



NABNE®

NORTH AMERICAN BOARD OF NATUROPATHIC EXAMINERS

Ensuring the Professional Qualifications of NDs

FEBRUARY 2021
NPLEX® PART I - BIOMEDICAL SCIENCE
EXAMINATION

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IMPORTANT DATES AND DEADLINES

November 1, 2020	Opening of the period for application to take the February 2021 NPLEX Examinations
November 30, 2020	Closing of the period for application to take the February 2021 NPLEX Examinations (The application period will close at midnight PST on December 1st.)
November 30, 2020	Deadline for submission of a <i>Testing Accommodation Request Application</i> and all documentation
December 21, 2020	Posting of <i>Registration Status</i> for the February 2021 NPLEX Examinations to online <i>Profiles</i> on the NABNE website
January 20, 2021	Posting of <i>Registration Tickets</i> for the February 2021 NPLEX Examinations to online <i>Profiles</i> on the NABNE website
January 25, 2021	Deadline for submitting notification of cancellation of a February 2021 NPLEX Examination without having to provide an explanation or supporting documentation
February 2, 2021	Administration of the NPLEX Part I - Biomedical Science Examination
March 15, 2021	Posting of unofficial February 2021 P/F exam results in online <i>Profiles</i>
March 18, 2021	Mailing of official reports of February 2021 exam results to examinees
April 30, 2021	Deadline for submitting a <i>Manual Scoring Request</i> for an examination taken in February 2021

CHANGES DUE TO COVID-19

Because we are currently living with unprecedented uncertainty due to COVID-19, it is impossible to know what the situation will be like in February. NABNE is moving forward on the assumption that it will be possible to administer the NPLEX Part I - Biomedical Science Examinations as planned on February 2, 2021. Circumstances continue to change rapidly, however, and there is an unlikely possibility that the exam administration might need to be cancelled at one or more test sites in order to comply with governmental public safety requirements. NABNE will continue to monitor developments of the COVID-19 situation and will update the website regarding the February 2021 NPLEX exam administration if changes must be made. In any event, by **January 25, 2021**, NABNE will determine if the February 2021 test administration will proceed as scheduled at all test sites.

NABNE requests that you **register to take the February 2021 NPLEX examinations early in the application period, preferably within the first two weeks of November**. This will ensure that NABNE staff will be able to make adequate testing arrangements for everyone.

NABNE has made arrangements at its usual testing sites and is making back-up arrangements for alternate venues within the same locale, to ensure that the examinations can be administered as scheduled. More information will be posted on the website when it becomes available. Because NABNE must comply with restrictions due to COVID-19, examinees should expect to experience minor inconveniences in the testing process.

NABNE is taking reasonable measures to minimize the risk of transmission of COVID-19. When you apply to take the NPLEX in February 2021, you must acknowledge and accept that, even with the precautions NABNE has taken to minimize risk of transmission of COVID-19, there will still be some risk. Your patience and understanding are deeply appreciated as we navigate this challenging time together.

To address some of the challenges that have occurred in light of the COVID-19 situation, NABNE has temporarily revised some of its policies. Please note, some of the policies described in this Bulletin will be in effect **only** through the February 2021 administration of the NPLEX.

Continue to check the NABNE website for updates pertaining to the February 2021 NPLEX exam administration.

WHAT NABNE IS DOING TO KEEP EXAMINEES SAFE

To minimize exposure to COVID-19 at all of its test sites, NABNE has taken all reasonable precautions. Specifically,

At the time of application:

- Requiring that examinees agree that, for the 14 days prior to the exam administration, they will follow current CDC COVID-19 prevention guidelines (i.e., wearing a mask when out in public, maintaining 6 ft. (2 m.) social distancing, washing or sanitizing their hands after each potential contagion contact).

Two weeks before the exam administration:

- Sending examinees and testing personnel a reminder of social obligation to follow current CDC COVID-19 prevention guidelines during the 14 days prior to the exam administration, to which they agreed at the time of application.

The day before the exam administration:

- Requiring that each examinee and all testing personnel conduct a self-health screening and complete the *NABNE Self-Health-Screening Form*, and stay home if s/he is sick.

