ONLINE EXAMINATION POLICY

IUOE 955 Apprenticeship and Education is committed to maintaining the integrity, credibility, and fairness of its examinations and certification programs. This policy establishes the requirements and expectations for students completing online examinations.

All online examinations are subject to the IUOE 955 Cheating Policy. Any acts of academic misconduct committed during an online examination will be addressed in accordance with that policy.

This policy applies to online self-directed safety certifications.

Online Examination Requirements

Students participating in online examinations must:

- Complete the examination independently unless otherwise authorized;
- Follow all examination instructions and time limits;
- Maintain the confidentiality of examination content;
- Complete the examination in an environment free from unauthorized assistance; and
- Ensure they have access to appropriate technology and a reliable internet connection before beginning the examination.

Students are responsible for any technical issues arising from their equipment, internet connection, or testing environment.

Online Examination Security

To protect the integrity of examinations and certifications, students shall not:

- Access unauthorized websites, notes, textbooks, course materials, artificial intelligence tools, or other resources during a closed-book examination;

- Communicate with another individual during an examination unless expressly permitted;
- Use another person to complete all or any portion of an examination;
- Share, copy, photograph, record, distribute, or disclose examination questions, answers, screenshots, or other examination content; or
- Access an examination using another person's account or credentials.

Violations of these requirements may be investigated and addressed under the IUOE 955 Cheating Policy.

IUOE 955 Apprenticeship and Education reserves the right to review examination results, investigate irregular testing patterns, and require a student to retest where concerns exist regarding examination integrity or compliance with applicable policies.

Examination Access

Online examinations may be restricted until all required lessons, modules, assignments, or prerequisites have been successfully completed.

Student Declaration

Prior to accessing an online examination, students may be required to acknowledge the following declaration:

I confirm that I am the registered student authorized to complete this examination. I will complete this examination independently, use only authorized resources, and comply with all requirements of the IUOE 955 Online Examination Policy and Cheating Policy. I understand that violations may result in disciplinary action, including examination failure or other penalties as outlined in the Cheating Policy.

Online Examination Retakes

Students who do not achieve a passing grade may attempt an examination up to two additional times, for a maximum of three attempts.

Students who do not achieve a passing grade after three attempts must:

- Wait a minimum of 48 hours; and
- Successfully complete the course in its entirety before becoming eligible for an additional examination attempt.

Requests for further examination attempts must be submitted to IUOE 955 Apprenticeship and Education and will be reviewed on a case-by-case basis. Approval is not guaranteed.

IUOE 955 Apprenticeship and Education reserves the right to require a student to complete a retake examination at an approved testing location or under direct supervision.

Examination Administration

Online examinations are designed using industry-recognized practices intended to support examination integrity, including:

- Question banks;
- Randomized question order;
- Displaying one question at a time; and
- Time limits.

IUOE 955 Apprenticeship and Education reserves the right to modify examination settings and procedures as required to maintain examination security and integrity.