

EXAMINEE HANDBOOK



NABNE®

NORTH AMERICAN BOARD OF NATUROPATHIC EXAMINERS

Ensuring the Professional Qualifications of NDs

AUGUST 2024 NPLEX® PART I – BIOMEDICAL SCIENCE EXAMINATION

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IMPORTANT DATES AND DEADLINES

April 1, 2024	Opening of the August 2024 NPLEX application period
May 31, 2024	Deadline for submission of an August 2024 NPLEX application Deadline for submission of an August 2024 <i>Testing Accommodations Request</i> form and all documentation Deadline for submission of an August 2024 <i>Courtesy Modifications Request</i> form and all documentation
June 20, 2024	Posting of August 2024 NPLEX <i>Registration Status</i> to online <i>Profiles</i>
July 24, 2024	Posting of August 2024 NPLEX <i>Admission Tickets</i> to online <i>Profiles</i>
August 6, 2024	Part I - Biomedical Science Examination
September 18-30, 2024	Viewing of <i>unofficial</i> August 2024 P/F exam results in online <i>Profiles</i>
September 19, 2024	Mailing of <i>official</i> August 2024 exam results to examinees
October 30, 2024	Deadline for submission of a <i>Manual Scoring Request</i> for an August 2024 NPLEX examination

WHAT'S NEW IN AUGUST 2024

Beginning with the August 2024 NPLEX administration:

- ❑ The application period has been extended by one month. It now begins April 1st and ends May 31st.
- ❑ The cost to take the Part I - Biomedical Science Examination has increased (see *NABNE FEES*, page 4).
- ❑ Cancellation and refund policies have been updated (See *CANCELLATION*, page 5 and *REFUNDS*, page 4).
- ❑ For a complete guide to requesting a courtesy or testing accommodation, you can access the *Testing Accommodations for Disabilities Handbook* via the *Handbooks and Forms* page of the NABNE website (See *TESTING ACCOMMODATIONS*, page 15).

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The *NABNE Examinee Handbook* contains information with which all applicants should be familiar. It describes NABNE policies, guidelines, and recommendations. **The policies in this handbook apply to all applicants who will be taking or retaking any NPLEX examinations in August 2024.** (The *NABNE Examinee Handbook* will be updated for subsequent exam administrations.)

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OVERVIEW

ABOUT NABNE AND NPLEX

NABNE (the North American Board of Naturopathic Examiners) is an independent, nonprofit organization formed as a service to the naturopathic profession and the agencies that license/register naturopathic physicians. NABNE serves regulatory authorities by qualifying applicants to take the NPLEX (Naturopathic Physicians Licensing Examinations), administering the examinations, and sending exam results and transcripts to regulatory authorities.

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

- ❑ The Federation of Naturopathic Medicine Regulatory Authorities (FNMRA) representing the state/provincial naturopathic regulatory authorities
- ❑ The Council on Naturopathic Medical Education (CNME)
- ❑ The Association of Accredited Naturopathic Medical Colleges (AANMC)
- ❑ The Council of Chief Academic and Clinical Officers (CCACO) representing the eight CNME-approved naturopathic medical programs
- ❑ The Naturopathic Medical Student Association (NMSA)
- ❑ The American Association of Naturopathic Physicians (AANP)
- ❑ The Canadian Association of Naturopathic Doctors (CAND)
- ❑ The naturopathic profession at large

NABNE:

- Qualifies applicants to take the NPLEX
- Administers the NPLEX
- Sends exam results to examinees and regulatory authorities
- Manually verifies responses on answer sheets upon request

NPLEX:

- Surveys the profession to determine the competencies that an entry-level ND must master
- Publishes the competencies on which examinees will be tested
- Develops the NPLEX
- Establishes the passing score
- Scores the NPLEX

NPLEX (Naturopathic Physicians Licensing Examinations) is an independent, nonprofit organization whose purpose is to prepare valid and reliable biomedical science examinations that assess the readiness of students to enter the clinical phase of training (Part I), and clinical science examinations that assess the entry-level competence of candidates who plan to become licensed/registered naturopathic physicians (Part II). The NPLEX Council of Exam Chairs oversees the exam development process.

