



NABNE®

NORTH AMERICAN BOARD OF NATUROPATHIC EXAMINERS

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

August 2010 NPLEX Administration

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DATES TO REMEMBER

May 15, 2010	Postmark deadline for application to take the August 2010 NPLEX Examinations
May 16-25, 2010	Late postmark period for application to take the August 2010 NPLEX Examinations. Application materials postmarked May 16-25, 2010 must be accompanied by an additional <i>Late Application Fee</i> of US\$100.
May 25, 2010	Final postmark deadline for application to take the August 2010 NPLEX Examinations. Application materials postmarked after May 25, 2010 will not be accepted and will be returned.
June 1, 2010	<i>Registration Status</i> for the August 2010 NPLEX Examinations posted on the NABNE website at www.nabne.org
June 15, 2010	Deadline for reporting/submitting documentation to NABNE regarding a lost application to take the August 2010 NPLEX Examinations
July 15, 2010	<i>Letters of Admittance</i> to the August 2010 NPLEX Examinations sent to examinees
July 26, 2010	Deadline for contacting NABNE if you have not received your <i>Letter of Admittance</i> to the August 2010 NPLEX Examinations
August 3, 2010	NPLEX Part I - Biomedical Science Exam Administration
September 22, 2010	Results from the August 2010 NPLEX Examinations sent to examinees
October 31, 2010	Deadline for requesting a Manual Scoring of an August 2010 NPLEX Examination

WHAT'S NEW

Beginning with the August 2010 NPLEX Administration, the *Biomedical Science Exam Fee* will increase to US\$300.

UPDATE PERTAINING TO THE PART I EXAM FORMAT

The Part I - Biomedical Science Examination integrates what were previously five individual examinations into a single examination that covers the topics of anatomy, physiology, biochemistry & genetics, microbiology & immunology, and pathology. What was previously called the Part I - **Basic** Science Exam Series (five examinations) is now called the Part I - **Biomedical** Science Examination (a single examination). NPLEX will no longer be preparing individual biomedical science examinations, so you will not have the option to retake single examinations (e.g., Anatomy Examination).

If you did not pass the Part I - Basic Science Exam Series prior to the August 2009 NPLEX Administration, you are required to take the single Part I - Biomedical Science Examination. A strong performance in an individual exam area (e.g., anatomy) on the Part I - Biomedical Science Examination cannot be applied against a failing score you achieved on a single Part I - Basic Science Examination.

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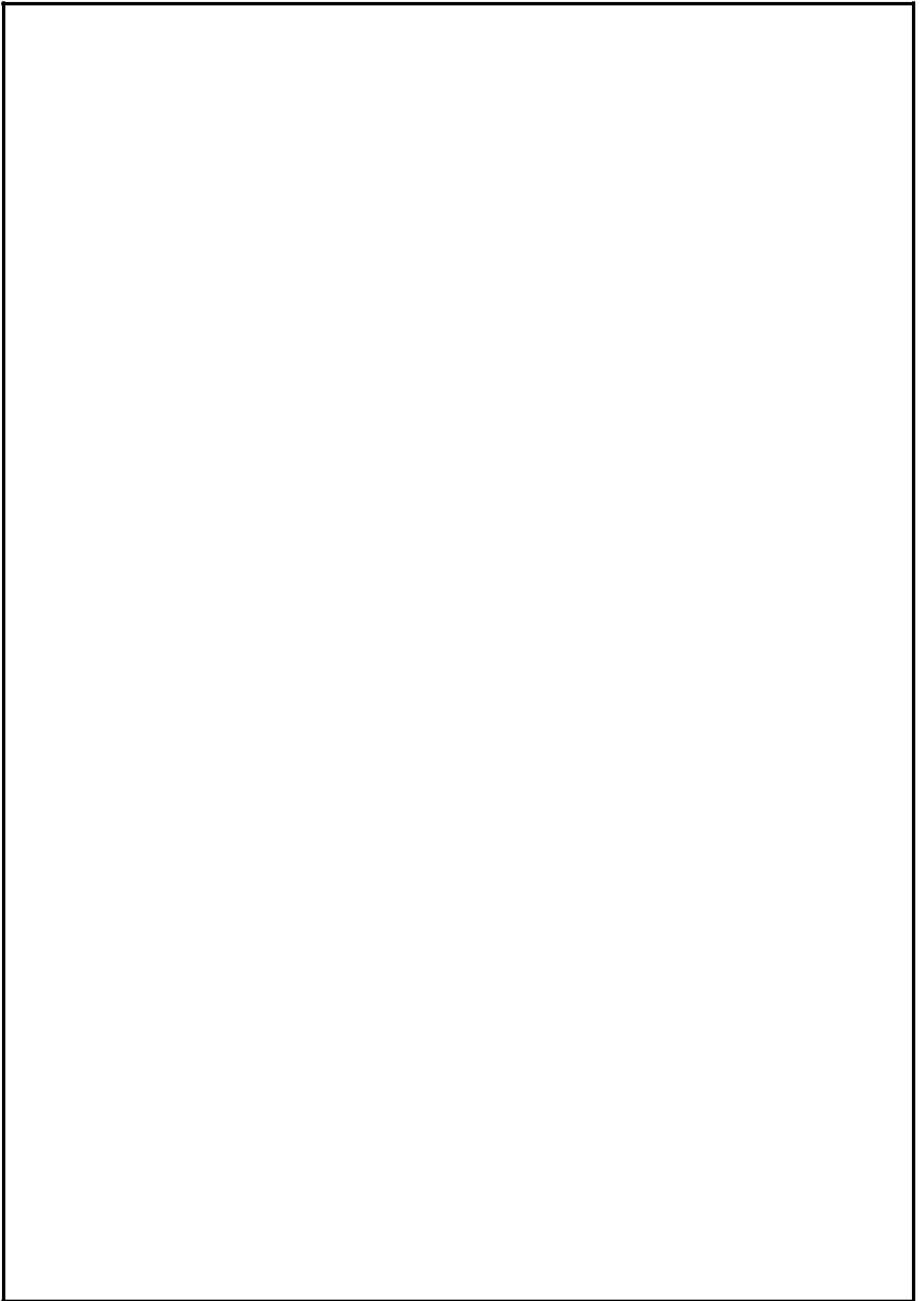
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NPLEX PART I - BIOMEDICAL SCIENCE EXAM APPLICATION



