**INTERIM REMOTE PROCTORING APPLICATION**

The ABSNC initially addressed the critical need for certification organizations to continue to make certification testing available to its constituents during the COVID-19 crisis. As a result, approval of temporary remote proctoring was made available. Upon submission of application to conduct temporary remote proctoring, organizations experienced a prompt response from the ABSNC regarding application approval.

Following the implementation of temporary remote proctoring, the ABSNC conducted a review of the Standards relevant to a long-term remote proctoring solution for accredited organizations. Once reviewed and circulated for public comment the standards were revised to reflect the requirements for permanent remote proctoring:

* ABSNC will communicate with organizations previously approved for temporary Remote Proctoring to determine intent to continue with Remote Proctoring as a more permanent method of test delivery.
* Organizations continuing with Remote Proctoring will be required to submit additional documentation as indicated in the updated standards by April 1, 2021.

For organizations not currently approved for Remote Proctoring:

* Adoption of Remote Proctoring during the reaccreditation cycle will submit an ‘addendum’ to their accreditation application encompassing the Remote Proctoring Standards.
* Adoption of Remote Proctoring in conjunction with reaccreditation or initial application will include adherence to Remote Proctoring standards in the application.
* ABSNC will assess a $50 fee for organizations submitting an addendum for their accreditation status. Fee must be submitted in conjunction with the application.

**STANDARD 4**

# NON-DISCRIMINATION

**The certifying organization does not discriminate among candidates as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity.**

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| --- | --- |
| DOCUMENTATION – The applicant organization must: | **Narrative**  *(Cite tab or Appendix for Specific Supporting Documentation)* |
| 4.4 **Detail** how requests for accommodations for Remote Proctoring are managed. Indicate N/A if you do not utilize a remote proctored/delivered test.……………………………………………… |  |
| 4.4a. **Provide** policies from both the vendor and the organization  that address requests that may not be possible if the  test is delivered by remote proctoring, either live or record  and review. |  |
| 4.4b. **Provide** publicly available information for accommodations  specific to remote proctoring, e.g., Candidate Handbook,  Website, etc. |  |

**STANDARD 9**

# RELIABILITY

**The certifying organization assures test scores, including subscores, are sufficiently reliable for their intended uses.**

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| **DOCUMENTATION – The applicant organization must:** | Narrative  (Cite tab or Appendix for Specific Supporting Documentation) |
| 9.5 **Provide** annual summary data (e.g., numbers of candidate, pass rate, mean and standard deviation of scores, reliability, SEM, cut score) for first-time candidates, retesters, recertifying candidates, and all candidates. These data should also be disaggregated for candidates tested via different modes (i.e., computer vs. paper) and candidates tested in person vs. via remote proctoring if applicable. |  |

**STANDARD 10**

# TEST ADMINISTRATION

**The certification examination is administered in a manner that minimizes construct-irrelevant variance and maintains examination security.**

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| --- | --- |
| **DOCUMENTATION – The applicant organization must:** | Narrative  (Cite tab or Appendix for Specific Supporting Documentation) |
| 10.1 **Provide** evidence that proctors for in-person and/or remote delivery are trained for their specific responsibilities.  Examples include a copy of the Proctor Training Manual,  screen shots from the test vendor or certifying organization that clearly indicate such, etc. |  |
| 10.2 **Provide p**olicies regarding maintenance of standardized  testing and secure testing conditions across all delivery  methods. If your organization utilizes remote proctoring,  provide procedures for ensuring standardized and secure  test delivery outside testing centers. |  |

**STANDARD 11**

# TEST SECURITY

**Procedures are in place to maximize the security of all certification examination materials.**

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| --- | --- |
| **DOCUMENTATION – The applicant organization must:** | Narrative  (Cite tab or Appendix for Specific Supporting Documentation) |
| 11.2 If remote proctoring is utilized, **provide** additional documentation specific to maintaining security in a non-  secure environment: Examples include, but are not limited to, scanning candidates’ environment, definition of irregular behavior ability to detect irregular behavior in real time, and maximum number of candidates being monitored at any given time. |  |
| 11.2a. **Vendor’s** security measures.  Examples include but are not limited to:   * Candidate identification * Scanning candidate’s environment * Browser security * Definition of irregular behavior * Process for measuring test irregularities * Maximum number of candidates being monitored at any given time. |  |
| 11.2b. The certifying organization’s plan for test security monitoring and evaluation. Examples include, but are not limited to:   * Process for the organization to receive reports on test irregularities * Policies for investigating reported irregularities * Failure Mode and Effects Analysis (FMEA) * Process to monitor social media for possible security breaches. |  |