



**NABNE®**

NORTH AMERICAN BOARD OF NATUROPATHIC EXAMINERS

**BULLETIN OF INFORMATION  
& APPLICATION FOR THE  
NPLEX® PART I - BIOMEDICAL SCIENCE EXAMINATION**

**February 2012 NPLEX Administration**

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## IMPORTANT DATES AND DEADLINES

November 15, 2011	Postmark deadline for application to take the February 2012 NPLEX Examinations
November 16-25, 2011	Late postmark period for application to take the February 2012 NPLEX Examinations. Application materials postmarked November 16-25, 2011 must be accompanied by an additional <i>Late Application Fee</i> of US\$100.
November 25, 2011	Final postmark deadline for application to take the February 2012 NPLEX Examinations. Application materials postmarked after November 25, 2011 will not be accepted and will be returned.
December 1, 2011	<i>Registration Status</i> for the February 2012 NPLEX Examinations posted on the NABNE website at <a href="http://www.nabne.org">www.nabne.org</a>
December 15, 2011	Deadline for reporting/submitting documentation to NABNE regarding a lost application to take the February 2012 NPLEX Examinations
January 13, 2012	<i>Letters of Admittance</i> to the February 2012 NPLEX Examinations sent to examinees
January 25, 2012	Deadline for contacting NABNE if you have not received your <i>Letter of Admittance</i> to the February 2012 NPLEX Examinations
February 7, 2012	NPLEX Part I - Biomedical Science Exam Administration
April 30, 2012	Deadline for receipt of <i>Manual Scoring Requests</i> for February 2012 NPLEX Examinations

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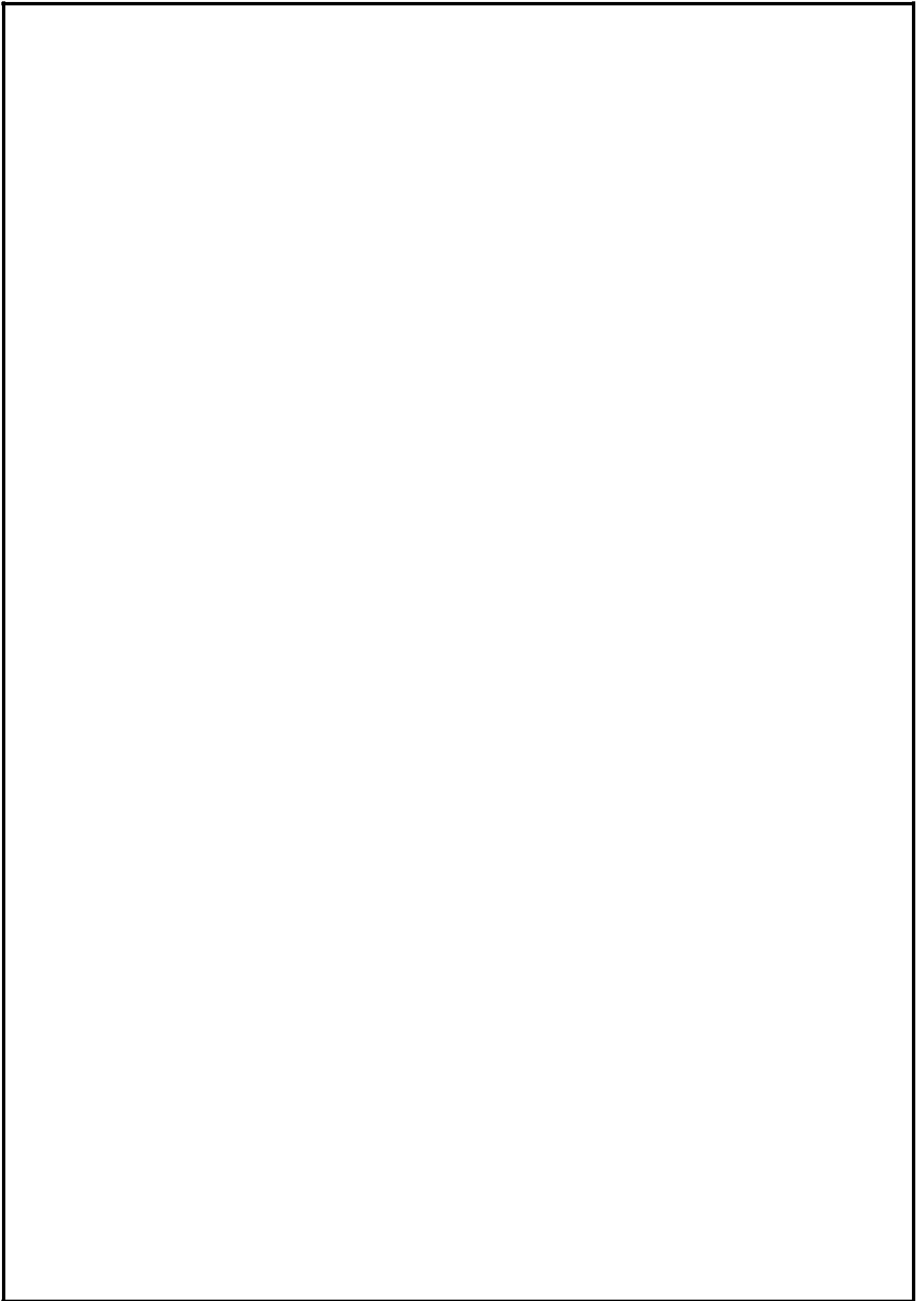
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#### NPLEX PART I - BIOMEDICAL SCIENCE EXAM APPLICATION



# INTRODUCTION

## ABOUT NABNE AND NPLEX

**NABNE** (the North American Board of Naturopathic Examiners) is an independent, non-profit organization formed as a service to the naturopathic profession and the agencies that license/register naturopathic physicians. NABNE serves regulating bodies by qualifying applicants to take the NPLEX (Naturopathic Physicians Licensing Examinations), administering the examinations to examinees, and preparing and sending exam results and transcripts to licensing/regulatory authorities. NABNE is an examining board; it does **not** certify, credential, or license/register. Therefore, a candidate who has passed the NPLEX Examinations has **not** been “board-certified” by NABNE.