The day(s) of the examination(s), at the test site:

- Requiring that everyone wear a mask (one that covers their nose and mouth, and fits snugly along the sides) at all times while at the test site, regardless of whether or not they are wearing a face shield.
- Requiring that all examinees and proctors submit to a thermal temperature check and brief health screening each day.
- Requiring that examinees maintain 6 ft. (2 m.) social distancing (marked by tape) at all times while at the test site.
- Providing hand sanitizer at multiple places in the testing areas.
- Limiting the number of examinees/testing personnel in a room to 25-35.
- Maintaining a seating chart to ensure that each examinee sits at the same spot every day of the exam administration, and to facilitate contact tracing if required by the jurisdiction.
- Seating examinees at tables that are at least 6 ft. (2 m.) apart.
- Limiting the contact examinees and testing personnel have with documents and testing materials.
- Requiring testing personnel to wear gloves when handling testing materials, and allowing examinee use of gloves if desired (they must bring their own).
- Disinfecting high-touch surface areas throughout the day.
- Disinfecting bathrooms throughout the day.
- Disinfecting the testing rooms every evening.
- Compiling contact information and seating charts that will assist contact tracers if an examinee subsequently tests positive for SARS-Cov-2.

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This Bulletin contains information with which all applicants should be familiar. It describes NABNE policies, guidelines and recommendations. **The policies in this Bulletin apply to all applicants who will be taking or retaking any NPLEX examinations in February 2021, and includes special information and policies related to the situation caused by COVID-19.** (The Bulletin will be updated for subsequent exam administrations.)

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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 regulating bodies 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 nine 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

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

NABNE

- Qualifies applicants to take the NPLEX Examinations
- Administers the NPLEX Examinations
- Sends NPLEX exam results to examinees and to regulatory authorities
- Serves as an unbiased repository of NPLEX exam results and sends transcripts to regulatory authorities
- Upon request, manually verifies responses on answer sheets

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 Examinations
- Establishes the passing score
- Scores the NPLEX Examinations

THE NPLEX PART I - BIOMEDICAL SCIENCE EXAMINATION

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

APPROVED NATUROPATHIC MEDICAL PROGRAMS

To be eligible to take an NPLEX Examination, you must have completed the appropriate academic requirements at an **approved naturopathic medical program (ANMP)**^{1,2}. 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 (United States) or diploma (Canada).

Currently, the following naturopathic medical programs have been approved:

- Bastyr University (BU): Kenmore, Washington
- Bastyr University California (BUC): San Diego, California
- Boucher Institute of Naturopathic Medicine (BINM): New Westminster, British Columbia
- Canadian College of Naturopathic Medicine (CCNM): Toronto, Ontario
- National University of Health Sciences (NUHS): Lombard, Illinois
- National University of Natural Medicine (NUNM): Portland, Oregon
- Southwest College of Naturopathic Medicine (SCNM): Tempe, Arizona
- Universidad Ana G. Mendez (UAGM), formerly Universidad del Turabo (UDT):
Gurabo, Puerto Rico
- University of Bridgeport College of Naturopathic Medicine (UBCNM): Bridgeport, Connecticut

ELIGIBILITY REQUIREMENTS

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

- You have met the biomedical science coursework requirement at an ANMP (i.e., when you have completed anatomy, physiology, biochemistry, genetics, immunology, microbiology, pathology, and all required labs);

AND

- You are currently enrolled in³ or have graduated within the last five (5) years⁴ from an ANMP.

¹ If you graduated from a CNME-approved program before it was accredited, contact NABNE.

² If you have been licensed/registered but did not take the NPLEX, OR if you were licensed/registered prior to 1986 and are planning to be licensed/registered in a different state/province, contact NABNE.

³ If you are on an approved leave of absence from an ANMP, you may, under certain circumstances still be eligible to take the NPLEX Part I - Biomedical Science Examination. If this applies to you, contact NABNE.

⁴ If you graduated more than five (5) years ago, contact NABNE regarding additional eligibility requirements.

APPLICATION TO TAKE THE NPLEX EXAMINATIONS

CONFIDENTIALITY

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

When you apply to take the NPLEX Examinations, 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

The period for application to take the **February 2021** NPLEX Part I - Biomedical Science Examination is **November 1-30, 2020**. The application period will close at midnight PST on December 1st. NABNE recommends that you register to take the February 2021 NPLEX examinations early in the application period, preferably within the first two weeks of November. This will ensure that NABNE staff is able to make adequate testing arrangements well in advance of the exam dates. In addition, if you wait until November 30th to apply and you need technical assistance in order to submit your application, NABNE staff may not be available to help you.

