**GUIDELINES ON EXAMINATION SECURITY BREACHES**

**Purpose**

The purpose of this policy is to safeguard ASHRAE certification examination materials.

**Guidelines**

Maintaining the security of ASHRAE certification examination material is essential to upholding the integrity of the testing services. Security breaches can occur before, during, or after an examination. Conduct that may violate the security of an examination includes, but is not limited to:

* Theft of portions of, or entire, examination(s)
* Removing examination materials from an exam or meeting site without authorization
* Reproducing examination materials without authorization
* Using paid exam takers for the purpose of reconstructing an examination
* Using improperly obtained exam questions to prepare person(s) for the examination
* Cheating during an examination
* Impersonating an examinee or having an impersonator take an examination
* Deliberate loss of examination data en route to or from the exam center(s) or any other location

It is the responsibility of exam administrators and proctors to aggressively protect the security of the examination at all times and to immediately report any security breaches to the ASHRAE Certification Committee and staff.

A breach in examination security has significant repercussions, including the costs of replacing exam items and developing new examinations. All staff, vendors, exam administrators, and proctors take all reasonable precautions safeguard individual items, item banks, examinations presented in all media, and candidate scores.

No candidate may see the content of the examination before or after the examination is administered.

In the event of a breach of security, the following steps will be taken:

1. When an exam irregularity is reported directly to the ASHRAE office, staff will immediately report the exam irregularity to the exam company and the Certification Committee Chair. The Publishing and Education Council (PEC) Chair will also be notified of the irregularity in a separate email.
2. When an exam irregularity is reported directly to the exam company, the exam company will immediately report the exam irregularity to the ASHRAE office and staff will inform the Certification Committee Chair. The PEC Chair will also be notified of the irregularity in a separate email.
3. If an exam irregularity occurs as described above, the exam company, ASHRAE staff, and the Certification Committee Chair will work in concert to perform an investigation of the irregularity, to include the cause and liability of the irregularity, and recommend an outcome based on said investigation.
4. Outcomes may include, but are not limited to, a satisfactory resolution, an irregularity that warrants corrective action, or a full compromise that warrants corrective action up to and including complete replacement of the compromised exam.
5. Any/all exam irregularities discovered by the proctor must be reported by the proctor directly to the exam company as per the AMP Supervisor’s Instructions.
6. A summary of the irregularity will be made at the next regularly scheduled meeting or conference call of the Certification Committee immediately following the report of an irregularity. Due to the investigatory and confidential nature of some exam irregularities, the Certification Committee will go into Executive Session for all such discussions.
7. In the event of a full compromise, a request will be made from the Certification Committee to the PEC for funding necessary to create a new version of the exam. Cost for such replacement will be based upon fee from the testing company and an estimate of all reasonable expenses to provide travel, lodging and meals to members of the Exam Committee.
8. If funding is secured from PEC, the Exam Committee will be called together at the earliest possible opportunity to write a new version of the exam.
9. If a full compromise is declared, it will be necessary to cease providing that examination to applicants until a new version of the exam is completed.

Approved 12/18/13