The five-member NABNE Board works with an Advisory Council made up of representatives of:

- The licensing/regulatory authorities which require that candidates pass the NPLEX Examinations
- The seven CNME-approved naturopathic medical programs
- The American Association of Naturopathic Physicians (AANP)
- The Canadian Association of Naturopathic Doctors (CAND)
- The Council on Naturopathic Medical Education (CNME)
- The Federation of Naturopathic Medicine Regulatory Agencies (FNMRA)
- The public

**NPLEX** is an independent, non-profit organization whose purpose is to prepare valid and reliable examinations that assess the readiness of students to enter the clinical phase of training and assess the entry-level competence of candidates who plan to become licensed naturopathic physicians. The NPLEX Council of Exam Chairs oversees the exam development process.

<p><b>NABNE . . .</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Qualifies applicants to take the NPLEX Examinations</li><li><input type="checkbox"/> Administers the examinations</li><li><input type="checkbox"/> Prepares and sends exam results to examinees and to licensing/regulatory authorities</li><li><input type="checkbox"/> Serves as an unbiased repository of exam results and sends transcripts to licensing/regulatory authorities</li></ul>	<p><b>NPLEX . . .</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Specifies the competencies on which examinees will be tested</li><li><input type="checkbox"/> Produces the examinations</li><li><input type="checkbox"/> Establishes the passing score</li><li><input type="checkbox"/> Scores the examinations</li><li><input type="checkbox"/> Upon request, manually verifies responses on answer sheets</li></ul>
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## DESCRIPTION OF THE NPLEX PART I - BIOMEDICAL SCIENCE EXAMINATION

The NPLEX Part I - Biomedical Science Examination is an integrated, case-based examination that covers the topics of anatomy, physiology, biochemistry & genetics, microbiology & immunology, and pathology. This examination is designed to test whether you have the scientific knowledge necessary for successful completion of clinical training. NABNE recommends that you take the Part I - Biomedical Science Examination as soon as you complete your biomedical science coursework. If you are not successful on your first attempt, you will then have sufficient time to retake and pass the Part I Examination before you apply to take the Part II Examinations. NABNE requires that you have passed the NPLEX Part I Examination(s) and graduated from an approved naturopathic medical education program (ANMP) before you are eligible to take the NPLEX Part II - Clinical Science Examination(s).

## ELIGIBILITY AND APPLICATION TO TAKE THE NPLEX EXAMINATIONS

**To be eligible to take the NPLEX Examinations, you must have completed academic requirements at an approved naturopathic medical education program.**

**An approved naturopathic medical education program (ANMP) is:**  
a program that has accreditation or pre-accreditation from the Council on Naturopathic Medical Education (CNME) and offers a minimum four-academic-year, in-residence curriculum in biomedical science and clinical didactic studies, as well as clinical (experiential) training leading to an N.D. degree (U.S.) or diploma (Canada).

**For a list of approved naturopathic medical education programs, visit the CNME website at [www.cnme.org](http://www.cnme.org).**

### ELIGIBILITY REQUIREMENTS

**You are eligible to take the NPLEX Part I - Biomedical Science Examination if you:**

- Have met the biomedical science coursework requirement (including all required labs) in the subjects of anatomy, physiology, biochemistry & genetics, microbiology & immunology, and pathology at an approved naturopathic medical program (ANMP);

AND

- Are currently enrolled in, on a formal leave of absence from, or have graduated<sup>1</sup> from an ANMP.

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<sup>1</sup> **If you graduated more than five years ago**, you must request that the licensing/regulatory authority in the jurisdiction in which you intend to practice send a letter to NABNE stating that, if you pass the NPLEX Part I and the NPLEX Part II Examinations, you will be considered to have met the NPLEX Examination requirement and that your application for licensure/registration will be accepted. **To determine your eligibility to take the examination in February 2012, this letter must be received by NABNE prior to December 30, 2011.**

## APPLICATION PROCESS

To ensure that your application is both complete<sup>2</sup> and processed in a timely manner, it is your responsibility to:

- Fill in ALL sections of the current application** legibly and accurately.
  - Enter your last name, first name, and middle initial **exactly** as they appear on the copy of the current government-issued photo identification you submit with your application.
  - Enter the last five digits of your Social Security or Social Insurance Number (see *CONFIDENTIALITY*, page 5).
  - Enter your complete mailing address (including apartment #), city, state/province, zip/postal code, phone numbers, and e-mail address.
  - Check the box next to the naturopathic college you are currently attending.
  - Check the box next to the test site location at which you plan to take the examination.
  - Enter the total amount of the fees you are submitting with your application. Be sure to verify that you have added the amounts correctly.
  - Sign and date the application.
  
- Include a cashier's check or money order, made payable to NABNE, for the correct amount in U.S. dollars.** NABNE will **not** accept personal checks.
  
- Attach a copy of your current government-issued photo identification** (e.g., driver's license, government-issued identification card, or passport photo page), regardless of whether you submitted a copy with a previous application.
  
- Include a copy of the documentation (e.g., marriage license, name change order, etc.) that verifies an official name change** made since the last time you applied to take any NPLEX Examination. The name on the current government-issued photo identification you submit with your application must match the name on this official documentation.
  
- Make copies of all application materials for your records** (your completed application form, cashier's check or money order in U.S. dollars, and your current government-issued photo identification).
  