THE PART I - BIOMEDICAL SCIENCE EXAMINATION

The Part I - Biomedical Science Examination may be taken after you have completed all biomedical science coursework at an approved naturopathic medical program (ANMP). The Part II - Clinical Science Examinations may be taken after you have passed the Part I Examination and have graduated from an ANMP.

APPROVED NATUROPATHIC MEDICAL PROGRAMS

To be eligible to take the NPLEX, you must have completed the appropriate academic requirements at an **approved naturopathic medical program** (ANMP). An 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 ND degree.

Accredited Naturopathic Medical Education Programs (ANMPs):

- Bastyr University - Washington State Campus (BU): Kenmore, Washington
- Bastyr University - California Campus (BUC): San Diego, California
- Canadian College of Naturopathic Medicine - Boucher Campus (CCNM - Boucher): New Westminster, British Columbia
- Canadian College of Naturopathic Medicine - Toronto Campus (CCNM - Toronto): Toronto, Ontario
- National University of Health Sciences (NUHS): Lombard, Illinois
- National University of Natural Medicine (NUNM): Portland, Oregon
- Sonoran University of Health Sciences (SUHS), *formerly Southwest College of Naturopathic Medicine*: Tempe, Arizona
- Universidad Ana G. Mendez (UAGM): Caguas, Puerto Rico

Previously Accredited Naturopathic Medical Education Programs (ANMPs) No Longer in Operation or Have Merged with Another Institution:

- Boucher Institute of Naturopathic Medicine
- University of Bridgeport College of Naturopathic Medicine

PART I ELIGIBILITY REQUIREMENTS

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

- Have completed all biomedical science coursework at an approved naturopathic medical education program (ANMP)

AND

- Are currently enrolled in, on an approved leave of absence, or have graduated from an ANMP
 - If you graduated more than five (5) years ago, contact NABNE regarding additional requirements.

CONFIDENTIALITY

The information you provide to NABNE as part of the online application process is confidential and used only in conjunction with the NPLEX. All administrative and testing personnel who have access to your personal information observe NABNE's confidentiality policy.

When you apply to take the NPLEX, you will be asked to provide your entire Social Security Number (SSN) or Social Insurance Number (SIN). Your entire SSN or SIN is used to uniquely identify you in our records only. You will be required to fill in only the last five digits of your SSN or SIN on every answer sheet you complete.

APPLICATION PROCESS

You can apply online to take the **August 2024** Part I - Biomedical Science Examination **April 1- May 31, 2024**. NABNE recommends that you submit your application **as early in the application period as possible**. If you wait until the day of the application deadline to apply and need technical assistance in order to submit your application, NABNE staff may not be available to help you. **It is your responsibility to follow the instructions required to complete your application.**

Before you begin your application:

- Review this *Handbook***, which is the best source for up-to-date policies, changes, and essential information every applicant needs to know.
- Create a scanned or digital copy of your current government-issued photo ID** (driver's license, government-issued ID card, passport photo page, or passport card). The **first** and **last** names on the ID you upload must **exactly** match the first and last names you enter on the application form.

When you apply to take the examination:

- Go to the *Applicant Portal* on the NABNE website and click on APPLY.**
- Complete the *Part I - Biomedical Science Exam Application* and upload an image of your current government-issued photo ID.**
- Upload an image of documentation that verifies an official name change** made since the last time you applied to take the NPLEX (e.g., marriage license, name change order, etc.).
- Pay all fees in US dollars, using a debit or credit card.** The NABNE payment system accepts Visa and MasterCard only. **Payment must be made at the time of application.**
- Review your entries for accuracy.** You will not be able to edit, delete, or change the application after you click SUBMIT. Report corrections by email to info@nabne.org.
- Check your email for your *Confirmation Receipt*** right after you submit your application. If you do not receive your *Confirmation Receipt* within the next several minutes, be sure to check your spam folder.

