

## Special Exams 101

### **Can I take the exam locally without having to travel to a national meeting?**

Yes you can. BCIA has a special exam option that allows one to find a local university or public library proctor to administer the exam at a date that is suitable to your schedule.

### **Is it available online or can I use a paper/pencil version?**

The exam is available in either format and you can select the testing method you prefer.

### **Are there any differences between online and paper/pencil?**

Online costs \$50 and paper/pencil costs \$100. Online exams give you an immediate total of how many answers you got correct while paper/pencil has a slight delay. The proctor is asked to scan/email the paper answer sheet to us and we make every effort to score and respond immediately.

### **How do I find a proctor?**

First decide on paper/pencil or online, as the online option has a few different questions. There are pros and cons for each.

Once you know the testing method, you can start with local universities, junior colleges, and libraries to ask if they provide proctoring services in the community. Often libraries are a little easier to work with because you can walk in and talk to somebody who will have the information you need. At a university, you won't know exactly what department is in charge of this service or even if the service is provided at all. As a clue, please remember that university students get sick or miss exams due to travel for sports. That department may do nothing but testing and then may offer that service to the community. A university proctor must do this as their job at the institution and may not be a friend you know who works there.

### **Questions to ask to help interview a potential proctor**

1. Does the facility provide proctoring for online exams for those in the community?
2. Can they provide a computer (meaning not yours) for a max of 3 hours?
3. Can they show you where you'd be seated – to ensure a quiet area without a lot of distractions?
4. Are there any fees assessed by the testing center?
5. What are the days and times when this proctoring service is available?

### **What about fees charged by the testing facility?**

They are the responsibility of the candidate for certification.

## **How soon may I schedule the exam?**

As soon as you have received notice that your application has been accepted and approved, even if not all requirements are complete, you may make arrangements for the special exam. BCIA requests 10 days to 2 weeks notice to make the arrangements.

## **Are there other options?**

Yes. You may use any scheduled exam site OR you may wish to be proctored at no additional fee by BCIA staff in our offices in Colorado. Please consider that a \$50 online testing special exam fee is always cheaper than an airline ticket to another city.

There may also be tutoring or learning centers (such as Sylvan) convenient for you. We don't suggest these first because they typically can charge fees that are quite high.

If you work at a larger hospital or institution, they may have administrative staff who could provide this service as well; however, it must be not be someone with whom you work on a daily basis and it can't be an employee with a health care degree who could themselves meet certification requirements.

## **How do I know what to tell the proctor about the testing software or the browser?**

You won't know. This is our responsibility. Your responsibility is to find a proctor and agree upon a date. You are then to complete and submit the special exam form to BCIA and we will write to the proctor to ensure they understand what is required of them. Please supply correct contact information. BCIA will work on your behalf to contact your proctor; however if they are not returning our emails, then you will need to contact them again yourself to confirm your arrangements and that they have received information from BCIA.

## **What if something happens the morning of the exam and I need to cancel?**

You are required to contact the proctor and BCIA to let us know of your change of plans. Once your situation is resolved, you must reconnect with your proctor to find a new date and send that to BCIA. Should cancellation become habitual, we will charge a \$50 cancellation fee.

## **Is the exam available 24/7?**

No not exactly, but it can be. The exam is specifically opened for each client with a start time and a stop time that is approximately 3 hours later. That is why it is important that you communicate with the office about any schedule changes.