- Address your package to:** **NABNE - NPLEX Part I Examination**  
Suite 119, #321  
9220 S.W. Barbur Blvd.  
Portland, Oregon 97219-5434
  
- Send your application package via courier** (Express Post, FedEx, Purolator, UPS, etc.) and **keep a postal/courier receipt** for your records.

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<sup>2</sup> **If the application package NABNE receives is incomplete** (i.e., if the application is not signed and dated, if it does not include a copy of current government-issued photo identification or the documentation required to verify a name change, or if it does not include the correct fees in U.S. dollars in the form of a cashier's check or money order), **you will be required to submit an additional *Incomplete Application Fee* of US\$100 before your application will be processed.**

The postmark deadline for application to take the  
February 2012 NPLEX Part I - Biomedical Science Examination is:

**November 15, 2011**

Application materials postmarked **November 16-25, 2011**  
must be accompanied by an additional *Late Application Fee* of US\$100.

Application materials postmarked **after November 25, 2011**  
will not be accepted and will be returned.

- Contact the registrar at your ANMP** and request that a letter be sent to NABNE verifying that you have completed all biomedical science coursework requirements. The registrar at your ANMP will know the appropriate format for this letter and will send it directly to NABNE. If you have previously taken the Part I Examination(s) and NABNE has already received this letter from your ANMP, you do **not** need to request that another be sent.
  
- After December 1, 2011, confirm the receipt of your application materials by checking your *Registration Status* online at [www.nabne.org](http://www.nabne.org).** Verify the accuracy of your name, address, test site, and the examination(s) you have applied to take. Contact NABNE immediately if you cannot find your registration status or if any information is incorrect.
  - **If there is no record of your application on the website**, your application will be processed and expedited **only** if you can provide **copies** of your:
    - Signed postal/courier return receipt** (indicating that your application package was received by NABNE) or **certificate of mailing** (proving that you sent an application package)
    - Original application** (signed and dated no later than the application postmark deadline)
    - Cashier's check or money order** (dated no later than the application postmark deadline)
    - Current government-issued photo identification** (e.g., driver's license, government-issued identification card, or passport photo page)

If NABNE has not received your original application package, **copies of these documents must be faxed to NABNE at 503-452-3943 no later than December 15, 2011.** NABNE will not process a lost application after this date.

## CONFIDENTIALITY

The information you provide to NABNE on your application will be kept confidential and is used only in conjunction with the NPLEX Examinations. NABNE maintains a policy of confidentiality for all administrative and testing personnel who have access to your personal information.

The last five digits of your Social Security or Social Insurance number are used to uniquely identify you when you apply to take the NPLEX Examinations (e.g., if more than one individual has the same name, or if your name has changed since you last applied to take an examination). This number will also be used during the exam administration (i.e., it must be recorded on every answer sheet you complete), and after the exam administration (i.e., to integrate and maintain a record of all your NPLEX exam results).

## NABNE FEES

All fees must be paid in **U.S. dollars**, in the form of a **cashier's check or money order** made payable to **NABNE**. NABNE will **not** accept personal checks.

<b>Application &amp; Exam Administration Fee:</b> (paid with every application to take the NPLEX) . . . . .	<b>US\$125</b>
<b>Biomedical Science Exam Fee:</b> (paid with every application to take the Biomedical Science Examination) . . . . .	<b>US\$300</b>
<b>Late Application Fee:</b> (paid if your application is postmarked November 16-25, 2011). . . . .	<b>US\$100</b>
<b>Incomplete Application Fee:</b> (assessed if the application received by NABNE is incomplete). . . . .	<b>US\$100</b>

**All fees are non-refundable.** Exam fees may be **deferred** in cases of documented illness, an emergency, a death in the family, or inclement weather which prevents the administration of the examination (see *POSTPONEMENT OF EXAMINATIONS DUE TO UNUSUAL CIRCUMSTANCES*, page 18). In these special circumstances, exam fees may be deferred up to one year.

## NOTICE OF ELIGIBILITY TO TAKE THE NPLEX EXAMINATIONS

Approximately three weeks prior to the exam date, you will be sent a notice of either your final or conditional eligibility to take the examination(s), along with the exam schedule and test site information.

**Notice of Final Eligibility:** You will be approved to take the examination and sent a *Letter of Admittance* with the exam schedule and test site information when NABNE has received:

- Your complete application for the current NPLEX administration
- Appropriate fees
- A copy of your current government-issued photo identification
- A copy of official documentation verifying a name change made since your last application to take any NPLEX Examination
- A letter from the registrar at your ANMP verifying that you have completed all biomedical science coursework requirements

You will be required to present this *Letter of Admittance* and your current government-issued photo identification at the test site in order to gain admittance to each section of the Part I - Biomedical Science Examination.

**Notice of Conditional Eligibility:** You can check your *Registration Status* online at [www.nabne.org](http://www.nabne.org) to determine if the materials required to complete your application and the letter verifying your completion of academic requirements have been received by NABNE. If NABNE has not received the letter from the registrar at your ANMP verifying that you have completed all required biomedical science coursework by the time the *Letters of Admittance* are mailed, you will be sent a *Conditional Letter of Admittance*. When NABNE has received all materials required to complete your application and the letter of verification from the registrar at your ANMP, you will be approved to take the examination and the "Application Approved" box will be checked in your online *Registration Status*. Your *Conditional Letter of Admittance* may then be used to gain admission to each section of the Part I - Biomedical Science Examination. If you are not eligible (e.g., you did not complete all required biomedical science coursework), your *Conditional Letter of Admittance* will not admit you to the examination.

**Contact NABNE immediately if you have not received your final or conditional *Letter of Admittance* by January 25, 2012.** This letter is considered to be your ticket to gain admission to the examination.

