

4765-11-19

**Written examination administration requirements.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

(A) A chartered program shall be permitted to administer the state certification examination, if the chartered program meets or exceeds the following requirements:

(1) Has a current and valid charter;

(2) Has a designated computer lab;

(3) Has a signed "Written Testing Agreement" with the executive director;

(4) Meets all requirements set forth in rule 4765-11-03 of the Administrative Code.

(B) The program director of the chartered program shall ensure the integrity and security of all written examinations.

(C) The program director shall ensure each proctor has received directions in the state examination process and is familiar with all registration, security, and access procedures for testing, as set forth by the division.

(D) The program director shall ensure that only qualified candidates sit for the examinations.

(E) The program director shall immediately report to the executive director any potential compromise of the examination process.

(F) The program director, or his or her designee, shall proctor the written examination.

(G) The program director, or his or her designated proctor, shall be present in the examination room for the duration of the examination.

(H) When administering state certification examinations, the chartered program shall meet all of the following:

(1) Ensure that the examination room is conducive for testing, including but not limited to, adequate heating, cooling, ventilation, lighting, and is free from excessive noise and distraction;

(2) Ensure that the examination room has adequate restroom facilities and adequate parking within reasonable distance to the examination site;

(3) Ensure that the examination room will be set up and ready for use prior to the scheduled examination time;

(4) Shall not permit anyone other than the proctor and students in the examination

room.

- (I) No personal computers or personal laptops are to be used for administering the examination.
- (J) No firefighter, instructor, or EMS instructor shall proctor or be present during the examination unless the individual is sitting for the examination as part of the course requirements.
- (K) No unauthorized electronic devices including, but not limited to, personal laptops, cell phones, flash drives, and tablets shall be permitted in the examination room or used during the examination process.
- (L) The executive director reserves the right to immediately suspend a chartered program's examination rights, if any of the following occur:
  - (1) There is an allegation of an examination or security compromise;
  - (2) There is a known examination or security compromise;
  - (3) There is a potential violation of this rule.

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R.C. 119.032 review dates: 01/16/2019

CERTIFIED ELECTRONICALLY

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Certification

03/27/2014

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Date

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