



ATHLETICS AND FITNESS ASSOCIATION OF AMERICA

Testing Rules of Conduct

AFAA does not tolerate cheating or any breach of academic or professional ethics. AFAA also does not tolerate activity or conduct that jeopardizes the security or integrity of its exams. Accordingly, all candidates and Certified Professionals are required to provide accurate and truthful information when they register and abide by the Testing Rules of Conduct described below. Failure to do so is considered Misconduct for which the candidate or Certified Professional may be disciplined.

Each candidate and Certified Professional must abide by the following AFAA Testing Rules of Conduct:

- All exams must be completed within a single, continuous session. Candidates may not stop their exam administration and return to review their answers or continue the exam(s) at a later date or time.
- No reference books are allowed during any AFAA examination administration. Such material or any other papers may not be brought into the examination room.
- Telephones, personal computers, electronic tablets, electronic readers, cameras, MP3 players, pagers, radios, watches, electronic translators, calculators, and all other electronic devices are prohibited in the examination room.
- No other individuals are allowed in the examination room.
- The proctor will not answer any questions pertaining to the examination content.
- Once the candidate has entered the exam room, referencing written materials, using electronic devices, or discussing or reviewing any aspect of the exam with other individuals is strictly prohibited, even during scheduled breaks, if any, until the exam is completed.
- Eating or drinking in the examination room is not allowed.
- Leaving the examination room at any time other than at a scheduled break, if any, is not allowed. The candidate may not engage in conversation, may not reference any written materials, and may not use

any electronic devices while outside of the examination room. The time for taking the exam will not be extended or altered (in other words, break time is counted as test taking time).

- Any act to retain exam content for use after the completion of the exam will be deemed a breach of the confidentiality policy and considered theft of AFAA's intellectual property. This includes any effort to copy, photograph, record, or memorize exam content.
- Candidates and Certified Professionals are honor-bound to report any and all suspected cheating or attempts to steal examination content by others that he/she witnesses, hears about, or is asked by another to participate in. Failure to alert the proctor or AFAA to such activity is a violation of the Testing Rules of Conduct.

Accommodations

Accommodations may be available to individuals with documented disabilities pursuant to the Americans with Disabilities Act (ADA). AFAA provides reasonable testing accommodations to candidates whose documented disabilities or other qualifying medical conditions hinder their ability to take the examination under standard conditions. Examples of requests for special testing accommodations that may be granted include providing for a reasonable extension of testing time, providing a sign language interpreter (to assist with audio or spoken components, if any), reader, or other auxiliary aid.

AFAA recommends that you submit an accommodation request and obtain approval before registering for an exam date. Often, the provision of an accommodation will require AFAA's test administration provider to make arrangements that will impact on scheduling. AFAA will provide notice of an approved accommodation to the test administration providers and the specific accommodations will then be taken into consideration in setting an exam date.

Requests for accommodations will be processed as quickly as possible. Candidates should allow for a minimum of thirty (30) days for processing, with the understanding that some cases may take longer. Candidates should include all of the required documentation (see instructions below for what is required) with their initial request.

Candidates will be notified in writing of the decision regarding their request for an accommodation. Candidates who receive a testing accommodation are subject to the same policies and procedures described in this document as apply to all other exam takers. AFAA's determination about the approval of an accommodation request is final.

Requesting Accommodations

To be considered for special accommodations, a candidate must complete the Request for Accommodations Form, located at www.affaa.com in its entirety.

Please be aware that submission of a request for an accommodation does not guarantee testing accommodations. Decisions will be made on a case-by-case basis considering the information submitted and in accordance with the law.

Requests for accommodations must include either:

- A letter, written no more than two years earlier than the date of the request, from an objective physician or healthcare professional qualified to diagnose the disability or medical condition and render an opinion as to the need for an accommodation. An "objective" professional cannot be the candidate requesting the accommodation or a relative of the candidate.
- If the candidate is a high school student or is within two years of his/her high school graduation, an Individual Educational Plan (IEP) may be used in lieu of the letter provided that the IEP is actively in place or was actively in place at the time of graduation. Older IEPs will be considered, if provided, in any accommodation determination, but cannot be used in lieu of a letter from a qualified healthcare professional.