### **REPORTING AN ADDRESS OR NAME CHANGE**

It is your responsibility to notify NABNE if you have changed your mailing address. Without such notification in writing, NABNE cannot be responsible for ensuring that you receive either your *Letter of Admittance* or exam results in a timely manner. **Notification of address changes should be submitted by e-mail to [info@nabne.org](mailto:info@nabne.org).**

If you have a legal name change after you submit your application, you must notify NABNE in writing. The written notification you submit must include both your former and current name, the last five digits of your Social Security or Social Insurance number, your current contact information (mailing address, phone number, and e-mail address), a copy of both the official documentation authorizing your name change (e.g., marriage license, name change order, etc.), and a copy of current government-issued photo identification issued under your new name.

**Notification of a name change should be sent to:**

**NABNE - Records**  
Suite 119, #321  
9220 S.W. Barbur Blvd.  
Portland, Oregon 97219-5434

## PREPARATION TO TAKE THE NPLEX PART I EXAMINATION

### NPLEX PART I - BIOMEDICAL SCIENCE STUDY GUIDE

The NPLEX Part I - Biomedical Science Examination is designed to test your knowledge of anatomy, physiology, biochemistry & genetics, microbiology & immunology, and pathology. If you take the Part I - Biomedical Science Examination at the end of your second year in naturopathic college, the information will be current and you will have the best chance of passing the examination in one attempt.

The first step in preparing to take the examination is to review the *NPLEX Study Guide* for the NPLEX Part I - Biomedical Science Examination. All exam items are multiple-choice with one correct answer and three distractors; however, the way the questions are asked may take any of several forms. The *NPLEX Part I - Biomedical Science Study Guide*, which provides examples of exam items, is the only guide that contains the correct information you will need to study to take the examination. Each year, the *NPLEX Study Guide* is updated with material that is relevant to both the August and subsequent February NPLEX administration. NPLEX does not endorse other study guides.

The ***NPLEX Part I - Biomedical Science Study Guide*** can be obtained from the bookstore at an ANMP or may be purchased directly from NPLEX by sending a written request, accompanied by a cashier's check or money order **made payable to NPLEX**, in the amount of US\$10 to:

**NPLEX - Study Guides**

Suite 119, #321  
9220 S.W. Barbur Blvd.  
Portland, Oregon 97219-5434

When preparing to take the NPLEX Part I - Biomedical Science Examination, there is no quick substitute for years of study. Cramming the night before the examination will usually not improve exam results; it is more important that you relax and get a good night's sleep. On the day of the examination, you should dress comfortably and arrive at the test site with plenty of time to spare.

## ADMINISTRATION OF THE NPLEX EXAMINATIONS

### NABNE TEST SITES

In February 2012, the NPLEX Part I - Biomedical Science Examination will be administered at seven test sites:

<u>Western Test Sites</u>	<u>Eastern Test Sites</u>
<b>AZ</b> Mesa, Arizona	<b>CT</b> Bridgeport, Connecticut
<b>BC</b> Vancouver, British Columbia	<b>IL</b> Lombard, Illinois
<b>OR</b> Portland, Oregon	<b>ON</b> Toronto, Ontario
<b>WA</b> Seattle, Washington	

Specific test site information with links to maps and directions will be posted on the NABNE website ([www.nabne.org](http://www.nabne.org)) no later than December 30, 2011. In addition, you will be sent this information with your *Letter of Admittance*.

### NPLEX PART I - BIOMEDICAL SCIENCE EXAM DATES & SCHEDULES

The Part I - Biomedical Science Examination will be administered two times each year, on the first Tuesday in February and on the first Tuesday in August. In February 2012, the NPLEX Part I - Biomedical Science Examination will be administered according to the following schedules:

#### Eastern Test Sites (CT, IL, ON)

##### **Tuesday, February 7, 2012**

9:00 a.m. - 9:30 a.m.	Admission and seating, and instructions given to examinees
9:30 a.m. - 12:00 p.m.	<b>Biomedical Science Examination - Section 1</b>
12:00 p.m. - 1:00 p.m.	Break
1:00 p.m. - 1:15 p.m.	Admission and seating, and instructions given to examinees
1:15 p.m. - 3:45 p.m.	<b>Biomedical Science Examination - Section 2</b>

#### Western Test Sites (AZ, BC, OR, WA)

##### **Tuesday, February 7, 2012**

8:00 a.m. - 8:30 a.m.	Admission and seating, and instructions given to examinees
8:30 a.m. - 11:00 a.m.	<b>Biomedical Science Examination - Section 1</b>
11:00 a.m. - 12:00 p.m.	Break
12:00 p.m. - 12:15 p.m.	Admission and seating, and instructions given to examinees
12:15 p.m. - 2:45 p.m.	<b>Biomedical Science Examination - Section 2</b>

## ADMITTANCE TO THE EXAMINATION

Before you leave home to go to the test site, be sure that you have your *Letter of Admittance* and current government-issued photo identification. You must be at the test site and ready to check in at least 30 minutes before the morning session and no later than 15 minutes before the afternoon session is scheduled to begin. Your prompt arrival will ensure that you have time to check in, be seated, and hear instructions before the testing period begins. If you arrive late for the morning session (after all examinees have been seated and the testing room door is closed), you will not be admitted to take either the morning or afternoon section of the examination. If you arrive late for the afternoon session, you will not be admitted, your results from the morning session will be nullified, and you will forfeit all exam fees.

You will be admitted to the examination only if you have been approved to take the examination and your name is on the roster. You will be required to present your *Letter of Admittance* or *Conditional Letter of Admittance* and current government-issued photo identification (driver's license, government-issued identification card, or passport photo page) to gain admittance to each section of the Part I - Biomedical Science Examination. The first and last name on your photo identification must **exactly** match the first and last name on your *Letter of Admittance*. You should keep your *Letter of Admittance* and photo identification with you at all times during the testing period. You will need to refer to your *Letter of Admittance* when filling in the identification section on every answer sheet you complete.