- ❑ **Download the *NPLEX Blueprint and Study Guide*** from the link provided in your *Confirmation Receipt*.

After the application period closes:

- ❑ **Look for an email from NABNE that includes instructions for completing your online *Profile* and resetting your password.** This will allow you to access and update your information, check your *Registration Status*, print your *Admission Ticket*, and view your *unofficial* exam results.
- ❑ **Go to the *Applicant Portal* to reset your password and log in to your online *Profile*.** You will need to use the same email address you provided on your application.
- ❑ **Log into your online *Profile* after June 20, 2024** to check your *Registration Status*. NABNE will be working directly with the registrar from your ANMP regarding receipt of the letter of verification required to establish your eligibility to take the Part I - Biomedical Science Examination. When NABNE has received this letter and all materials required to complete your application, you will be approved to take the examination.
- ❑ **Log into your online *Profile* after July 24, 2024 to print your *Admission Ticket*.** You will be required to present a printed copy of *your Admission Ticket* to be admitted to the examination.

NABNE FEES

You must submit all applications, as well as requests for study guides, transcripts, and manual scoring via the NABNE website. All fees must be paid in **US dollars** via NABNE's secure online payment system using a debit or credit card. The NABNE payment system accepts Visa and MasterCard **only**.

Part I - Biomedical Science Examination	US\$700
Cancellation (<i>for applications cancelled before the application period ends</i>)	US\$75
Manual Scoring	US\$50
Study Guide (<i>Paid to receive a study guide requested outside of the application process</i>)	US\$5

REFUNDS

NABNE will not refund amounts less than US\$10.

If you submit the ***Cancellation Form*** to NABNE:

- ❑ **BEFORE** the application period ends, you will be refunded the fees you paid, minus a \$75 ***Cancellation Fee***.
- ❑ **AFTER** the application period ends and within 24 hours of the exam date, you will be refunded the following amount:

Part I - Biomedical Science Examination	US\$240
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REPORTING AN ADDRESS OR NAME CHANGE

It is your responsibility to ensure that NABNE has your current mailing address and valid information regarding your legal name. Without your current mailing address, NABNE cannot be responsible for ensuring that you receive your exam results in a timely manner. If the first and last names on your current government-issued photo ID do not **exactly** match the first and last names you have provided in your online application or **Name Change Form**, you may not be admitted to take the examination.

If you have had a change of address since the time you submitted an application, notify NABNE using the online **Address Change Form**.

If you have had a legal name change since you last applied to take the NPLEX, notify NABNE using the online **Name Change Form**. When you complete this form, you will be required to upload a copy of:

- Documentation verifying your official name change** (e.g., marriage license, name change order, etc.)
- One piece of current government-issued photo ID** (e.g., driver's license, government-issued ID card, passport photo page, or passport card issued under your **new** name)

CANCELLATION

NABNE does not move examinations to the next administration or transfer fees to later exam dates.

To cancel an examination, you must complete and submit the **Cancellation Form** via the link in the **Applicant Portal** on the NABNE website within 24 hours of your exam date. Your name will be removed from the roster and you will not be admitted to the examination(s). If you cancel your registration, but re-apply at a later date, you will be required to complete and submit a new application and fees.

If you have been approved to receive a courtesy modification or testing accommodation and cancel your examination(s), you must send an additional notification of your absence to testingaccommodations@nabne.org.