You must **submit your application and payment** to take or retake the NPLEX Part I - Biomedical Science Examination **via the links on the dashboard of the online *Profile*** you create in the ***Applicant Portal*** on the NABNE website.

It is your responsibility to follow the instructions required to complete your application.

Before you begin your application:

- Review the current *Bulletin of Information*** pertaining to the examination you are planning to take. **To address some of the challenges that have occurred in light of the COVID-19 situation, NABNE has temporarily revised some of its policies.** Please note that some of the policies described in this Bulletin will be in effect **only** through the February 2021 administration of the NPLEX.
- Determine the NABNE test site** at which you plan to take the examination. You can take the examinations at any NABNE test site. You will not be able to change your test site after the application deadline.
- Have the following items ready:**
 - **Your Social Security (SSN) or Social Insurance Number (SIN).**
 - It is important that you **use the same SSN/SIN you provided on a previous application** so that all of your NPLEX records are linked.

- **A scanned image of your current government-issued photo identification** (e.g., driver's license, government-issued photo identification card, passport photo page, or passport card).
 - Both the **first** and **last** names on the identification you upload must **exactly** match the first and last names you enter on this application form. You are not required to include your full middle name on the application. The maximum file size of the image you submit should not exceed 1MB.

- **A scanned image of the documentation that verifies any official name change** made since the last time you applied to take an NPLEX Examination (e.g., marriage license, name change order, etc.).
 - Both the **first** and **last** names on the official document you upload must exactly match the first and last names on the current government-issued photo identification you submit with your application. The file size of the image you submit should not exceed 1MB.

- **Your debit or credit card information.**
 - The payment system accepts Visa and Mastercard only. You must complete your payment at the time of application. **If you leave the application page without completing your payment, you will NOT be able to return to it at a later time. You will be required to begin the application process again.**

- **Create an online *Profile* and password for the CURRENT exam administration.** Keep a record of your *User Name*, the email address you are using, and the password you create. **You must create a new online *Profile* and password every time you apply to take an NPLEX Examination,** regardless of whether you have created one for a previous exam administration. **DO NOT create more than one *Profile*** for the same exam administration, as this will cause problems when it's time to access your *Registration Status* or download your *Registration Ticket*.

When you apply to take the examination:

- **Complete the exam application** using the appropriate link located on the dashboard of your online *Profile*.
- **Enter ALL information required on the online application page.**
- **Provide the email address where you would like to receive all communication from NABNE** (please provide an email address where NABNE will be able to reach you for the next 6 months).
- **Upload an image of the current government-issued photo identification** you will use to gain admittance to the examination (e.g., driver's license, government-issued identification card, passport photo page, or passport card).
- **Upload an image of documentation that verifies any official name change** made since the last time you applied to take an NPLEX Examination (e.g., marriage license, name change order, etc.).
- **Pay all fees in U.S. 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 any corrections that must be made to your application by contacting NABNE at info@nabne.org.

After you submit your application:

- Check your email for your *Confirmation Receipt*.** If you do not receive your *Confirmation Receipt* within the next several minutes, be sure to check your spam folder.
- Download the *NPLEX Blueprint & Study Guide*** using the link provided in the email confirmation you receive after you submit your application online.

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 **U.S. dollars** by a debit or credit card via our secure online payment system. Our payment system accepts Visa and MasterCard **only**.

Non-refundable NPLEX Part I Application & Exam Administration Fee **US\$175**
(Paid with every application to take the NPLEX Part I - Biomedical Science Examination)

NPLEX Part I - Biomedical Science Exam Fee **US\$300**
(Paid with each application to take the NPLEX Part I - Biomedical Science Examination)

Refund Processing Fee **US\$50**
(Assessed when exam fees are refunded)

Manual Scoring Fee - Biomedical Science Examination **US\$40**

Study Guide Fee *(Paid to receive a study guide requested outside of the application process)* ... **US\$5**

REFUNDS

The ***Application & Exam Administration Fee*** is non-refundable.

The ***Part I - Biomedical Science Exam Fee***, minus a **US\$50 Refund Processing Fee**, **may** be refunded in some circumstances (see *CANCELLATION*, page 9).

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

TRACKING YOUR REGISTRATION STATUS

When NABNE has all materials required to complete your application and has received a letter of verification⁵ from the registrar at your ANMP, you will be approved to take the examination.