## NABNE TEST SITE REGULATIONS

**NABNE test site regulations require that you:**

- Keep your *Letter of Admittance* with you at all times during the testing period.** You will be permitted to take into the testing room your *Letter of Admittance*, one piece of government-issued photo identification, a non-alcoholic beverage in a closed (non-breakable) container, reading glasses, and one pair of foam earplugs **only**. You will be required to show all items to a proctor before you will be allowed to enter the testing room.
- Leave ALL personal belongings outside of the testing room.** Turn off all electronic devices (e.g., cell phones, pagers) and leave them outside the testing room before you check in for the examination. You will not be allowed access to your personal belongings and will not be permitted to use **any** communication device at any time during the testing period. NABNE testing personnel will ensure that your belongings are secure **only** during the testing period.

**If you are found to be in the possession of any of the following items during the testing period, they will be confiscated. In addition, you could be dismissed from the testing room and not allowed to continue the examination:**

- Electronic devices, including cell phones, listening devices (e.g., ear pieces, headphones), pagers, PDAs, laptop computers, calculators, digital watches, recording or filming devices, radios, etc.
- Books, notes, study materials, scratch paper
- Backpacks, handbags, briefcases, wallets
- Outerwear<sup>3</sup> (e.g., coats, jackets, or gloves)
- Headwear (e.g., hats, caps, and hoods, except those required for religious purposes)
- Sunglasses, visors
- Tissue, writing instruments, erasers, or pencil sharpeners, other than those provided by NABNE

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<sup>3</sup> You will be allowed to keep a sweater or light jacket with you in case the room temperature changes.

You will not be allowed to bring food inside the testing room. If you need to eat, take medication/tinctures/etc., or have access to medical supplies during the testing period, you must leave these items with a proctor when you check in for an examination. These items must be clearly labeled with your first and last name before you leave them with a proctor.

- ❑ **Check in with a proctor before each section of the examination.** Present your *Letter of Admittance* or *Conditional Letter of Admittance* and current government-issued photo identification to a proctor to gain admittance to each section of the examination.
- ❑ **Enter the testing room immediately after you check in for the examination.** Once you have checked in and have entered the testing room, you will not be allowed to leave without the permission of the proctor. Therefore, you should use the restroom **before** you check in.
- ❑ **Follow all testing procedures and instructions given by the proctor(s).** A violation of the rules regarding **any** part of the examination process may result in dismissal from both the current and subsequent section, disqualification of exam results, and forfeiture of exam fees.
- ❑ **Read, sign, and date the *Statement of Nondisclosure* on the back cover of your exam booklet prior to the beginning of each examination.** NABNE will not release exam results without a signed and dated *Statement of Nondisclosure* for each section of the examination.
- ❑ **Return all exam materials to a proctor before leaving the testing room at any time.** When you have finished the examination, you will be allowed to leave the room only when the proctor has verified that you have turned in your answer sheet and exam booklet, and have signed and dated the *Statement of Nondisclosure*.

## ADMINISTRATION OF THE PART I - BIOMEDICAL SCIENCE EXAMINATION

The examination will be administered in two sections (one in the morning and one in the afternoon), according to the *Part I - Biomedical Science Exam Schedules* on page 8. You will be allowed 150 minutes (2½ hours) to complete each 100-item section of the Part I - Biomedical Science Examination.

Before the examination begins, you will receive an answer sheet and exam booklet, and be given instructions by the proctor. You will be instructed when to complete the personal information section of your answer sheet and sign the *Statement of Nondisclosure*. **You must not open the exam booklet until you are instructed by the proctor to do so.**

To avoid common errors associated with filling out the exam answer sheet, you should keep these guidelines in mind:

- ❑ **Use only the #2 pencil provided by NABNE.**
- ❑ **Complete all personal identification sections of the answer sheet using information EXACTLY as it appears on your *Letter of Admittance*.** Completing this information correctly and consistently on every answer sheet will ensure that your results are attributed to you.
- ❑ **Fill in the bubbles darkly and completely.** If a mark is too light or fills only part of the bubble, the optical mark reader may score that item as unanswered and you may not be given credit for your intended answer.
- ❑ **Erase all stray marks or smudges on your answer sheet.**

- ❑ **Make sure that you have marked your answer for each item on the correct line of your answer sheet.** If, for example, you mistakenly mark your answer for item #4 in a bubble on the line designated for item #5, all your remaining answers will be marked on the incorrect line.
- ❑ **Record ALL of your answers on the answer sheet.** You may write in your exam booklet, but you will be given credit for **only** those answers you have recorded on your answer sheet. Exam booklets are shredded immediately after they are returned to NABNE.

After the testing period begins, the proctor will write the beginning time and the ending time on the board. In addition, the proctor will verbally announce when there are 60, 30, 15, 5, and 1 minute(s) remaining in the testing period. During the testing period, you will be permitted to leave the room only if you are accompanied by a proctor. Before you leave the room for **any** reason, you will be required to turn in all exam materials to a proctor. It is important to remember that you will not be given extra time to make up for time lost due to breaks you take during the testing period.

While you should have no trouble completing the entire examination in the time allotted, some exam items are more time-consuming than others, and spending too much time on one item may cause you to feel pressured to speed through the rest. Because **the penalty for an unanswered item is the same as that for an incorrect response**, it is wise to mark your best guess on a difficult item and return to it later if time allows. When you encounter an item for which you do not know the answer with absolute certainty, you should try to eliminate some of the responses. If after eliminating one or two of the responses, the correct answer is still not apparent, you should make a best guess from among the remaining choices. Some of the items will be very challenging. You do not need to answer every item correctly to pass.