If you cancel an examination:

- BEFORE** the application period ends, you will be refunded the fees you paid, minus a \$75 **Cancellation Fee**.
- AFTER** the application period ends and within 24 hours of the exam date, you will be refunded the following amount(s):

Part I - Biomedical Science Exam Fee **US\$240**

PREPARATION TO TAKE THE PART I EXAMINATION

The 200-question Part I - Biomedical Science Examination is an integrated examination designed to test your knowledge of structure/function (anatomy, physiology, and biochemistry & genetics) and disease/dysfunction (microbiology & immunology and pathology).

The first step in preparing to take the Biomedical Science Examination is to review the official **NPLEX Blueprint & Study Guide for the Part I - Biomedical Science Examination**. Although all exam questions are multiple-choice with one correct answer and three distractors, the way the questions are asked may take any of several forms.

As part of your application to take the NPLEX, you will receive a free PDF download of the current *NPLEX Blueprint & Study Guide* for the Part I - Biomedical Science Examination. The study guide is copyrighted, however, and may not be distributed.

If you are not applying to take the Part I Examination, but wish to obtain a PDF of the study guide, you may submit your request and payment via the NABNE website, using the *Study Guide Order Form*.

The *NPLEX Part I Blueprint and Study Guide* is updated regularly. A study guide ordered before the current application period may not contain updated blueprint changes.

Study guides produced by individuals or organizations who are not affiliated with NPLEX can be useful in preparing to take the examination. NPLEX cannot warrant, however, that the information contained in these materials is representative of the content of the NPLEX examinations.

ADMINISTRATION OF THE NPLEX

NABNE TEST SITES

In **August 2024**, the Part I - Biomedical Science Examination will be administered at the following test sites:

WESTERN TEST SITES		EASTERN TEST SITES	
AZ	Tempe, Arizona	IL	Glen Ellyn, Illinois
BC	Vancouver, British Columbia	ON	Markham, Ontario
CA	San Diego, California	PR	Caguas, Puerto Rico
OR	Portland, Oregon		
WA	Bellevue, Washington		

You can access a link to each specific test site location via the *Exam Administration* page on the NABNE website.

NABNE OBLIGATION TO ADMINISTER EXAMINATIONS

NABNE shall not be held responsible if the NPLEX cannot be administered due to any circumstances beyond the control of NABNE that would make it inadvisable, illegal, unsafe, or impossible to administer the examinations 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 examinations at the next regularly scheduled administration.

PART I - BIOMEDICAL SCIENCE EXAM DATES AND 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 2024**, the Part I - Biomedical Science Examination will be administered according to the dates and schedules on page 8.

THERE ARE DIFFERENT EXAM SCHEDULES FOR THE EASTERN AND WESTERN TEST SITES!!!

Be sure you follow the correct exam schedule for the specific test site you have selected.

Allow sufficient time to arrive at the test site on the day of your examination. You are expected to be **at the test site and ready to check in at the BEGINNING of the period for Admission and Seating**. If you arrive **after** the **Admission and Seating** time indicated on the exam schedule, you may not be admitted to take the current or subsequent section(s) of the examination.

EASTERN TEST SITES (IL, ON, PR)

Tuesday, August 6, 2024

8:45 a.m. - 9:15 a.m.	Admission and Seating
9:15 a.m. - 12:00 p.m.	Biomedical Science Examination
12:00 p.m. - 1:00 p.m.	Break
1:00 p.m. - 1:15 p.m.	Admission and Seating
1:15 p.m. - 4:00 p.m.	Biomedical Science Examination - Section 2

WESTERN TEST SITES (AZ, BC, CA, OR, WA)

Tuesday, August 6, 2024

7:45 a.m. - 8:15 a.m.	Admission and Seating
8:15 a.m. - 11:00 a.m.	Biomedical Science Examination - Section 1
11:00 a.m. - 12:00 p.m.	Break
12:00 p.m. - 12:15 p.m.	Admission and Seating
12:15 p.m. - 3:00 p.m.	Biomedical Science Examination - Section 2

ADMITTANCE TO THE EXAMINATIONS

Because the NPLEX is administered in public facilities, NABNE must comply with the policies of sponsoring institutions, many of which ban the use of scented personal products. **NABNE has adopted a fragrance-free policy at all test sites.** Due to chemical sensitivities of other examinees and testing personnel, we ask that you refrain from using fragrances (e.g., essential oils, perfume, after-shave, and cologne) or strongly scented personal products (e.g., powder, hair spray, deodorant, etc.) during the days of the examination(s). If you use noticeably scented products, the proctor may refuse to admit you to the testing room.