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 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 from:

- Licensing/regulatory authorities that 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 Physicians Licensing Authorities (FNPLA)
- The public

NPLEX (Naturopathic Physicians Licensing Examinations) is an independent non-profit organization whose purpose is to prepare valid and reliable examinations that 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.

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

DESCRIPTION OF THE PART I - BIOMEDICAL SCIENCE EXAMINATION

The 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 the examinee has 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 graduate from an ANMP before you are eligible to take the NPLEX Part II - Clinical Science Examinations.

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 Council on Naturopathic Medical Education website at 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 from an ANMP.

APPLICATION PROCESS

To take the NPLEX Part I - Biomedical Science Examination, you must apply directly to NABNE. To ensure that your application is processed in a timely manner, it is your responsibility to:

- Complete ALL sections of the current application** legibly and accurately.
 - # Enter both 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 your Social Security or Social Insurance Number (see *CONFIDENTIALITY*, page 4).
 - # 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 at which you plan to take the examination.
 - # Enter the total fees you are enclosing. Be sure to verify that you have added the amounts correctly.
 - # Sign and date the application.

- Include a certified check or money order for the correct amount in U.S. dollars**, made payable to NABNE. 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 official documentation required to verify a name change** made since your last application to take the NPLEX.

- Make copies of all application materials for your records** (your completed application form, certified 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.

**The postmark deadline for application to take the
August 2010 NPLEX Part I - Biomedical Science Examination is:**

May 15, 2010

Application materials postmarked May 16-25, 2010
must be accompanied by an additional *Late Application Fee* of US\$100.

Application materials postmarked after May 25, 2010
will not be accepted and will be returned to the applicant.

- ❑ **Contact the registrar at your ANMP** and request that a letter be sent to NABNE verifying that you have completed all biomedical science education 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.

- ❑ **Confirm the receipt of your application materials by checking your *Registration Status* online, after June 1, 2010**, at www.nabne.org. Verify the accuracy of your name, address, test site, and the examination you have applied to take. Contact NABNE immediately if any information is incorrect. NABNE will not confirm the receipt of application materials by phone, fax, or e-mail.

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)
- # **Certified 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 June 15, 2010**. NABNE will not process a lost application after this date.

CONFIDENTIALITY

The information you give to NABNE on your application will be kept confidential and is used only in conjunction with the NPLEX Examinations. NABNE maintains a policy of nondisclosure 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 **certified check or money order** made payable to NABNE. NABNE will **not** accept personal checks.

