

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

Effective Date: 01/23/2024

1. Purpose

1.1. To define the policy for cheating on the competency evaluations for Nursing Assistant certification in the State of Utah.

2. Definitions

2.1. Cheating is defined as the use of any unauthorized means used by a test candidate to alter the results of the certification evaluation(s) 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.

2.2. Competency Evaluations – means a written or oral examination, and a skills demonstration examination, administered to verify the knowledge, skills and abilities essential to carry out the duties of a nurse aide.

2.3. NATCEP – Nurse Aide Training and Competency Evaluation Program.

2.4. Test Candidate – An individual who has completed the NATCEP and is preparing for, or actively engaged in taking the competency evaluation exams.

2.5. Test Master Universe (TMU) - software program used by UNAR to provide competency evaluation testing and maintain registry records.

3. Policy

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

3.1.1. 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, electronic, translation, 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. Leaving the TMU website during the knowledge exam and gaining or attempting to gain access to any other web browser.
- k. 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:

4.1.1. The test site representative making the cheating allegation will investigate and document the allegations in writing and forward all documentation to UNAR by close of business the day the cheating occurred.

4.1.2. Upon the allegation being reported to UNAR, UNAR will:

- a. Review all documentation submitted and notify the test candidate in writing of the allegation of cheating.
- b. Lock the TMU account while the allegation is investigated.
- c. Cancel any pending examination.
- d. If requested by test candidate, refund any payment made for pending examination to the test candidate. Otherwise, payment may be used after the 45-day account lock has been lifted.

4.2. The test candidate may appeal the allegation in writing to UNAR within 15 business days of receipt of notification by providing evidence or witnesses.

4.3. UNAR will review all the evidence submitted with original allegation along with new evidence submitted by the test candidate.

4.4. A final decision will be made within 10 business days of receipt of the appeal.

4.5. If allegation is substantiated and final conclusion is that cheating occurred, TMU account will be locked for 45-days from the date of initial examination.

4.5.1. Exam attempt will be counted as a “failed” attempt.

4.5.2. If exam was test candidate’s third attempt, test candidate will be required to retake an approved NATCEP.

4.5.3. Test candidate will not be entitled to a refund for monies paid toward said exam.

4.5.4. It is the test candidate’s responsibility to notify UNAR at the conclusion of 45- days to have TMU account unlocked.

4.6. If allegation is not substantiated and the test candidate is cleared from any wrongdoing, account will be unlocked immediately.

4.6.1. If exam was stopped for cheating allegation prior to conclusion, test attempt will be restored.

4.7. If no appeal is made, TMU account will remain locked for 45-days from the date of initial examination and documentation of cheating accusation.

4.8. If second allegation of cheating is made on subsequent examinations, and substantiated, TMU account will be locked for 1-year.

5. Approval and Notes

5.1. Policy updated 12.5.2023 to add definitions, clarify timeline for TMU account lock, and clarify procedure.

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

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

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

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

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

5.7. Policy updated 10-13-2016 to include attempting to gain access to the exam through fraudulent means.

5.8. 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, 06-26-2023 and 01-23-2024.