

American Board of Certification Policy on Use of Computers for Exam Completion

With prior approval, a computer may be used to complete an examination. Computer use is for essay questions only. Multiple-Choice examinations must be completed on scan-tran forms. The American Board of Certification (ABC) is not responsible for providing a computer. The access to other documents or reference materials via computer while completing the exam is strictly prohibited. All programs and documents should not be in use during the exam. Failure to abide by these rules will result in forfeiture of the exam. Examinees agree to keep all information related to the exam, including their own responses, strictly confidential.

Regular Exam Administrations

The examinee should save the essays on a flash drive. The flash drive must be turned into the exam proctor. ABC is not responsible if the information on the flash drive is not readable. Therefore, it is recommended that upon completion of the examination, the examinee print a copy of the responses and turn the hard copy in to the exam proctor as well. ABC is not responsible for printing copies of essays. Most exams are administered at hotels where a printer can be utilized at the hotel business office.

Exam-in-Office

For an exam-in-office administration, the examinee may use his or her personal computer. The computer must be situated so that the exam proctor 1) has clear view of the computer and activities of the examinee, and 2) the proctor is provided with a comfortable and suitable environment. The examinee should save the essays on a flash drive. The flash drive must be turned into the exam proctor. ABC is not responsible if the information on the flash drive is not readable. Therefore, it is recommended that upon completion of the examination, the examinee print a copy of the responses and turn in the hard copy in to the exam proctor as well. ABC is not responsible for printing copies of essays.

Examinees are strictly prohibited from saving any copies of exam information in electronic or printed form. This pertains to both exam questions and the examinees answers. Violation of this policy will lead to an incomplete score.