

Policy Name	<b>Score Reporting: Cognitive Examinations</b>
Policy Number	63.03
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

### Intent

Provide confidential and timely examination results reporting to candidates.

### Scope

Establishes score reporting requirements for all cognitive examinations.

### Definitions

Not applicable

### Policy

Candidates receive electronic notification of examination results via a password protected web site within 2 business days of taking the examination.

Examination result reports provided to candidates include at least the following:

- Information on overall examination performance (pass/fail)
- Information about performance in relation to the passing standard
- An explanation of the type of results reported, appropriate uses and potential misuses of the information provided

### Rationale

Candidates should receive examination results that provide meaningful information regarding overall examination performance, explanations of the types of scores reported, and appropriate uses and potential misuses of examination results information. Failing candidates should be provided with information regarding their performance in relation to the passing standard along with guidance for using the provided feedback.

### Related Policies and Procedures

63.03.01 Releasing Scores: Cognitive Examinations

### References

NCCA Standards for the Accreditation of Certification Programs

Document History			
Version #	Approval date	Effective date	Revision Summary
01	x.xx.xxxx	x.xx.xxxx	Policy created and approved