



# EXAMINATION TERMS AND CONDITIONS

The “BACB Terms and Conditions” for taking a BACB examination must be agreed to prior to commencing the examination. Failure to agree to the Terms and Conditions will result in immediate dismissal from the examination. Note that the time spent reviewing these Terms and Conditions is part of the examination time.

## The Terms and Conditions are as follows:

- Proctors will continuously monitor by video and audio while candidates are taking the examination. The candidate recognizes that they have no right to privacy during examination delivery and that they waive any and all claims asserting a right to privacy. The candidate will also acknowledge and consent to audio and video recording of their face, voice, the physical room where they are seated, and the location during examination delivery. If a candidate does not wish to be recorded (either by video or audio), they must notify the proctor immediately of intent not to proceed with the examination.
- No materials, documents, notes, or memoranda of any sort may leave an onsite testing center or be in the proximity of the remote examination area. **CANDIDATES ARE PERMANENTLY PROHIBITED FROM EVER DISCLOSING THE CONTENT OF BACB EXAMINATION QUESTIONS.** This prohibition includes verbal, written, and/or electronic (e.g., email, chat room, or other internet or electronic) disclosure. The BACB examinations are copyright protected and highly confidential trade secrets. Any disclosure or reconstruction of test questions and content shall be a violation of BACB rules and subject to damages including, but not limited to, the cost of replacing the compromised question(s) and reconstruction of the examination, if advisable, at the discretion of the BACB.
- The proctors are authorized to maintain a secure and proper examination administration. Candidates may not communicate with other examinees or third-party individuals during the examination. The BACB considers unauthorized sharing of examination content with others to be a violation of copyright laws and will be constituted as cheating on the examination. Cheating or permitting cheating (such as letting someone copy answers or providing information on the content of examination questions to others), will be cause for automatic disqualification and dismissal from the examination. In the sole discretion of the BACB and/or the BACB’s testing vendor, irregular, disruptive, inappropriate or suspected cheating behavior by the candidate may result in any combination of the following:
  - Relocation or removal from the examination site;
  - Immediate termination of examination delivery;
  - A cancellation or an invalidation of examination scores;
  - Temporary inactive certification pending investigation of the irregularity;
  - A requirement that candidates retest to confirm examination scores. In such event, the retest will be free of charge;
  - A refusal to permit the candidate to retest;
  - Other disciplinary action related to the eligibility or certification status; and
  - A forfeiture of all application and examination fees paid by the candidate.



- The BACB may permanently restrict an authorization to sit for a BACB examination if a candidate is found by the BACB to have cheated on the examination or compromised the content of the examination. The BACB reserves the right to report examination content theft to applicable law enforcement authorities, and the candidate authorizes the BACB to release the candidate's name, examination performance data, audio and video files from the examination administration, and other pertinent information necessary to demonstrate the basis for finding that the candidate participated in or benefited from theft of BACB examination content.
- ANY use of an electronic device while an examination is in progress is grounds for termination of the examination and will result in the examination scores being withheld and/or invalidated. Any item visible during an examination including, but not limited to: cell phones, electronic devices, bags, purses, briefcases, jewelry, and items worn by the candidate may be investigated at the discretion of the examination proctor.
- If the candidate does not follow the terms and conditions, or is suspected of cheating or tampering with Pearson VUE's or its subcontractor's software, the administered examination will be immediately terminated. This will be reported to Pearson VUE and the BACB, along with audio and/or video evidence of the infraction. The examination may be invalidated, and the BACB may take other action, such as precluding all future participation in testing and/or the certification program.
- The proctor is not allowed to provide comments on any of the questions appearing on the examination. If there is a problem with a question, such as a typo, the candidate may select the "comments" button and make a note concerning the problem. Comments are not graded and do not affect individual scores, although they may be used during an examination review. The BACB will not provide feedback regarding any comments. Candidates will not be given extra time to make up for the time lost while providing comments.
- Candidates taking the examination at an onsite testing center only may use the restroom. The candidate will need to raise their hand to inform the proctor. The proctor will secure the workstation while the candidate goes to the restroom. Candidates will not be given extra time to make up for any lost examination time. Candidates CANNOT leave their seat at any time unless the proctor has secured the workstation and WILL NOT be permitted to access or use a cell phone or electronic device. If at any time the candidate leaves their computer or work area without the permission of the proctor, the candidate will be unable to continue testing.
- All questions on this examination are equally weighted. There is no penalty for guessing, therefore, it is to the candidate's advantage to answer every question on the examination even if they are not sure about the correct answer. No credit will be given for questions which are left blank. When answering questions, choose the BEST answer to each question.