Application & Exam Administration Fee: (paid with every application to take the NPLEX)	US\$125
Biomedical Science Exam Fee: (paid with every application to take the Biomedical Science Examination) .	US\$300
Late Application Fee: (paid if your application is postmarked May 16-25, 2010)	US\$100
Incomplete Application Fee: (assessed if the application received by NABNE is incomplete ¹)	US\$100

All fees are non-refundable. The *Biomedical Science Exam Fee* may be deferred **only** in cases of documented illness, an emergency or death in the family, or inclement weather which prevents the administration of the examination. In these special circumstances, exam fees will be deferred until the next scheduled NPLEX administration only.

NOTICE OF ELIGIBILITY TO TAKE THE NPLEX EXAMINATIONS

Approximately three weeks prior to the exam date, you will be sent notice of either your final or *conditional* eligibility to take the examination.

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 the NPLEX
- 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 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, you will be sent a *Conditional Letter of Admittance* with the exam schedule and test site information. 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. If the exam proctor at the test site has received confirmation from NABNE that you are eligible to take the examination and your name is on the roster, **you may use your *Conditional Letter of Admittance* to gain admission to the examination.**

¹ 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 certified check or money order), you will be required to submit an additional *Incomplete Application Fee* of US\$100 before your application will be processed.

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 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.

If you have not received your *Letter of Admittance* by July 26, 2010, you should contact NABNE immediately.

PREPARATION TO TAKE THE NPLEX PART I EXAMINATION

NPLEX PART I - BIOMEDICAL SCIENCE BLUEPRINT & PREPARATION GUIDE

The NPLEX Part I - Biomedical Science Examination is designed to test 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 look at the *NPLEX Blueprint & Preparation 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 Blueprint & Preparation 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. NPLEX does not endorse other study guides.

The ***NPLEX Part I - Biomedical Science Blueprint & Preparation 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 certified check or money order in the amount of US\$10 to:

NPLEX - Study Guides
Suite 119, #321
9220 S.W. Barbur Blvd.
Portland OR 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, arrive at the test site with plenty of time to spare, and expect to have some anxiety. Mild anxiety can actually add to mental alertness.

ADMINISTRATION OF THE NPLEX EXAMINATIONS

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 August 2010, the NPLEX Part I - Biomedical Science Examination will be administered at **Eastern** and **Western** test sites according to the following schedules:

Eastern Test Sites (CT, IL, ON)

Tuesday, August 3, 2010

9:00 - 9:30	Admission and seating, and instructions given to examinees
9:30 - 12:00	Biomedical Science Examination - Section 1
12:00 - 1:00	Break
1:00 - 1:15	Admission and seating, and instructions given to examinees
1:15 - 3:45	Biomedical Science Examination - Section 2

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

Tuesday, August 3, 2010

8:00 - 8:30	Admission and seating, and instructions given to examinees
8:30 - 11:00	Biomedical Science Examination - Section 1
11:00 - 12:00	Break
12:00 - 12:15	Admission and seating, and instructions given to examinees
12:15 - 2:45	Biomedical Science Examination - Section 2

NABNE TEST SITES

In August 2010, the NPLEX Part I - Biomedical Science Examination will be administered at seven NABNE test sites:

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

** If you plan to take the examination at the test site located in Lombard, Illinois, you should contact NABNE for information regarding additional fees.*

Specific test site information with links to maps and directions will be posted on the NABNE website (www.nabne.org) no later than June 30, 2010.

ADMITTANCE TO THE EXAMINATION

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, 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 your current government-issued photo identification to gain admittance to each section of the Part I - Biomedical Science Examination. The first and last name on your current government-issued photo identification (driver's license, government-issued identification card, or passport photo page) must **exactly** match the 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 **only** your *Letter of Admittance*, government-issued photo identification, a non-alcoholic beverage in a closed (non-breakable) container, reading glasses, and one pair of foam earplugs. 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, etc.) 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; you may be dismissed from the testing room and not allowed to continue the examination:

- # Electronic devices, including cell phones, listening devices (ear pieces, headphones, etc.), pagers, PDAs, laptop computers, calculators, digital watches, recording or filming devices, radios, etc.
- # Books, notes, study materials, scratch paper
- # Backpacks, handbags, briefcases, wallets
- # Coats, jackets, gloves, hats, caps, hoods
- # Sunglasses, visors
- # Tissue, writing instruments, erasers, or pencil sharpeners, other than those provided by NABNE.

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 at the time 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 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 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 100 items in each of 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 must not open the exam booklet until you are instructed by the proctor to do so. You will be instructed when to complete the personal information section of your answer sheet and sign the *Statement of Nondisclosure*.

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 you complete 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 on your exam booklet, but you will be given credit for **only** those answers you have recorded on your answer sheet.