At the end of the testing period, you will be instructed to close your exam booklet and put down your pencil. After the proctor has announced the end of the testing period, **you will not be permitted to mark additional responses on your answer sheet.** When you have completed the examination, you will be allowed to leave the room when the proctor has verified that you have turned in your answer sheet and exam booklet, and have signed and dated the *Statement of Nondisclosure*.

## IRREGULAR BEHAVIOR

Irregular behavior refers to violations of the rules regarding **any** part of the examination process. This includes, but is not limited to:

- ❑ **Violations before the testing period:**
  - Providing false information on the application
  - Accessing unauthorized study materials before the exam administration
  - Providing false admittance information
- ❑ **Violations during the testing period:**
  - Communicating with other examinees during the testing period
  - Copying or allowing answers to be copied by another examinee during the testing period
  - Accessing written notes or electronic information during the testing period
  - Reproducing exam content manually or electronically
  - Taking exam materials from the testing room at any time before, during, or after the testing period
  - Failing to adhere to a proctor's instructions or requests

❑ **Violations after the testing period:**

- Reconstructing and recording exam items from memory for the purpose of disclosing content to others
- Discussing the content of the examination with any one who might be taking any NPLEX Examination in the future
- Altering exam results or transcripts

If you have any knowledge of violation of these rules during the exam administration, you must notify the head proctor immediately. If, after the exam administration, you discover that there has been a violation of these rules, you should contact NABNE immediately.

The exam administrator will report observations of any violations, and a full forensic investigation will ensue. If it is determined that you have violated any NABNE rules, your exam results will be nullified and you may be prohibited from taking any NPLEX Examination in the future. If the violation involved the dissemination of NPLEX items to other or future examinees, you may incur a minimum fine of US\$10,000 for the cost of developing a new examination, and you will be prosecuted to the full extent of the law. If evidence is found that organized cheating occurred before the exam administration, NABNE reserves the right to disqualify the exam results of all examinees. If you know, in advance of the exam administration, that organized cheating is occurring (e.g., an illegal study guide containing actual exam items is circulating) or is going to occur (e.g., examinees plan to exchange information during the examination) you should contact NABNE immediately. If, after the exam administration, you learn that cheating has occurred, you should contact NABNE immediately.

### **NABNE OBLIGATION TO ADMINISTER EXAMINATIONS**

NABNE shall not be held responsible if the NPLEX Examinations cannot be administered due to any circumstances beyond the control of NABNE that would make it inadvisable, illegal, or impossible to administer the examination(s) at the pre-determined time or on the pre-determined date. These circumstances include, but are not limited to, inclement weather, floods, earthquakes, fires, other natural disasters, power failures, strikes, curtailment of transportation systems, epidemics, accidents, explosions, riots or civil disorder, terrorism, acts of war or other national emergencies, or if the test site at the sponsoring institution is closed or compromised. If any of these events occur, your only recourse will be to take the examination(s) at the next regularly scheduled time.

## POST-EXAMINATION POLICIES AND PROCEDURES

### NPLEX PASSING STANDARDS

You have passed the Part I - Biomedical Science Examination when you have correctly answered at least the minimum number of questions that NPLEX subject matter experts<sup>4</sup> have determined<sup>5</sup> are required to demonstrate competence in each of two *general* exam areas: *Structure/Function* and *Disease/Dysfunction*. [Note: You must demonstrate minimal competence in each of five *specific* exam areas (anatomy, biochemistry & genetics, physiology, microbiology & immunology, and pathology) in order to achieve a passing result.]

### REPORTING OF EXAM RESULTS

Approximately six weeks after the answer sheets are received by NABNE, you will be sent a report of your exam results.

The report of your Part I - Biomedical Science Examination results provides information regarding your overall passing status and includes a visual scale that illustrates your performance in each of the two *general* exam areas, relative to the minimum percentage of items you must correctly answer to pass that *general* exam area.

- ❑ **Comprehensive Mastery** indicates, with either a “P” (Pass) or “F” (Fail) designation, whether or not you have passed the NPLEX Part I - Biomedical Science Examination.

You have passed the NPLEX Part I - Biomedical Science Examination when you have achieved a “P” (Pass) in both of the two *general* exam areas:

- **Structure/Function**, which reflects the result you achieved on the exam items that relate to anatomy, biochemistry & genetics, and physiology
- **Disease/Dysfunction**, which reflects the result you achieved on the exam items that pertain to microbiology & immunology and pathology

If you fail the examination, your report provides information about the *specific* exam areas in which your performance needs to improve. This section includes a visual scale that illustrates the strength of your performance in each of the five *specific* exam areas relative to your performance in the other *specific* exam areas.

Exam results are the property of the examinee. NABNE serves as an unbiased repository of those results. To avoid possible misinterpretation and to protect your privacy, **exam results will not be reported by telephone, fax, or e-mail.**

### RE-EXAMINATION POLICIES

If you do not pass either or both of the two *general* exam areas (*Structure/Function* or *Disease/Dysfunction*), you will be required to retake the entire Part I - Biomedical Science Examination.

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<sup>4</sup> NPLEX subject matter experts (SMEs) are licensed/registered N.D.s.

<sup>5</sup> NPLEX uses a modified Angoff method for determining passing scores in each *general* exam area.

If you do not take and pass the NPLEX Part II - Core Clinical Science Examination within ten (10) years of passing the NPLEX Part I - Basic Science Series or Biomedical Science Examination, you must first retake and pass the Part I - Biomedical Science Examination before you will be allowed to take or retake the Part II - Clinical Science Examinations. In addition, you must request that the licensing/regulatory authority in the jurisdiction in which you intend to practice send a letter to NABNE stating that, if you pass the NPLEX Part I and the NPLEX Part II Examinations, you will be considered to have met the NPLEX Examination requirement and that your application for licensure/registration will be accepted. If this applies to you, please contact NABNE for more information.

