



**WINS**Academy

# **WINS Academy Certification Programme**

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## **Examination Policies and Procedures**

May 2018

# 1. WINS ACADEMY EXAMINATION INFORMATION

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Computer-based testing is the standard method of administration for WINS Academy Programme examinations. Each certification exam is comprised of 45 multiple-choice questions based on information provided in the WINS Academy's course materials. The allotted time to complete the computer-based exam is 45 minutes.

All exam questions are developed according to the Standards for Educational and Psychological Testing and randomly placed throughout the exam. The exam questions are produced and reviewed together with learning technologists and test developers to ensure they are fair, reliable, valid have no biases. The exam procedure at a Pearson VUE Examination Centre begins with the computer induction procedure. Note that you will be requested to sign a Non-Disclosure Agreement (NDA) before the exam time starts.

The exam is preceded by a short tutorial designed to familiarise candidates with the testing platform (i.e., how to monitor the time remaining and the number of questions left, how to flag a question for review, how to review answers before submitting them, etc.). The time used to complete the tutorial is not included in the exam time of 45 minutes. Note that there are no breaks scheduled during the exam. You are allowed to take a break if needed; however, your exam clock will continue to count down.

A review functionality enables you to flag questions during the exam and review them later on. A review page after the 45th question will list all question numbers and indicate any questions that are incomplete or flagged. You can easily revisit these questions from this page. The exam will end with a survey where you will be invited to provide feedback about the exam process.

## 1.1 EXAM LANGUAGE AIDS

Although all WINS Academy exams are administered in English, WINS welcomes applicants who are non-native speakers of English. An additional 15 minutes can be allocated to the standard duration (45 min.) of each certification exam for participants who speak English as a second language. You can request time extension when booking your exam online.

## 1.2 SPECIAL ACCOMMODATIONS FOR THE EXAMINATION

WINS and Pearson VUE are committed to ensuring access for all individuals with disabilities. The purpose of test accommodations is to provide candidates with full access

to the test. Pearson VUE provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations. For example, applicants may request someone to record answers, a separate testing room, extra testing time, or presentation of the material in large print.

Participants may request the staff at any Pearson VUE examination centre for modifications due to disability, handicap and/or other conditions that may impair your ability to take the exam. There are no additional costs for special accommodations.

### 1.3 EXAMINATION ELIGIBILITY

Once you have purchased the courses and exams on Pearson VUE Mindhub, you are deemed eligible to take the exam for the selected module(s). From the date of purchase of the exam voucher (contained in a WINS Academy package) or exam re-sit voucher, you are granted a one-year eligibility period in which to sit the exam.

### 1.4 HOW TO SCHEDULE YOUR EXAMINATION APPOINTMENT

To schedule an exam online, visit the Pearson VUE website (<http://www.pearsonvue.com/WINS/>). Alternatively, you can call the Pearson VUE Customer Service Centre (United Kingdom, telephone: +44(0)161 855 7436, office hours: Monday–Friday, 9:00 am–5:00pm. UK time; closed on local holidays). Appointments can be booked up to one business day before the date you wish to sit the test, subject to availability.

To register, you are requested to create a web account. You are then directed to a webpage where you can select your WINS exam from the Exam Catalog. After the selecting an exam, you are requested to complete the following steps:

- Search for and choose your preferred test centre
- Choose an appointment
- Verify your appointment in the next window

To find the closest test center to where you are located, click here: <https://wsr.pearsonvue.com/testtaker/registration/SelectTestCenterProximity/WINS/2811813>

After booking the exam(s), you will receive Pearson VUE exam admissions policy information in the confirmation email(s). **Note that you need to be at the testing venue at least 15 minutes before the examination time, and you need to present a valid ID (with picture), preferably your passport.**

## 1.5 EXAM RESCHEDULE/CANCELLATION POLICY

### RESCHEDULE POLICY

If you wish to reschedule your exam, you must contact Pearson VUE 24 hours prior to your scheduled appointment. Rescheduling less than 24 hours prior to your appointment will result in forfeiting your exam fees.

### CANCELLATION POLICY

If you wish to cancel your exam, you must contact Pearson VUE 24 hours prior to your scheduled appointment. Cancelling an exam less than 24 hours prior to your appointment or missing your exam may result in forfeiting your exam fees.

