Policy Name	**Monitoring Cognitive Examination Administration**
Policy Number	62.08
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent
Define the requirements for monitoring the administration of the National Registry's cognitive examinations.

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
The National Registry monitors the administration of the cognitive examinations at approved test sites to ensure compliance with policies and procedures for secure and standardized examination administration.

The Standards & Examinations Committee will review, at least annually, reports of cognitive examination administrations to include a summary of the number of examinations administered, accommodations provided, irregularities, complaints, candidate feedback, and results of the test network owner's internal review of test sites.

Rationale
National Registry certification examinations are administered in a secure and standardized manner. The National Registry Board of Directors and staff reserve the right to monitor examination sites to monitor compliance with policies and procedures for secure and standardized examination administration.

Related Policies and Procedures
62.01 Examination Administration: General Requirements and Security

62.04 Examination Administration Requirements

References
NCCA Standards for the Accreditation of Certification Programs

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