- To determine if your application has been approved, **log into your online *Dashboard* after December 21, 2020.**

⁵ If NABNE receives written notification from your ANMP verifying that you did not complete all biomedical education requirements, you will not be allowed to take the examinations during the current administration. Within thirty (30) days of receipt of this notification from your ANMP, NABNE will issue a **refund of the Exam Fee, minus a US\$50 Refund Processing Fee**, to the debit or credit card you used with your application.

PRINTING YOUR REGISTRATION TICKET

To be admitted to the examination, **you will be required to present a printed copy of your *Registration Ticket*.**

- To print a copy of your *Registration Ticket*, **log into your online *Dashboard* after January 20, 2021.**

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 identification do not **exactly** match the first and last names you have provided in your online application or ***Name Change Form***, you will not be admitted to take the examination.

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

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

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

PREPARATION TO TAKE THE NPLEX PART I - BIOMEDICAL SCIENCE EXAMINATION

The NPLEX Part I - Biomedical Science Examination (BSE) 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**. 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.

As part of your NPLEX application, you will receive a free PDF download of the *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 NPLEX 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 each year with information pertaining to both the August and subsequent February NPLEX exam administrations (e.g., August 2020 and February 2021), and may be ordered on or after May 1st. A study guide ordered prior to May 1st of each year will be from the previous NPLEX administration and will 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.

CANCELLATION

NABNE does not defer/hold fees or transfer fees to later exam dates.

If you fail to notify NABNE regarding your absence before your exam date, all fees will be forfeited. **Notify NABNE by completing the *Cancellation Form*** found in the ***Applicant Portal*** on the NABNE website.

If you submit your notice of cancellation of a February 2021 NPLEX Examination ON or BEFORE January 25, 2021:

- You **will not** be required to submit documentation of a reason for your cancellation.
- Your name will be removed from the roster and you **will not** be admitted to the examination.
- You will be issued a refund of the ***Exam Fee*** you paid with your application, minus a US\$50 ***Refund Processing Fee***, within thirty (30) days of notice of cancellation. This partial refund will be made to the same debit or credit card you used with your application. **The *Application & Exam Administration Fee* is non-refundable.**

If you submit your notice of cancellation of a February 2021 NPLEX Examination AFTER January 25, 2021, and you have cancelled due to illness, a death in the family, inclement weather, or if you are unable to travel to the test site due to inclement weather or COVID-19 restrictions⁶:

- To receive a partial refund, you **will** be required to submit documentation of a reason for your cancellation (see below).
- Your name will be removed from the roster and you **will not** be admitted to the examination.
- You will be issued a refund of the ***Exam Fee*** you paid with your application, minus a US\$50 ***Refund Processing Fee***, within thirty (30) days of the date all documentation is received by NABNE (see below). This partial refund will be made to the same debit or credit card you used with your application. **The *Application & Exam Administration Fee* is non-refundable.**

To receive a refund, you must:

- **Notify NABNE regarding your absence by completing and submitting the online *Cancellation Form* within 24 hours of your exam date**, explaining the circumstances that prevented you from taking the examination.
- **Send documentation that verifies the reason for your absence to NABNE within two (2) weeks after the exam date** (e.g., a note from a licensed doctor that verifies your illness or the illness of a family member, a detailed explanation of an emergency, verification of a death in the family, a copy of a web page showing a local weather report or road closures, etc.). Upload a scanned copy of this documentation with your *Cancellation Form* or send it via email to info@nabne.org.

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.

⁶ If, once you have begun to take the examination, you are prevented from **completing** it due to illness, a family emergency, or inclement weather, **notify the proctor immediately, then notify NABNE** the same day by submitting the *Cancellation Form*. You will not be admitted to the subsequent section of the examination during the current exam administration, and your exam results from the section you previously took during the current NPLEX administration will be nullified.

ADMINISTRATION OF THE NPLEX EXAMINATIONS

NABNE TEST SITES

When you choose a NABNE test site, you acknowledge that travel restrictions related to COVID-19 might prevent you from taking the examinations. For the 14 days prior to the exam administration, NABNE requires that you agree to follow current CDC COVID-19 prevention guidelines (i.e., wearing a mask when out in public, maintaining 6 ft. (2 m.) social distancing, washing or sanitizing their hands after each potential contagion contact).