### EMERGENCY SITUATIONS (EXTENUATING CIRCUMSTANCES)

WINS understands that there are times when personal emergencies may cause you to reschedule or cancel your exam at very short notice (less than 24 hours before the scheduled appointment), or miss a scheduled exam appointment (resulting in a no-show status).

#### **Such extenuating circumstances can include:**

- Medical emergency
- Military deployment
- Death in immediate family
- Illness in immediate family
- Natural disaster

If your circumstances force you to miss your scheduled exam appointment, please contact the WINS Academy Support Team as soon as possible following the missed exam appointment. You will be asked to provide an explanation along with supporting documentation (e.g., accident report, medical documentation, etc.) in order for you to reschedule or cancel your exam without penalty. WINS will review all claims on a case-by-case basis. If your extenuating circumstance claim is not approved, you will be required to pay the full re-examination fee to sit for the exam.

## NO-SHOW STATUS

Failure to notify Pearson VUE or WINS within the specified time periods, to reschedule or cancel your exam, or to meet a scheduled examination appointment will result in a no-show status that results in forfeited exam fees. A re-take voucher will have to be purchased at full price in order to sit the exam.

## 1.9 WINS/PEARSON VUE EXAMINATION SECURITY & CONFIDENTIALITY

The exam and any other exam-related materials remain the sole and exclusive property of WINS/Pearson VUE. These materials are confidential and are not available for review by any person or organisation for any reason.

Your exam (pass/fail) results are confidential and will not be disclosed to anyone without your consent, unless we are directed by valid and lawful subpoena or court order. If you would like your exam results to be released to a third party, you must provide WINS/Pearson VUE with a written request that specifically identifies the types of details (e.g., examination date, pass/fail status, etc.) about the exam results that the third-party person or organisation should receive.

### 1.1.0 EXAMINATION ADMISSION AND INSTRUCTIONS

In order to be admitted into the examination centre, a valid passport is recommended as your primary form of identification. If your primary form of identification does not contain your signature, you will also be required to present a secondary form of identification with your full name and signature, e.g., a debit or credit card.

**If you are not in possession of a current valid passport, you may use one of the following documents as an alternative primary form of identification:**

- Photo card driver's license
- Government issued identification card

**Your identification must include:**

- English characters
- Your clearly visible photograph
- Your signature

Please note that in order to be accepted, these documents must have been issued in the country where you are testing. For example, a UK photo card driving license will only be considered to be a valid form of identification if your test centre is located in the UK. All forms of identification being presented at the testing centre must match your name exactly as it appears on the scheduling notification. Your identification documents must be in good condition, and cannot be bent, frayed, taped, cracked or otherwise damaged in any way.

## CHECK-IN PROCEDURE

We ask that you arrive at the test centre at least 30 minutes before your scheduled appointment time to complete the necessary check-in procedures. If you arrive more than 15 minutes late for your appointment, you may be refused admission and fees will be forfeited. At check-in, you will be requested to sign in, present the required identification, and sign an NDA.

## PROHIBITED AT THE TESTING CENTRE

You may not bring anything into the testing area or to the desk where you take the exam other than what the test administrator gives you. You will be provided with a locker on the day of your exam to store your personal belongings. Once your items are stored, you will be unable to access your locker until you have completed your examination appointment.

## WHAT TO EXPECT IN A PEARSON VUE TESTING CENTRE

Once you have completed the check-in process, the Testing Centre Administrator will provide you with note-taking items. While it is standard procedure to give test-takers a note pad or erasable board, you will not need to use them during your exam. You will then be escorted into the video-monitored testing room and be seated at your workstation to begin the exam. On the first screen, you will be asked to verify both your name and the exam you are taking. Once this information is verified, the 15-minute exam tutorial will begin. Both the tutorial and the exam exhibit a countdown so that you are aware of how much time you have left. You may exit the tutorial at any time and start the exam.

If you observe any irregularity in the testing centre, or experience any issues during your examination appointment, please inform the Testing Centre Administrator immediately.

To find out more about the security measures at Pearson VUE testing centres, you can watch a video at <http://media.pearsonvue.com/videos/security.html>.

## TERMINATION OF EXAMINATION ADMINISTRATION/GROUNDS FOR DISMISSAL

The WINS Academy and Pearson VUE reserve the right to take any actions necessary for failure to comply with the test administrator/supervisor's directions. This includes, but is not limited to, barring you from future testing and/or cancelling your scores. If your scores are cancelled, you will be notified of such action, along with the reasons why, and your exam fees will not be refunded.

