

Utah Nursing Assistant Registry (UNAR)
Cheating Policy-State Competency Exams

Effective Date: 06/26/23

1. Purpose

1.1. To define the zero-tolerance policy for cheating on the Utah State Competency Exams for Certified Nursing Assistants.

2. Definitions

2.1. Cheating is defined as the use of any means of instrumentality for the benefit of a test candidate to alter the results of the certification examination in any way or to cause the examination results to inaccurately represent the competency of a test candidate with respect to the knowledge or skills about which they are being examined.

3. Policy

3.1. Cheating by a test candidate on any examination required as a condition of obtaining a certificate shall be considered unprofessional conduct and shall result in dismissal from the current test and/or denial or withdrawal of certification.

1. Cheating includes but is not limited to:

- a. Recording any portion of any exam including, but not limited to, audio, video, written, or electronic recordings.
- b. Communication between test candidates inside of the examination room or testing site during the examination.
- c. Communication about the examination with anyone outside of the examination room or testing site during the examination.
- d. Copying another test candidate's answers or looking at another test candidate's exam while an examination is in progress.
- e. Permitting anyone to copy answers to the examination.
- f. Substitution of any other individual acting as the test candidate in place of the test candidate during the competency exams.
- g. Use by test candidate of any written, audio, or video material or any other mechanism not specifically authorized during the examination for the purpose of assisting a test candidate in the examination.
- h. Obtaining, using, buying, selling, possession of, or having access to a copy of the examination prior to administration of the examination.

- i. Gaining or attempting to gain access to the exam through any fraudulent means.
- j. Visible possession of cell phone or other electronic devices.

4. Procedures

4.1. Upon determination that a test candidate has cheated on an examination, the following steps will be taken:

- 1. The person making the cheating allegation will investigate and document the allegations in writing and forward all documentation to UNAR.
- 2. Upon the allegation being reported and investigated by UNAR, UNAR will notify the test candidate in writing of the allegation of cheating.
- 3. The test candidate may challenge the allegation in writing to UNAR within 15 business days of receipt of notification by providing evidence or witnesses.
- 4. UNAR will review all the evidence submitted when the original allegation was made along with new evidence submitted by the test candidate.
- 5. A final decision will be made within 10 business days of receipt of the appeal.

5. Approval and Notes

5.1. Policy updated 6.26.2023 to add clarifying language and grammar.

5.2. Policy updated 06-30-2020 to provide for due process by allowing applicant to challenge allegation by providing evidence or witnesses.

5.3. Policy updated 10-04-2018 to address audio and video recording.

5.4. Procedure updated 07-03-2018 to reflect current practice that does not include testing vouchers or use of cheating sign-in sheet.

5.5. Policy updated 12-02-2016 to include the visible possession of a cellphone is considered cheating.

5.6. Policy updated 10-13-2016 to include attempting to gain access to the exam through fraudulent means. Policy created 08-29-2005. Policy Revision dates include; 09-18-2008, 04-22-2010, 07-15-2010, 08-29-2011, 10-03-2014, 02-17-2016, 12-02-2016, 07-03-2018, 10-04-2018, 06-30-2020, and 06-26-2023.