In **February 2021**, the NPLEX Part I - Biomedical Science Examination will be administered at the following test sites:

WESTERN TEST SITES		EASTERN TEST SITES	
AZ	Mesa, Arizona	CT	Trumbull, Connecticut
BC	Vancouver, British Columbia	IL	Glen Ellyn, Illinois
CA	San Diego, California	ON	Toronto, Ontario
OR	Portland, Oregon	PR	Gurabo, Puerto Rico
WA	Redmond, Washington		

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.

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, 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: COVID-19 restrictions, 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.

RESTRICTIONS DUE TO COVID-19

NABNE is taking steps to maximize the likelihood that the test sites in February 2021 will comply with COVID-19 restrictions. NABNE cannot, however, guarantee that any given test site will be open. If a test site cannot be open due to governmental public safety restrictions, NABNE will post an announcement on the website at www.nabne.org, and you will be notified via email.

When you register to take the examination, you agree to abide by all measures NABNE is taking to keep examinees and proctors safe and to prevent transmission of COVID-19. These measures include having your temperature taken before you enter the testing room, being required to wear a face mask, and complying with social/physical distancing guidelines.

NPLEX 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 **February 2021**, the NPLEX Part I - Biomedical Science Examination will be administered according to the following dates and schedules. **Be sure to 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, seating, and instructions.**

There are **different exam schedules** for the **Eastern** and **Western** test sites. **Be sure you follow the correct schedule** for the specific test site you have selected.

EASTERN TEST SITES (CT, IL, ON, PR)

Tuesday, February 2, 2021

9:00 a.m. - 9:30 a.m.	Admission, seating, and instructions
9:30 a.m. - 12:00 p.m.	Biomedical Science Exam Administration - Section 1 <i>(100 exam items, 2½ hours to complete the section)</i>
12:00 p.m. - 1:00 p.m.	Break
1:00 p.m. - 1:15 p.m.	Admission, seating, and instructions
1:15 p.m. - 3:45 p.m.	Biomedical Science Exam Administration - Section 2 <i>(100 exam items, 2½ hours to complete the section)</i>

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

Tuesday, February 2, 2021

8:00 a.m. - 8:30 a.m.	Admission, seating, and instructions
8:30 a.m. - 11:00 a.m.	Biomedical Science Exam Administration - Section 1 <i>(100 exam items, 2½ hours to complete the section)</i>
11:00 a.m. - 12:00 p.m.	Break
12:00 p.m. - 12:15 p.m.	Admission, seating, and instructions
12:15 p.m. - 2:45 p.m.	Biomedical Science Exam Administration - Section 2 <i>(100 exam items, 2½ hours to complete the section)</i>

ADMITTANCE TO THE EXAMINATIONS

Because the NPLEX Examinations are 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 (such as essential oils, perfume, after-shave, and cologne), or strongly scented personal products (such as powder, hair spray, deodorant, etc.) during the days of examination. 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 identification** (e.g., driver's license, government-issued identification card, or passport), and a printed copy of your **Registration Ticket**. Plan to bring a **face mask**, which you will be required to wear at all times once you have entered the test site. If you don't have a face mask, you will not be allowed to enter the testing room. You may bring a pair of disposable gloves if you wish.

You must be at the test site and ready to check in at the BEGINNING of the admission time indicated on the exam schedule, **because the precautions NABNE is taking to prevent the spread of COVID-19 will take more time than usual**. This will ensure that you have time to have your temperature taken and complete a brief health screening, be seated, and hear instructions before the testing period is scheduled to begin. **If your temperature is above 100.4°F (38° C), you will not be allowed to take the examination**. If you arrive late (after all examinees have been seated and the testing room door is closed), you will 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 forfeit all exam fees.

You will be admitted into the testing room only if you have been approved to take the examination and have presented a **printed copy of your Registration Ticket** and one piece of your **current photo identification** to the proctor. The **first and last** names on your photo identification must **exactly** match the first and last names on your *Registration Ticket*. Because you are not required to include your middle name on the application, it will not appear on your *Registration Ticket*.

You should keep your Registration Ticket and photo identification with you at all times during the testing period. You will need to refer to your *Registration Ticket* when filling in the identification 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 EXAM SCHEDULES*, on page 11. You will be allowed 2½ hours (150 minutes) to complete each 100-item 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 period⁷. 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 you take during the testing period.

⁷ If you choose to wear earplugs, it is your responsibility to track the time remaining in the testing period.

