access to confidential information are required to maintain strict security of all confidential materials.

Any National Registry employees, Board members, committee members, and any other individuals involved in developing or delivering content for required educational courses and/or examination preparation courses (including study materials and examination review/preparation activities) are not granted access to examination items, examination forms, or any other confidential examination documentation or operational examination materials.

Physical Security

National Registry offices are secured areas. Office entrances remain locked with logged card access. Video and still photography are in place and functional for key points inside and outside the building. Continuously monitored security systems are functional and active if personnel are not in the building.

Printed materials identified as confidential are stored securely at all times.

Electronic Security

Computer networks are secure and encrypted. Electronic files are stored securely and backed up routinely.

Remote Work Security

Employees working remotely access servers via VPN.

Security Violations

Any actual, possible, or suspected security violations are reported promptly for investigation and corrective/preventative actions as needed.

Rationale

Robust security requirements are necessary throughout all stages of examination development to protect the confidentiality of examination content.

Related Policies and Procedures

22.22 Telework/Remote Work

22.23 Alternative Work Schedule

61.06.01 A National Registry Task Force Member Agreement Confidentiality, Conflict of Interest and Work Product Made for Hire

61.06.01 Confidentiality and Conflict of Interest Agreements

61.06.02 Examination Development Security Procedures

61.06.03 CERTs Use and Access

61.06.04 Copyright of Examination Material

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	x.xx.xxxx	x.xx.xxxx	Policy created and approved