After the testing period begins, the proctor will write the beginning, ending, and time remaining of the examination on the board. In addition, the proctor will both verbally announce and update the board when there are 60, 30, 15, 5, and 1 minute 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 taken 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 make you 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. Usually 60-70% of the items must be answered correctly in order for an examinee to achieve a passing score.

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 irregular behavior or 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. Indications that irregular behavior may have occurred will be reported to NABNE by the exam administrator and a full investigation will ensue. A determination of irregular behavior in connection with any NPLEX Examination will result in the disqualification of exam results, a minimum fine of US\$5,000 for the cost of developing a new examination, and prosecution 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 SMEs² have determined³ are required to demonstrate minimal competence⁴ in each of two *general* exam areas: *Disease/Dysfunction* and *Structure/Function*.

REPORTING OF EXAM RESULTS

Approximately six weeks after the answer sheets are received by NABNE, you will be sent a report that includes your exam results from the current NPLEX Part I - Biomedical Science Examination.

The report of your Part I - Biomedical Science exam results includes two types of information:

- ❑ **Category 1 (General Exam Area)** shows your overall passing status and your passing status for each of two *general* exam areas. It 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 each of two *general* exam areas:
 - G **Disease/Dysfunction** (which reflects your score on the exam items that pertain to microbiology & immunology, and pathology).
 - G **Structure/Function** (which reflects your score on the exam items that relate to anatomy, biochemistry & genetics, and physiology).
- ❑ **Category 2 (Specific Exam Area)** includes a visual scale that illustrates the strength of your performance in each of five *specific* exam areas **relative to your performance in the other *specific* exam areas.** The five *specific* exam areas are microbiology & immunology, pathology, anatomy, biochemistry & genetics, and physiology.

The NPLEX Part I - Biomedical Science Examination measures whether or not you have demonstrated minimal competence in the biomedical concepts that underlie naturopathic medicine. If you have mastered the concepts that will enable you to enter the clinical phase of training with the necessary understanding of health and disease processes, you will receive a “P” (Pass). For purposes of licensure/registration, the licensing/regulatory authority is only concerned with whether or not you have passed the examination, not with the magnitude of your score. Consequently, for the Part I - Biomedical Science Examination, NPLEX will only be reporting a “P” (Pass) or “F” (Fail) for each examinee. NPLEX will no longer provide numerical scores.

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.**

² An SME is a subject matter expert who is a licensed N.D.

³ NPLEX uses a modified Angoff method for determining passing scores in each exam area.

⁴ “Minimum competence” is equivalent to the previous standard of attaining a minimum converted score of 75.
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TRANSCRIPTS

When you apply to take the Part II - Clinical Science Examination, 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.

RE-EXAMINATION POLICIES

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

REQUESTS FOR MANUAL SCORING

Because 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 scoring 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 response verification of an examination taken during the August 2010 NPLEX Administration **must be made to NPLEX no later than October 31, 2010**. 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 **certified 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, OR 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.

CASES REQUIRING ADDITIONAL CONSIDERATION

TESTING ACCOMMODATIONS

In order to minimize the impact of functional limitations so that all test-takers have an equal opportunity to demonstrate the knowledge, skills, and abilities that are 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.

NABNE is under no obligation to provide the same accommodations as those provided by the applicant's current ANMP.

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 that 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 you submit a completed *Testing Accommodations Request* form and complete documentation to NABNE as early as possible. 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. 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 for the current NPLEX administration 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 current⁵ documentation furnished by an independent⁶ evaluator⁷** 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:
 - G An objective **history**
 - G Appropriate **diagnostic test scores** and other results⁸
 - # **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 and 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

⁵ "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.

⁶ i.e., an evaluator who is not affiliated with a naturopathic college.

⁷ e.g., a neuropsychologist will evaluate cognitive disorders.

⁸ 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 insufficient, 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 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, or if an emergency or a death in the family occurs before you begin taking examination, 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
 - # The documentation required to verify your absence (e.g., documentation from your licensed physician/doctor that verifies your illness or the illness of a family member, a copy of the death certificate or obituary that verifies the death of a family member, or a detailed explanation of an emergency)

You can fax these documents to NABNE at 503-452-3943. 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 results from the examination you were scheduled to take will be nullified and your exam fees will be forfeited.

If you become ill after you have begun 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 6:00 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.
- 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 due to a test site closure, you will be granted a deferral of your exam fees until the next NPLEX administration.
 - # If NABNE determines that you should have been able to reach the test site,** your exam fees will be forfeited.