Before you leave home to go to the test site, be sure you have your **current government-issued photo ID** (e.g., driver's license, government-issued ID card, or passport), and a **printed copy of your Admission Ticket.**

You are expected to be at the test site and ready to check in at the BEGINNING of the Admission and Seating time indicated on the exam schedule. This will give you time to check in and be seated before the testing period is scheduled to begin. If you arrive **after** the **Admission and Seating** time indicated on the exam schedule, **you may not be admitted to take the current or subsequent section of the examination**, your results from a section you took earlier in the current administration will be nullified, and you will be subject to NABNE's refund policy.

You will be admitted to the testing room only if you have been approved to take the examination(s) and you have:

- A printed copy of your **Admission Ticket**
- One piece of **current photo ID**
 - The **first** and **last** names on your photo ID must **exactly** match the first and last names on your **Admission Ticket**. Because you are not required to include your middle name on the application, it will not appear on your **Admission Ticket**.

Keep your Admission Ticket and photo ID with you at all times during the testing period. You will need to refer to your **Admission Ticket** when filling in the ID information on every answer sheet you complete.

TESTING PROCEDURE

The Part I - Biomedical Science Examination will be administered in two sections, according to the *PART I - BIOMEDICAL SCIENCE DATES AND SCHEDULES*, on page 8. You will be allowed 2½ hours (150 minutes) to complete each 100-question section.

Before the testing period begins, you will receive an answer sheet and exam booklet, and will be given instructions by the proctor. **You must not open the exam booklet until you are instructed by the proctor to do so.**

After the testing period begins, the proctor will write the beginning time and the ending time on the white board. In addition, the proctor will verbally announce when there are 60, 30, 15, 5, and 1 minute(s) remaining in the testing period. If you choose to wear earplugs, it is your responsibility to track the time remaining in the testing period. Pay attention to the announcements and manage your time accordingly, as **you will not be allowed to transfer answers from the test booklet to your answer sheet after the proctor has announced the end of 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 that you take during the testing period.

When you complete your answer sheet, keep these guidelines in mind:

- Use only the pencil provided by NABNE.**
- Complete all personal identification sections of the answer sheet using information EXACTLY as it appears on your *Admission Ticket*.** Complete this information correctly and consistently on every answer sheet to ensure that your results are attributed to you.
- Fill in the bubbles darkly and completely.** A mark that is too light or fills only part of the bubble may be interpreted by the optical mark reader as unanswered, and you might not be given credit for your intended answer.
- Record ALL your answers on the answer sheet.** You are allowed to write in your exam booklet, but you will be given credit for **only** the answers you have recorded on your answer sheet.
- Make sure you have marked your answer for each question on the correct line of your answer sheet.** For example, marking the answer for question #4 in a bubble on the line designated for question #5 will cause all your remaining answers to be marked on the incorrect line.
- Erase all stray marks or smudges on your answer sheet.**
- Do not fold or bend your answer sheet.**

Some of the questions will be very challenging. You do not need to answer every question correctly to pass. While you should have no trouble completing the entire examination in the time allotted, some questions will require more time to answer than others, and spending too much time on one question may cause you to feel pressured to speed through the rest. When you encounter a question for which you do not know the answer with certainty, try to eliminate some of the responses. If, after eliminating one or two of the response alternatives, the correct answer is still not apparent, mark your best guess from among the remaining choices and return to the question later if time allows. It is in your best interest to answer **every** question, even if it is a guess, because any question on the answer sheet you leave blank will be marked as incorrect.