## **MANUAL SCORING REQUESTS**

Every answer sheet used for an NPLEX Examination is scanned by a state-of-the-art optical mark reader and errors are reviewed by the scanning operator. The possibility of a scanning error is negligible. However, after you have received your exam results, you may request that NPLEX verify that the answers you marked on your answer sheet(s) match the answers recorded by the scanner.

**A written request** for a manual scoring of an examination taken during the February 2012 NPLEX Administration **must be received by NPLEX no later than April 30, 2012**. The request must include your name, mailing address and contact information, the name of the NPLEX Examination you would like to have verified, and a **cashier's check or money order** made **payable to NPLEX** in the amount of **US\$50**. Send your written request to:

**NPLEX - Manual Scoring**  
Suite 119, #321  
9220 S.W. Barbur Blvd.  
Portland, Oregon 97219-5434

## **ISSUES AND APPEALS**

Because NPLEX uses an extensive post-test analysis process (including statistical analysis of individual items), the exam results sent to you reflect changes made after consideration of items that did not perform as expected. Consequently, NABNE does not change exam results.

If you wish to appeal a **policy** decision, you must submit your appeal to NABNE in writing, addressed to the Executive Director of NABNE. Your appeal will be presented to the NABNE Board. The Board will make every effort to respond to you with a decision within six (6) weeks of receipt of your appeal.

## **TRANSCRIPTS**

When you apply to take the Part II - Clinical Science Examination(s), you must request that NABNE send a transcript of your Part I exam results to the licensing/regulatory authority of the jurisdiction in which you plan to practice.

## **DOMAIN OF AUTHORITY**

Applicants must abide by NABNE policies regarding **examination** (e.g., eligibility requirements, and examination and re-examination policies). Applicants must abide by jurisdictional policies regarding **licensure/registration**.

## CASES REQUIRING ADDITIONAL CONSIDERATION

### TESTING ACCOMMODATIONS

In order to minimize the impact of functional limitations and to ensure that all test-takers have an equal opportunity to demonstrate the knowledge, skills, and abilities being tested, NABNE provides testing accommodations to examinees who have qualified disabilities. Providing testing accommodations to an examinee who does not have a disability, as defined below, could give an advantage that other examinees have not received and would compromise the fairness of the examination process.

Testing accommodations may be granted when an applicant submits complete documentation, no later than the application postmark deadline, establishing that:

- He or she is an individual with a **qualified** disability who is otherwise eligible to take the examination(s).
- Testing accommodations are **necessary** to address the functional limitation(s) related to the claimed disability.
- Testing accommodations are **reasonable and appropriate** for the claimed disability.

#### Definitions:

A **disability** is a physical or mental impairment that substantially limits one or more of an individual's major life activities as compared to the average person in the general population.

A **reasonable accommodation** is an adjustment to or modification of standard testing conditions that addresses the functional limitation(s) related to the examinee's disability, but which does **not**:

- Give an undue advantage to the examinee who receives the accommodation
- Compromise the validity of the examination
- Fundamentally alter the measurement of the knowledge, skill, or ability that the examination is intended to test
- Compromise the security of the examination
- Impose an undue burden on NABNE

#### Initial Testing Accommodation Request:

If you intend to request testing accommodations, you should obtain a current *Testing Accommodation Request* packet directly from NABNE. It is strongly recommended that, as early as possible, you submit a completed *Testing Accommodations Request* form and complete documentation to NABNE.

If you do not send your testing accommodation request with complete documentation by the application postmark deadline, NABNE cannot guarantee that your request will be evaluated in time for the current exam administration and may, therefore, be denied. If all required documentation is received too late to evaluate your request, you will be given the option of either taking the examination(s) without the requested accommodation(s) or forfeiting your exam fees.

**To request testing accommodations and to ensure that your request will be evaluated in time for the current exam administration, it is your responsibility to:**

- Complete the current *NABNE Testing Accommodations Request* form**, including an authorization allowing NABNE to discuss the information you provide with the evaluator and/or your ANMP.
- Prepare and submit a personal statement describing the nature of your disability**, its impact on your daily life, and the testing accommodations you are requesting.
- Submit current<sup>6</sup> documentation furnished by an independent<sup>7</sup> evaluator<sup>8</sup>** who is qualified to assess your particular disability. Such documentation should be in the form of an evaluation report that includes:
  - **A specific diagnosis** (e.g., DSM code)
  - **An explanation of how that diagnosis was determined**, including:
    - An objective **history**
    - Appropriate **diagnostic test scores** and other results<sup>9</sup>
  - **A description of how the disability impacts your ability to perform major life functions** in comparison with the average person in the general population
  - **The recommended testing accommodation(s)**
  - **A rationale** for each recommended testing accommodation
  - **Proof of the evaluator's qualifications** (e.g., copy of professional license)

**To ensure confidentiality, send your testing accommodation request with all required documentation in a package, separate from your application, no later than the postmark deadline for application to:**

**NABNE - Testing Accommodation Request**  
Suite 119, #321  
9220 S.W. Barbur Blvd.  
Portland, Oregon 97219-5434

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<sup>6</sup> "Current" depends on the nature of the disability. Applicants who have a disability that is unlikely to change (e.g., visual impairment) might not be required to submit documentation that is current within the last few years.

<sup>7</sup> i.e., an evaluator who is not affiliated with a naturopathic college.

<sup>8</sup> e.g., a neuropsychologist will evaluate cognitive disorders.

