

**Utah Nursing Assistant Registry (UNAR)**  
**Cheating Policy-State Exam**

**Effective Date:** 10/04/2018

**1. Purpose**

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

**2. Policy**

2.1. Cheating by an applicant 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. Cheating is defined as: the use of any means of instrumentality for the benefit of an examinee to alter the results of the certification examination in any way or to cause the examination results to inaccurately represent the competency of an examinee with respect to the knowledge or skills about which they are examined.

1. Cheating includes but is not limited to:

- a. Audio or video recording of any portion of any exam.
- b. Communication between examinees inside of the examination room or facility during the course of the examination.
- c. Communication about the examination with anyone outside of the examination room or facility during the course of the examination.
- d. Copying another examinee's answers or looking at another examinee's answers while an examination is in progress.
- e. Permitting anyone to copy answers to the examination.
- f. Substitution of any other individual acting as the applicant in the place of the applicant during the competency exams.
- g. Use by an applicant of any written, audio or video material or any other mechanism not specifically authorized during the examination for the purpose of assisting an examinee 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.

**3. Procedures**

3.1. Upon determination that an applicant 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 applicant in writing that he/she is being denied of any future opportunity to test or to receive a certificate.
- 3. The applicant may appeal the allegation in writing to UNAR within 15 days of receipt of notification.
- 4. UNAR will look at all the evidence submitted when the original decision was made along with new evidence submitted by the applicant.
- 5. A final decision will be made within 10 days of receipt of the appeal.

**4. Approval and Notes**

- 4.1. Policy updated 10-04-2018 to address audio and video recording.
- 4.2. Procedure updated 07-03-2018 to reflect current practice that does not include testing vouchers or use of cheating sign-in sheet.
- 4.3. Policy updated 12-02-2016 to include the visible possession of a cellphone is considered cheating.
- 4.4. 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, and 02-17-2016.