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.**

After 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 *Affirmation of Compliance*.

NABNE TESTING REGULATIONS

NABNE testing regulations require that you:

- ❑ **Keep your *Admission Ticket* with you at all times during the testing period.** You will be permitted to take into the testing room **only**:

- Your *Admission Ticket*
- One piece of current government-issued photo ID (e.g., driver's license, government-issued ID, passport photo page, or passport card)
- A non-alcoholic beverage in a closed (non-breakable) container
- A face mask
- Reading glasses (without the case)
- One pair of foam earplugs (without strings)

You will be required to show all items to a proctor before you will be allowed to enter the testing room.

- ❑ **Leave ALL valuables at home.** Before you check in for an examination, turn off all electronic devices (e.g., cell phones, pagers, etc.) and leave them in the area designated for storage of personal belongings. 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 staff will monitor personal belongings during the testing period only. NABNE will not be responsible if any of your belongings are lost, stolen, misplaced or damaged in any way.

If you are found to be in possession of any of the following items during the testing period, either inside or outside of the testing room, you could be dismissed from the examination:

- Electronic devices, including cell/mobile phones, listening devices (e.g., ear pieces, headphones, etc.), pagers, PDAs, laptop computers, electronic tablets, MP3 players, calculators, digital watches, recording or filming devices, radios, etc.
- Books, notes, study materials, scratch paper
- Backpacks, handbags, briefcases, wallets

- Coats, heavy jackets, gloves (You will be allowed to keep a sweater or light jacket with you in case the room temperature changes.)
- Headwear (e.g., hats, caps, hoods, except those worn for religious purposes)
- Sunglasses, visors
- Tissue, writing instruments, erasers (these will be provided by NABNE)

You will not be allowed to bring food inside the testing room. If you need to eat, take medications, or have access to medical supplies during the testing period, you must leave these items with a proctor at the registration table 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.

- ❑ **Present your printed *Admission Ticket* and current government-issued photo ID 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.
- ❑ **Follow all testing regulations set forth in this *Examinee Handbook*, as well as all instructions given by the proctor(s).** A violation of any such regulation or instruction regarding any part of the examination process may result in dismissal from the current and/or any subsequent sections(s) of the examination. Other sanctions may also be imposed, including but not limited to nullification of exam results, forfeiture of exam fees, preclusion from taking future NPLEX examinations, and/or notification of legitimately interested entities (e.g., your naturopathic medical school, the Federation of Naturopathic Medicine Regulatory Authorities, etc.).
- ❑ **Read, sign, and date the *Affirmation of Compliance* on the back cover of your exam booklet prior to the beginning of each examination.** NABNE will not release exam results without having a received a signed and dated *Affirmation of Compliance* for each section/examination you take.
- ❑ **Return all exam materials to a proctor before you leave 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 *Affirmation of Compliance*.

IRREGULAR BEHAVIOR

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

- ❑ **Violations before the testing period:**
 - Accessing unauthorized study materials
 - Providing false information on the application
 - Providing false admittance information

If, in advance of the exam administration, you know that organized or widespread cheating is occurring (e.g., an illegal study guide containing actual exam questions is circulating), or is going to occur (e.g., examinees plan to exchange information during the examination), you should contact NABNE immediately.

❑ **Violations during the testing period:**

- Impersonating an examinee or engaging an impersonator
- Possessing unauthorized items in the testing room or accessing them during the testing period
- Failing to adhere to a proctor's instructions or requests
- Communicating with other examinees during the testing period
- Copying answers 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

If you have knowledge that any of these violations are occurring during the exam administration, you should notify the head proctor immediately.

❑ **Violations after the testing period:**

- Reproducing exam questions, by any means, including reconstruction from memory
- Communicating about exam questions and/or answers with other examinees, potential examinees, or formal or informal test preparation groups
- Altering exam results or transcripts

If, after the exam administration, you have reason to believe that there has been such a violation, you should contact NABNE immediately.