<sup>9</sup> Most people who take an entire battery of neuropsychological tests will demonstrate relative strengths and weaknesses and/or limitations in one or more areas. While scores on such tests provide useful supporting documentation when an individual is claiming a learning disorder, they are not sufficient, in and of themselves, to establish the existence of a disability.

**A request for testing accommodations may be *denied* if NABNE determines that:**

- Your disability evaluator was not qualified to make the assessment.
- Your evaluation specialist did not provide a specific diagnosis of a physical or mental impairment.
- The information provided in the documentation furnished by your evaluation specialist is:
  - Not consistent with the claimed diagnosis and/or claimed functional limitations(s).
  - Not adequate to substantiate the claimed disability and/or the claimed functional limitation(s).
  - Not consistent with, or is not adequate to substantiate a claim that the limitation(s) in a major life activity is substantial as compared to the average person in the general population.
- The testing accommodation(s) you have requested is(are) not reasonable or not appropriate to the functional limitations(s) related to your disability.

If your request for testing accommodations has been denied, your options are either to take the examination(s) without the requested accommodations or to forfeit your exam fees.

**Subsequent Testing Accommodation Requests:**

An applicant who has been granted testing accommodations in the past will not automatically be granted the same accommodations in a subsequent exam administration. To request testing accommodations for subsequent exam administrations, you must submit a current *Testing Accommodation Request* form every time you apply to take the NPLEX Examinations. Although new documentation from a disability specialist may not be required, you are responsible for ensuring that the documentation NABNE has on file meets the requirements outlined earlier. If you plan to request testing accommodations for the current exam administration, you should contact NABNE to determine if additional documentation is required.

If your previous request for testing accommodations was denied, you may resubmit a testing accommodation request that includes additional information to be evaluated for the next exam administration. However, further documentation will not change the outcome if any of the following examples constitute the reason for denial:

- You are claiming to have a developmental disability and the absence of early diagnosis and academic history in the earlier report was due to the fact that you do not have a verifiable history of such a disability.
- The information provided in the earlier report is inconsistent with the claimed disability.
- Your functioning is not substantially impaired relative to the average person in the general population.
- The only area of your life in which this disability has an impact is in the inability to pass examinations.

**Annotation of Exam Results:**

Some testing accommodations (e.g., extended time) may affect score comparability. When the exam results of an examinee who has been granted such testing accommodations are sent to licensing/regulatory authorities, the report/transcript will include a statement saying that you took the NPLEX Examination(s) under non-standard testing conditions on the specified date(s). Upon inquiry, licensing/regulatory authorities will be provided with information regarding **only** the testing accommodations that were granted to you by NABNE.

## POSTPONEMENT OF EXAMINATION DUE TO UNUSUAL CIRCUMSTANCES

It is your responsibility to arrive at the test site on time for every examination that you are scheduled to take. The **only** circumstances under which NABNE may make allowances (including a deferral of exam fees) for absence from the examination(s) are in the event of illness, an emergency or a death in the family, or inclement weather.

### In the Event of Illness, an Emergency, or a Death in the Family

If you become ill, experience an emergency, or a death in the family occurs **before** you begin taking the examination(s), you must:

- Notify NABNE, within 24 hours of the exam day**, regarding your absence.
- Send to NABNE, within two (2) weeks of the exam day:**
  - A letter from you explaining the circumstances that prevented you from taking the examination
  - Documentation that verifies your absence (e.g., a note from your licensed physician/doctor that verifies your illness or the illness of a family member, a detailed explanation of an emergency, or other verification of a death in the family)

Fax these documents to NABNE at 503-452-3943 or send them by e-mail to [info@nabne.org](mailto:info@nabne.org). If you fail to notify NABNE within 24 hours of the exam day or if NABNE does not receive your letter and the documentation required to verify your absence within two weeks of the exam day, your exam fees will be forfeited.

If you become ill, or experience an emergency or a death in the family occurs **after** you begin taking the examination(s), you must:

- Notify the head proctor immediately and return all exam materials to a proctor before you leave the testing room.** You will not be admitted to the subsequent section of the examination during the current exam administration, your exam results from the section you previously took during the current NPLEX administration will be nullified and you will forfeit your exam fees. You must then follow the procedures outlined above.

### In the Event of Inclement Weather

When you choose the NABNE test site at which you plan to take the examinations, you acknowledge the risk that the test site might not be open due to inclement weather. If you absolutely must take the examination during the current NPLEX administration, NABNE recommends that you choose a test site where inclement weather would be least likely to force a test site closure. NABNE cannot guarantee that any given test site will be open.

The decision of the sponsoring institution's administrators regarding closure or late opening times will determine whether or when the NABNE test site will be open. NABNE cannot be held responsible if the NPLEX Examination(s) cannot be administered at a given test site (see *NABNE OBLIGATION TO ADMINISTER EXAMINATIONS*, page 12).

**If the weather is so severe that it is questionable whether the test site will be closed by the sponsoring institution or will be open on time, you should call 503-250-9141** after 7:00 a.m. on the morning of the exam administration for a pre-recorded message regarding test site closures or late opening times.

**If you cannot get to the test site, you must:**

- Notify NABNE** immediately by phone at 503-778-7990 or by e-mail to [info@nabne.org](mailto:info@nabne.org).
- Send a letter to NABNE, within two (2) weeks of the exam day** explaining the circumstances that prevented you from reaching the test site.
  - If NABNE determines that it was impossible for you to reach the test site** or that you were not able to take the examination(s) due to a test site closure, your exam results from examinations/sections you previously took during the current administration will be nullified, but you will be granted a deferral of your exam fees.
  - If NABNE determines that you should have been able to reach the test site**, your exam results from examinations/sections you previously took during the current administration will be nullified and your exam fees will be forfeited.

