

4723-7-04

**Administration of examination.**

- (A) The examination candidate with an authorization to test document from the testing service shall contact the test administration service to schedule an examination appointment.
- (B) The candidate shall bring two forms of current or non-expired signature bearing identification and the authorization to test document to the test center. One of the identifications shall contain a recent photograph.
- (C) Upon arrival at the test center on the day the candidate has a scheduled appointment to take the licensure examination, the candidate, prior to being allowed to take the examination shall:
- (1) Present two forms of identification as set forth in paragraph (B) of this rule;
  - (2) Be photographed by the test center personnel; and
  - (3) Be fingerprinted by the test center personnel.
- (D) The candidate shall not leave the test center while the ~~candidate's~~ candidate's test is incomplete unless accompanied by a proctor.
- (E) All candidates shall adhere to test center regulations which shall include but not be limited to the following:
- (1) No papers, books, food, cameras, recorders, computer media, technical aids, or purses are allowed in the testing room unless otherwise approved by the board;
  - (2) Eating, drinking, or use of tobacco is not allowed in the testing room unless otherwise approved by the board;
  - (3) Unauthorized scratch paper may not be brought into the testing room. Scratch paper provided by the test center personnel may not be removed from the testing room; and
  - (4) Candidates shall not leave the testing room without the test administrator's permission.
- (F) A candidate who engages in misconduct may be dismissed from the test center. Admission to any future examination shall be determined by the board. Behaviors

considered to be misconduct shall include but not be limited to the following:

- (1) Giving or receiving assistance of any kind;
  - (2) Using any prohibited aids;
  - (3) Attempting to take the test for someone else;
  - (4) Failing to follow testing regulations or the instructions of the test administrator;
  - (5) Causing a disturbance of any kind;
  - (6) Removing or attempting to remove test questions or responses in any format or notes about the test from the testing room;
  - (7) Tampering with the operation of the computer or attempting to use it for any function other than taking the test; and
  - (8) Any other behavior that jeopardizes the security of the test.
- (G) Compliance with all security measures required by the national council of state boards of nursing shall be maintained.

Effective:

R.C. 119.032 review dates: 10/11/2006

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Certification

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Date

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