



## Examination Break Policy

There are no scheduled breaks during any of The Conference exams. However, candidates may take brief, unscheduled breaks as long as they adhere to the following guidelines. If the guidelines are not followed, the candidate may be dismissed from the test center and/or have examination results withheld and/or invalidated.

### The Conference Examination Break Policy

- The time period for taking the National Board Exam is 2 hours and 57 minutes, inclusive of any breaks. If the candidate takes a break during an examination, the exam timer will **not** be stopped. Candidates are encouraged to budget their time and use the restroom and address personal needs prior to scheduled beginning of the test. Candidates are prohibited from leaving the testing room, except to use those restroom facilities that are closest to the testing room.
- To begin a break, the candidate must notify the testing administrator by raising their hand. The administrator will set the candidate's workstation to break mode. The candidate must leave the testing room for all breaks and take their ID with them. Their palm vein will be scanned each time they enter and exit the testing room. The administrator will also check the candidate's ID before they restart the exam.
- Candidates are prohibited from leaving the testing room, except to use those restroom facilities that are closest to the testing room. If a candidate is discovered to have left the testing room without authorization, such examination administration will be terminated and an Incident report will be filed with The Conference.
- Unless authorized by The Conference in advance based upon identifiable needs (such as access to essential medications), candidates are prohibited from accessing any personal items during the examination period, including a prohibition from accessing personal items during breaks. Candidates with authorization must notify the Test Center personnel prior to the start of the examination administration of their approval to access approved personal items during the testing period. If this policy is violated, such examination administration will be terminated and an Incident report will be filed with The Conference.
- The Conference reserves the right to terminate the examination administration, withhold and/or invalidate the test score, prohibit the candidate from reexamination, notify The Conference membership, including the state in which licensure is sought, as well as any other remedy determined by The Conference necessary to protect the integrity of the examination and licensure processes under circumstances where a candidate violates the above policies, and/or is undertaking activities, related to and including breaks or excessive use of breaks, during the examination process whereby exam security and/or integrity are threatened.