



## **National Healthcare Certification Organization Exam Conduct Guidelines**

Congratulations on your decision to take the National Healthcare Certification Organization's exam. This is a proctored exam. Audio and video surveillance equipment continuously monitors your location for security purposes during the exam. Once the exam has been submitted, surveillance ends.

This is a proctored examination. All candidates are expected to understand and comply with the rules of conduct outlined below:

1. Exam candidates are required to present a valid, government-issued photo ID. Student IDs are not acceptable.
2. Candidates should dress appropriately for identification and monitoring purposes. No sunglasses, hats, hoods, or head coverings (unless for religious or medical purposes with prior NHCOC accommodation approval).
3. Exam candidates are allowed a clear bottle of water during the exam. No other food or beverages are permitted.
4. No reference books or study materials of any kind are permitted during the examination.
5. Paper, pens, highlighters, and similar materials are strictly prohibited during the exam.
6. Mobile phones, smartwatches, earpieces, headphones, or any other electronic devices are strictly prohibited during the exam.
7. Electronic devices synchronized with the testing device are not permitted.
8. Leaving the examination room is not allowed at any time. Please visit the restroom before starting the examination.
9. Exams may not be taken in public areas.
10. No unauthorized individuals are allowed in the examination area during the exam session.
11. Exam candidates must do their own work.
12. Reading exam content aloud is not permitted.
13. Select a testing location that separates you from others who may interrupt or walk by.
14. Even though exam candidates are observed during testing, the proctor is unable to answer any questions, including those pertaining to the exam and its content.
15. Until the exam is completed, any discussion or review of it after it has started is prohibited.
16. All exams must be completed in a single two-hour session. Candidates are not allowed to stop the exam administration and return later to complete it for any reason.
17. The exam will automatically submit when the time count reaches two hours.



18. Any attempt to remove, or actual removal of, exam content in any form from the testing platform is prohibited. This includes copying, photographing, recording, or attempting to memorize exam content for later distribution.
19. Exam scores are evaluated once a candidate's proctoring results have been reviewed.

Please review the “Exam Rules of Conduct” and “Taking the Exam” sections of the NHCOC’s Candidate Handbook for more information.