To avoid common errors associated with completing 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 *Registration 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 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.
- Make sure you have marked your answer for each item on the correct line of your answer sheet.** For example, marking the answer for item #4 in a bubble on the line designated for item #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 the answer sheet.**

Some of the items will be very challenging. You do not need to answer every item correctly to pass. While you should have no trouble completing the entire examination in the time allotted, some exam items will require more time to answer than others, and spending too much time on one item may cause you to feel pressured to speed through the rest. **The penalty for an unanswered item is the same as that for an incorrect response.** When you encounter an item for which you do not know the answer with certainty, try to eliminate some of the response alternatives. 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 item later if time allows.

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:

Adhere to all COVID-19 prevention guidelines required by NABNE. These measures include:

- Having your temperature taken before you enter the testing room
- Being required to wear a face mask that covers your nose and mouth
- Complying with social/physical distancing guidelines

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

- Your *Registration Ticket*
- One piece of your current government-issued photo identification (e.g., driver's license, government-issued identification, passport photo page, or passport card)
- A non-alcoholic beverage in a closed (non-breakable) container
- A face mask
- One pair of disposable gloves
- Reading glasses
- 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.

Minimize the number of personal belongings you bring with you to the test site in order to avoid cross-contamination of personal effects.

Leave ALL other personal belongings that you choose to bring with you in the designated area outside of the testing room. Before you check in for an examination, turn off all electronic devices (e.g., cell phones, pagers, etc.) and leave them in the designated area outside the testing room. 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 during the testing period **only**.

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
- Outerwear⁸ (e.g., coats, jackets, gloves)
- Headwear (e.g., hats, caps, hoods, except those worn for religious purposes)
- Sunglasses, visors
- Tissue, writing instruments, erasers; these will be provided by NABNE.

⁸ 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 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 *Registration Ticket* 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 a proctor. You should use the restroom **before** you check in.
- ❑ **Follow all testing regulations set forth in this *Bulletin*, 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 section(s) of the examination. Other sanctions may also be imposed, including but not limited to invalidation 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 signed and dated *Affirmation of Compliance* on file 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 items 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 a break
 - Failing to adhere to a proctor's instructions or requests
 - Failing to comply with NABNE COVID-19 safety precautions
 - 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

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

❑ **Violations after the testing period:**

- Reproducing exam items, by any means, including reconstruction from memory
- Communicating about exam items 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 test 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 invalidated, s/he may be prohibited from taking NPLEX Examinations 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.

NPLEX PASSING STANDARDS

The NPLEX Part I - Biomedical Science Examination (BSE) 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 concurrent⁹ competence in both **general** exam areas (GEAs)¹⁰: **Structure/Function** and **Disease/Dysfunction**.

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 result can be viewed online. An **official** hard copy of your exam result will be sent to you by regular mail within the same week.

NABNE has made 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 your 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 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 pertain 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 will also provide 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.

⁹ You must pass both **general** exam areas within the **same** exam administration in order to pass the examination (e.g., passing one **general** exam area in one administration and the other in another exam administration, does not constitute a passing result).

¹⁰ You have passed the 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 are required to demonstrate competence in each of the two **general** exam areas (NPLEX uses a modified Angoff method to set the passing score).

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 telephone, 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 Examination¹¹.

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 of an examination you take in **February 2021**, you must submit your request and payment online **no later than October 30, 2020**. The *Manual Scoring Fee* of **US\$40** must be paid using a debit or credit card.

TRANSCRIPTS

When you are ready to take the NPLEX Part II - Clinical Science Examinations, it will be your responsibility to request that NABNE send a transcript of your NPLEX Part I exam results to the regulatory authority of the jurisdiction in which you plan to practice. This request may be made at the time you apply to take the NPLEX Part II - Clinical Science Examinations.

¹¹ **If you graduated more than five (5) years ago**, contact NABNE regarding additional eligibility requirements.

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 post-test analysis 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.

NABNE - Appeals

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

COURTESY ACCOMMODATIONS

If you have a temporary limitation (e.g., a fractured arm or leg, advanced pregnancy, etc.) that does not rise to the level of a functional disability, NABNE will work with you and the testing facility to provide physical arrangements to meet your needs. These types of limitations do not require extensive evaluation by a specialist because they require only modification of a **physical** component of the testing environment; however, you may be required to submit a note from your physician or other professional. You must submit a ***Courtesy Accommodations Request Form*** to NABNE, **no later than two (2) weeks prior to the exam date**. If you have not requested the accommodations at least two (2) weeks prior to the exam date, the testing facility is under no obligation to accommodate your request. Write to NABNE at testingaccommodations@nabne.org to receive a copy of the *Courtesy Accommodations Request Form*.