CONSEQUENCES OF IRREGULAR BEHAVIOR

If evidence is found of a breach in the security of exam materials **before** an exam administration, and such evidence suggests that the behavior is organized and/or may involve a number of examinees, NABNE reserves the right to cancel the exam administration. If evidence is found of a breach in the security of exam materials **after** an exam administration, and such evidence suggests that the behavior was organized and/or may have involved a number of examinees, NABNE reserves the right to nullify the exam results of some or all examinees.

If violations are observed **during** the exam administration, the head proctor will report them to NABNE, and an investigation will ensue. If it is determined that there is sufficient evidence of irregular behavior, the violator will be advised of the nature of the evidence and will be given an opportunity to respond in writing. If exam results have not been reported previously, they will be withheld during any further investigation or review, and the violator may not be permitted to take subsequent examinations until a final decision regarding irregular behavior has been made.

If, upon review of the available information, it is determined that irregular behavior has occurred, the violator's exam results may be nullified, they may be prohibited from taking the NPLEX in the future, special administrative procedures may be implemented for any future examinations, and/or notice regarding the determination and the sanctions imposed may be provided to legitimately interested entities, including all transcript recipients.

If the irregular behavior involves the unauthorized reproduction and/or distribution of exam materials, or the dissemination of specific exam content, NABNE may pursue every legal means available to protect copyrighted materials.

The actions described above do not preclude NABNE from seeking legal redress against the violator.

PART I PASSING STANDARDS

The Part I - Biomedical Science Examination is a single, integrated examination that is designed to test your knowledge of biological structure/function and disease/dysfunction. To pass the examination, you must be able to demonstrate concurrent competence in both **general** exam areas (GEAs): **Structure/Function** and **Disease/Dysfunction**. You have passed the NPLEX Part I -Biomedical Science Examination when you have correctly answered at least the number of questions that NPLEX subject matter experts (licensed/registered NDs) have determined is required to demonstrate competence in each of the two **general** exam areas. You are required to pass both general exam areas within the same exam administration in order to pass the examination.

REPORTING OF EXAM RESULTS

Approximately six (6) weeks after the exam administration, your **unofficial** exam result (Pass/Fail only) will be posted to the dashboard of your online *Profile*. You will be notified by email when your unofficial result can be viewed online for approximately ten (10) days from the date of the email notification. An **official** hard copy of your exam results will be sent to you by regular mail within the same week.

NABNE will make every attempt to ensure that the exam result posted online is correct; however, because implementation of this feature requires manual transfer of data (which introduces the possibility of human error), **NABNE cannot guarantee that the information posted online is accurate.** NABNE suggests that you **do not** make any decisions based on these results.

The **official** report of the Part I - Biomedical Science exam result you receive in the mail will provide information regarding your overall passing status, and will include a visual scale that illustrates your performance in each of the two **general** exam areas, relative to the minimum percentage of questions 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 Part I - Biomedical Science Examination. You have passed the 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 questions that pertain to anatomy, biochemistry & genetics, and physiology
 - **Disease/Dysfunction**, which reflects the result you achieved on the exam questions that pertain to microbiology & immunology and pathology

If you fail the examination, your report will also provide a visual scale that illustrates the strength of your performance in each of the five **specific** exam areas relative only 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 to you by phone, fax, or email.**

RE-EXAMINATION POLICIES

If you do not pass 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.

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, you may request a manual scoring from the most recent exam administration to verify that the answers you marked on your answer sheet(s) correctly match the answers recorded by the scanner. You will be notified of the results of this manual scoring; however, you will **not** receive additional information regarding your exam results (e.g., numerical scores, specific questions answered incorrectly, etc.).

