



Association of ESD Professionals Exam Confidentiality Policy

All information received by the Association in the application materials are confidential. It is critical to the integrity of the Exam and the Association Credentialing Program that the Exam and all its contents remain confidential. The Exam Confidentiality Policy will protect the integrity and confidentiality of the Association Credentialing Exam before, during, and after the examination process. All candidates and credentialed professionals shall be bound by this Policy.

Penalties for violating the Exam Confidentiality Policy may include one or more of the following: nullification of exam scores, revocation of credentials, and a ban on future credential application and exam opportunities. The Association's Credentialing Review Panel adjudicates these matters and reserves the right to sanction those who violate the Policy, at its sole discretion, based on severity of offense.

Confidentiality of Exam, Exam Content, Exam Items

All exam content, specifically questions, answers, and diagrams, are the exclusive and confidential property of the Association and are protected by the Association's intellectual property rights. They may not be copied, reproduced, modified, published, uploaded, posted, transmitted, or distributed in any way without the express authorization of an authorized representative of the Association.

As part of the Association's Credentialing Program application process, candidates who sit for Association credentialing exams complete an Exam Confidentiality Agreement wherein they agree that they have read and will abide by the terms and conditions of the Association's Exam Confidentiality Policy. Acknowledgement of and compliance with the Exam Confidentiality Policy is a condition of being awarded and maintaining an Association ESDP credential. Registration for the exam is contingent upon agreement.

Candidate Conduct

Candidates agree not to take any action that would compromise the integrity or confidentiality of any Association credentialing exam. Prohibited actions include, but are not limited to:

- Reproducing Exam Materials by any means, including reconstruction through memorization after taking the Exam.
- Selling or distributing Association intellectual property (specifically exam questions and answers).
- Studying from recalled test content obtained or sold improperly.
- Accepting or obtaining access to Exam items (questions) outside of the testing environment.
- Requesting access to Exam questions or other protected Exam Materials in forums, chat rooms, or discussion groups, blogs, file sharing sites, or social networking sites.
- Collusion to obtain or sell exam questions.
- Altering Exam scores, score reports, or credentials in any manner so as to misrepresent credentialing status.
- Giving or receiving unauthorized assistance during an examination.
- Taking the exam for someone else.
- Keeping materials in the testing room that are not permitted.
- Using computer or other electronic equipment to capture screen shots during the exam.
- Presenting false documentation.
- Using the Exam or Exam Materials in any way that would violate the law.
- Violating the Association Exam Confidentiality Policy.

Score Reports and Exam Security Violations

If the Association determines that any misconduct has occurred, the Association, through its Review Panel, reserves the right to withhold, invalidate, or revoke a test score or credential award. The Association reserves the right to sanction and/or ban violators at its sole discretion based on the severity of the offense. Note Regarding Score: Credentialing examination scores are “provisional” to all candidates who meet the exam cut score until the results have been validated. Candidate Exam results associated with Exam security violations or which otherwise violate the Association’s testing policies will receive “invalidated” examination results.

About Exam Security

Exam security is about protecting what is important to the Association, the ESD community, and the general public—it is about working together to ensure that the value of Association credentials is safeguarded by ensuring candidates equitable opportunity to earn Association credentials. By protecting the confidentiality and security of the Credential Exam, the value of each credential awarded to a candidate is protected.

The Association’s focus is on security throughout the exam development and delivery process. The Association is dedicated to maintaining high program test security standards through responsible proctoring and appropriate security measures. The Association reviews the work test administrators and translators to ensure best practices.

The questions contained in the Association exams are copyrighted intellectual property. All exam candidates commit not to disclose, publish, reproduce, memorize, sell, or transmit the exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of an authorized representative of the Association.