Extended testing time or off-the-testing-clock break time are not considered courtesy accommodations. If you are requesting **extended testing time**, you must request and complete the appropriate forms (*NABNE TESTING ACCOMMODATIONS REQUEST PACKET*), and be evaluated by a professional who can provide objective evidence (results of psycho-educational testing) of a functional limitation that requires that you receive this accommodation.

NABNE TESTING ACCOMMODATIONS POLICY

In general, a **disability** is defined as a physical, cognitive, or mental impairment that substantially limits one or more of an individual's major life activities. Not all disabilities, however, impact an examinee's ability to access (take) a multiple-choice examination. To be granted testing accommodations by NABNE for the administration of the NPLEX, the applicant must submit objective evidence that s/he has a disability which causes functional limitations that are relevant to taking a multiple-choice examination¹². Providing accommodations to an examinee who does **not** have a disability is likely to provide an advantage that other examinees have not received, compromising the fairness of the exam process.

To have an application for testing accommodations be considered for the **February 2021** exam administration, you must register to take the upcoming NPLEX examination¹³, and NABNE must receive, **no later than November 30, 2020**, all required documentation¹⁴, establishing that:

- You are an individual who has current functional impairments that arise due to a disability;
- These impairments cause functional limitations that impact your ability to access a multiple-choice examination;

AND

¹² The NPLEX is a multiple-choice examination that requires you to be able to read and comprehend text. The examinations do not require math calculation, oral fluency, or compositional writing.

¹³ NABNE will make a final determination regarding the provision of accommodations only in reference to the upcoming exam administration, and only if you are currently registered and have submitted timely and complete requests for accommodations.

¹⁴ If the documentation submitted to NABNE by the deadline is not sufficient to establish that you have a **disability** that impacts your ability to access a multiple-choice examination, it is **not** NABNE's responsibility to follow up and obtain the required information.

- The requested testing accommodations are reasonable¹⁵ and address the specific functional limitations relevant to taking a multiple-choice examination.

To apply for testing accommodations, you should request the **CURRENT NABNE Applicant Testing Accommodations Request Forms** by writing to testingaccommodations@nabne.org.¹⁶ If NABNE has not received the testing accommodations application, on **current** forms, with **complete documentation by the end of the exam registration period** (November 30, 2020), your request will not be evaluated in time for the upcoming exam administration. It is not NABNE's responsibility to follow up to obtain missing documentation. If any required documentation is received **after** the application period has ended, you will be given the option of either taking the examination(s) without the requested accommodations, or cancelling your application and forfeiting all application fees and part of the exam fees.

Initial Testing Accommodations Request

To apply for testing accommodations and ensure that your request will be considered in time for the upcoming NPLEX administration, it is your responsibility to:

- Register to take an NPLEX examination.**
- Complete the CURRENT NABNE Applicant Testing Accommodations Request Form.**
- Prepare and submit a personal statement describing the nature of your disability** and how the testing accommodations being requested will address the functional limitations associated with that disability (e.g., how a cognitive disability affects your access to a multiple-choice examination, why a physical disability requires extra testing time, etc.).
- Have a professional** who is qualified to assess your particular disability¹⁷ send **current**¹⁸ documentation **directly to NABNE**¹⁹ on the **NABNE Evaluator's Report** that includes:
 - **A description of the nature of the condition**, to include:
 - A verbal description, or a specific diagnosis²⁰ such as a DSM-5 or ICD code.
 - The **criteria used to substantiate any diagnosis** made.

¹⁵ A **reasonable accommodation** is an adjustment to or modification of standard testing conditions that addresses the functional limitation(s) that is (are) related to an examinee's disability, without giving undue advantage to the examinee who receives the accommodation; without compromising the validity or security of the examination; without fundamentally altering the measurement of knowledge, ability, or skill that the test is intended to measure; and without imposing an undue hardship on NABNE.

¹⁶ The new forms for the upcoming administration will be available from NABNE approximately two (2) months before the deadline for submission.

¹⁷ For example, cognitive/developmental/psychological disorders will be appropriately evaluated by a neuropsychologist.

¹⁸ "Current" depends on the nature of the disability. If your most current evaluation is more than five (5) years old, you will be required to have a new evaluation; if it is less than five (5) years old, contact NABNE to find out if a new evaluation is required. **Regardless of the recency of your evaluation, you must have your evaluator complete the new February 2021 NABNE Evaluator's Report form.**

¹⁹ The report must be sent directly from the evaluator to NABNE. NABNE will not accept *NABNE Evaluator's Reports* sent by you.