If you would like to receive a manual scoring, your request and payment must be made online **no later than April 30th** for an examination you take in February and **no later than October 30th** for an examination you take in August. The *Manual Scoring Fee* of **US\$50** must be paid using a debit or credit card.

ISSUES AND APPEALS

Because NPLEX uses an extensive post-test analysis process (including statistical analysis of individual questions), the exam results sent to you reflect changes made after post-test analysis of questions 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.

NABNE - Appeals

Suite 119, #321
9220 SW Barbur Blvd.
Portland, OR 97219
Attn: Executive Director

TESTING ACCOMMODATIONS

NABNE is committed to providing all examination candidates an equitable opportunity to demonstrate their knowledge, skills, and abilities in the examination setting. NABNE provides reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act (ADA) in the US and in accordance with the human rights and accessibility legislation in Canada.

For more information, read the *Testing Accommodations for Disabilities Handbook*, which can be downloaded from the *Handbooks & Forms* page of the NABNE website (www.nabne.org). The *Testing Accommodations for Disabilities Handbook* will provide you with the information you need to request a courtesy modification or apply to receive a testing accommodation. Contact NABNE at testingaccommodations@nabne.org to begin the application process.

COURTESY MODIFICATIONS

Courtesy modifications minimally alter the standard testing environment, if at all. Please note that candidates must request courtesy modifications.

Some examples of a courtesy modification include:

- Bringing a pillow, stool, or other equipment for physical comfort
- Requesting a noise-reducing headset issued by NABNE
- Being seated in a particular area (e.g., near the door, or in the back) of the standard testing room
- Wearing a continuous glucose monitor or another medical device implanted in an examinee's body that has external communication capability (Bluetooth, wireless cellular, etc.)
 - A letter will be required if you have an implanted medical device that has external communication capability. This letter should be emailed directly to NABNE at testingaccommodations@nabne.org, no later than the deadline, by the treating professional on office letterhead and signed by the applicant's fully licensed practicing physician or other qualified professional. The letter should be dated, have the applicant's name and explain the necessity of the implanted device being connected to external communication during the testing session, or that the implanted device's external communication capability may be turned off for the duration of the testing session.
- Bringing a service animal
 - For entry into NABNE testing rooms, animals accompanying an examinee must meet the definition of a service animal. A service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability (US) or an animal that is required by a person with a disability for assistance and is certified, in writing, as having been trained by a professional service animal institution to assist a person with a disability (Canada). The task(s) performed by the service animal must be directly related to the person's disability. Some, but not all, service animals wear a special vest or collar or are licensed with certifications.

To request a *Courtesy Modifications Request* form, please contact NABNE by emailing testingaccommodations@nabne.org. The completed form may be submitted to NABNE by email at testingaccommodations@nabne.org no later than November 30st for the February NPLEX administration and no later than May 31st for the August NPLEX administration.

6 STEPS TO REQUEST TESTING ACCOMMODATIONS

1. Request paperwork from testingaccommodations@nabne.org.
2. Read the *Testing Accommodations for Disabilities Handbook*.
3. Make an appointment with a qualified professional or contact the professional who last evaluated you and ask them to complete the *NABNE Evaluator's Report* form. Have the evaluator send the report directly to NABNE **no later than May 31, 2024**.
4. Register to take the NPLEX.
5. Complete and sign the required applicant forms, then email everything to NABNE **no later than May 31, 2024**.
6. Confirm that NABNE has received all required documentation **no later than May 31, 2024**.

NABNE will initiate review of testing accommodations requests once an applicant has registered and submitted all the completed forms and required documentation. If time allows, NABNE strives to inform applicants where additional information is needed in order to make a determination. NABNE *strongly encourages* applicants to submit their testing accommodations requests as early in the registration window as possible. Doing so may allow time for NABNE to review the submissions and notify applicants with deficient accommodations requests so that they might submit additional or clarifying information prior to the deadline.

NABNE may not provide the same testing accommodations as your naturopathic medical program.