The letter from your qualified professional or the IEP MUST include the following:

- The specific disability/diagnosis. Mental/emotional disabilities must be accompanied by a numerical DSM-IV classification code.
- A brief explanation of how this condition limits the candidate's ability to take the exam under standard conditions.
- If this is not a permanent disability or diagnosis, include date first diagnosed, approximate duration, and method used to make the diagnosis.
- State specifically the accommodation(s) required. Requested accommodations should be adequate to address the candidate's specific disability or diagnosis without creating an unfair advantage. Please note that candidates who require extra time to complete the exam will be given 150% (or 1 1/2 times) the standard allotted time. If more time is needed, the letter or IEP must specifically state how much time is needed and why that amount of time is required.

Accommodations are provided to qualified candidates with disabilities to the extent that such accommodation does not fundamentally alter the examination or cause an undue burden to AFAA or the test administration provider. The cost of excessive

accommodation requirements is to be borne by the candidate (i.e., electronic communication equipment, etc.).

Where an accommodation has been granted, and such accommodation requires the use of written materials, electronic devices, or the assistance of another person, the accommodation will be provided by the candidate. People providing assistance, such as sign language interpreters and test readers, may not assist the candidate with answering the examination and are subject to these Testing Rules of Conduct.

PLEASE NOTE: The exam is written and administered in the English language. A lack of facility with the English language is not considered a disability. Exams will not be translated into foreign languages, and interpreters are not permitted inside the exam room for the purpose of translating the examination from English into another language for a candidate.

Disciplinary Actions for Exam Misconduct

Any misrepresentation of a candidate's eligibility or violation of the Testing Rules of Conduct is considered Misconduct for which AFAA may take disciplinary action. Any candidate engaging in any activity that may compromise the security, validity, or integrity of any AFAA exam will be subject to disciplinary action, which can include the invalidation of exam scores, revocation of credentials, and imposition of a ban from retaking the examination or any other examination offered by AFAA.

In addition to the disciplinary action described herein, AFAA reserves the right to discipline a candidate or Certified Professional who engages in illegal, threatening or unprofessional behavior or activity, even if not specifically described in this document. AFAA also reserves the right to report disciplinary actions to concerned third parties, which may include the employers, schools, inquiring customers of the Certified Professional, regulatory, licensing or oversight bodies, or law enforcement.

Candidates and Certified Professionals are entitled to Due Process and have a right to appeal disciplinary action. The appeal form can be found on the AFAA website.

Misrepresentation of Eligibility

If a candidate provides inaccurate or false information concerning Eligibility Requirements, AFAA has the right to:

- If discovered before the exam is administered, disallow the candidate from sitting for the exam. No refund will be provided.
- If discovered after the exam was administered but before the exam is scored or before a credential is issued, invalidate the score and/or withhold the certification credential. No refund will be provided. At AFAA's sole discretion, AFAA has the right to determine that the candidate is ineligible to retake the exam or sit for other AFAA exams.
- If discovered after the credential was issued, suspend or revoke certification credential. No refund will be provided. At AFAA's sole discretion, AFAA has the right to determine that the candidate is ineligible to retake the exam or sit for other AFAA exams.

Suspicion of Misconduct Arising at or During the Examination

If the proctor is unable to verify the identity of the person appearing to sit for an exam, the proctor must deny access to the examination. Under most circumstances, the candidate will be able to reschedule the examination without additional charge to a date on which he/she can present proper verification of identity. AFAA reserves the right to determine that the candidate is ineligible to take the exam at a future date in cases of misrepresentation, fraud, or other circumstances indicating attempted cheating or exam content theft.

Proctors are permitted, on AFAA's behalf, to enforce the Testing Rules of Conduct. If a candidate violates any of the Rules, the proctor can terminate the exam. The proctor will file an incident report with AFAA, and AFAA will determine if any further discipline is warranted. Absent a determination that the proctor's concerns were unfounded, no refund will be provided.

Violations of Certain Testing Rules of Conduct

Violations amounting to cheating: All allegations of cheating will be investigated. AFAA has the right to invalidate test scores, suspend or revoke certification credentials, and deem a candidate or Certified Professional ineligible to retake the exam or sit for other AFAA exams.

Violations amounting to theft of exam content: All allegations concerning the security of the exam and AFAA's intellectual property will be investigated. AFAA has the right to invalidate test scores, suspend or revoke certification credentials,

and deem a candidate or Certified Professional ineligible to retake the exam or sit for other AFAA exams.

AFAA reserves the right to report violations of these Rules to concerned third parties, which may include the candidate's school or employer, any regulatory or licensing body, or law enforcement.