²⁰ A diagnosis (e.g., DSM-5 or ICD code) is not required, but because it is a shorthand version of describing a condition, it can substitute for a lengthy verbal description. Although information regarding diagnosis and history may be withheld at your discretion, if the information is not provided, it may affect NABNE's ability to reasonably assess the accommodations request.

- An **explanation of how the condition or diagnosis was determined**, to include:
 - A **history** of the disability with a review of **objective** information (e.g., school performance before accommodations were granted, reports by former teachers or family members etc.).
 - Appropriate **psycho-educational test scores²¹** and/or **physical findings** that are relevant to your ability to access a multiple-choice examination.
 - **Interpretation** of test scores and/or physical findings.
 - A **clinical summary**, integrating history and results of psycho-educational testing and/or objective physical examination, indicating how they relate to your ability to take a multiple-choice examination.

- A **description of your *current* functional limitations** and how they relate to taking a multiple-choice examination.

- Proof of the **evaluator's qualifications** (e.g., the evaluator's credentials, licensure status, membership in an applicable professional regulatory body, speciality, etc).

- **Ensure that all accommodations request documents are received by NABNE no later than the end of the application period: November 30, 2020.**

Applications for accommodations and all required documentation
for the upcoming exam administration should be:

Emailed in PDF format to:
testingaccommodations@nabne.org

If you cannot send your materials via email, please contact NABNE at 503-452-2953.

To ensure that your request will be evaluated in time for the
February 2021 exam administration, **all documentation
must be received by NABNE no later than November 30, 2020.**

Your documentation will be reviewed by one or more of NABNE's expert documentation review specialists (DRSs), each of whom will provide an impartial interpretation of the information provided. Every NABNE documentation review specialist has a doctoral degree (Ph.D., Ed.D., or Psy.D.) with specialty training in the disability assessment process. All have many years of experience reviewing evaluations such as the ones submitted by applicants for accommodations, and are aware of applicable legal requirements. After the DRS reviews the documentation, NABNE will determine whether or not the request for accommodations will be granted.

²¹ 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 cognitive disorder, a few low scores 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:

- The **objective** evidence provided in the documentation furnished by your evaluator is:
 - Not adequate to substantiate the claimed disability and/or the claimed functional limitation(s).

AND/OR

- Not consistent with, or not adequate to substantiate a claim that the limitation(s) is (are) significant in the context of taking a multiple-choice examination.
- The specific testing accommodation(s) you have requested is (are) not reasonable or not appropriate to the functional limitation(s) related to your disability.

Notice of Determination

Four weeks prior to the scheduled exam date, you will be contacted via letter and/or email with the decision regarding your request. If your request is granted, you will be sent a memo documenting the accommodations you will be provided; you will need to sign and return this document to NABNE. If your request is denied, you will be given an explanation for the decision; your options will be to take the examination(s) without the requested accommodations, or to cancel your application and forfeit all application fees and part of your exam fees.

NABNE is under no obligation to provide the same accommodations as those provided by your current naturopathic medical program (ANMP).

Subsequent Testing Accommodations Requests

If you have been granted testing accommodations in the past, you will not **automatically** be granted the same accommodations for a subsequent exam administration. To request testing accommodations for subsequent exam administrations, you must submit a new *NABNE Applicant Testing Accommodations Request Form* every time you apply to take the NPLEX. Although new documentation from a disability specialist **might not** be required, you are responsible for ensuring that the documentation NABNE has on file meets the requirements outlined earlier.

If your previous request for accommodations was denied, for a future exam administration you may resubmit an accommodations request that includes **additional information**. However, further documentation will not change the outcome if the information provided in the new report is not consistent with the claimed disability or relevant functional limitations.

Issues and Appeals Regarding Testing Accommodation Decisions

If you wish to appeal a decision regarding your testing accommodations application, you must submit your appeal to NABNE in writing, addressed to the Test Accommodations Committee of the NABNE Board. Send your letter to testingaccommodations@NABNE.org. Due to the short time frame between when the letters of decision are sent out, the Board will not be able to respond to you before the upcoming exam administration, but NABNE will make every effort to respond to you with a response to your appeal within six (6) weeks of receipt of your appeal.