The Testing Centre Administrator is authorised to dismiss you from an exam when there is a reasonable basis for concluding that you have engaged in any of the following activities:

- Using or attempting to use someone else to take the test on your behalf
- Failing to provide acceptable personal identification, as outlined in previous chapters
- Having access to notes or any other prohibited aids related to the test
- Creating a disturbance (the test administrator has sole discretion in determining whether specific conduct constitutes disruptive behavior)
- Communicating with another person other than the test administrator/supervisor or proctor during the administration of the test, including attempting to give or receive assistance
- Attempting to remove a scrap of paper from the testing room, or tearing the scrap of paper in any way
- Eating or drinking in the testing room
- Leaving the testing room or testing centre vicinity without permission
- Removing, or attempting to remove, exam-related material or portions of a test in any format from the testing room
- Attempting to tamper with a computer
- Engaging in any dishonest or unethical conduct, such as cheating

Although tests are administered under strict supervision and security measures, exam irregularities may sometimes occur. Please report to the Testing Centre Administrator or to WINS any observed behavior that may lead to an invalid score.

### 1.1.1 PEARSON VUE TESTING TUTORIAL AND PRACTICE EXAM

Pearson VUE offers an online tutorial for participants to familiarise themselves with the functions that they may use when taking a computer-based test at a Pearson VUE Test Centre. The tutorial includes information about how to answer questions, change answers and review questions. To view this tutorial, please [click here](#).

In addition, Pearson VUE offers a computer-based testing tutorial and practice exam software that give you the opportunity to learn how to navigate your way through computer-based exams. This includes a practice exam that gives you an opportunity to become familiar with the operations of computer-based testing.

To download the Pearson VUE Testing Tutorial and Practice Exam, please visit:  
<http://www.pearsonvue.com/athena/>

### 1.1.2 EXAMINATION REPORT

Immediately after completing the computer-based test, you will receive a printed score report informing you about whether you have passed or failed the exam.

All participants who successfully pass an exam are sent an electronic version of their associated certificate via email within a week after they have passed.

### UNDERSTANDING YOUR EXAM REPORT

A pass/fail result score is generated based on your overall performance on the exam. Participants who achieve the minimum passing score or higher are invited to join the WINS Alumni Network.

In addition to the overall pass/fail status, diagnostic information on your performance is provided for each domain.

## 2. REEXAMINATION

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Candidates who fail a WINS Academy Programme exam can re-take it by purchasing a 125 Euro exam voucher via WINS. Exam retakes can be scheduled as early as 24 hours after the initial examination date.



You can take and fail an exam three times within the first year of your eligibility period. If you fail three times, you must wait until the next year to reapply. You may then make two attempts to pass the exam every consecutive year thereafter.

However, failing one WINS Academy Module exam does not prevent you from sitting for another exam. For example, if you should fail an Elective exam three times in your one-year eligibility period, you will have to wait until the following year to reapply for the test for that particular module. However, you could still sit for another Elective exam.

**If your eligibility period expires before you have passed an exam, you must reapply for certification.**

### 3. RECEIVING CERTIFICATION FROM WINS

Once you successfully pass your exams for the Foundation Course and at least one Elective Course, you earn certification from **WINS as a Certified Nuclear Security Professional (CNSP)**. You can use your professional credentials in a variety of ways – from your business cards and resume to your email signature.

In addition to the CNSP certification, you receive a certificate of specialisation for each Elective Course you pass, and you can collect as many specialisations as you wish. Following is a full list of the specialisations from which you can choose.

SPECIALISATION IN
Nuclear Security Governance
Nuclear Security for Executive Management
Nuclear Security for Scientists, Technicians and Engineers
Radioactive Source Security Management
Nuclear Security Incident Management
Communicating with Civil Society
Nuclear Security Programme Management
Nuclear Security Regulation
Transport Security Management

You can use your CNSP credentials as long as your certification is valid. (Remember that you need to recertify every three years.) It is also important to understand that as a WINS CNSP, you are expected to comply with the WINS Members Code of Conduct and that you do not represent WINS in any capacity.

### DISCLAIMER OF LIABILITY

In common with certification arrangements in a variety of professional fields, certification from the World Institute for Nuclear Security is an indicator that an individual has passed a quality controlled examination based on WINS Academy course materials. Certification is not a guarantee or assurance of the competence or ability of any particular individual. Anyone hiring or using the services of a person who has received a certification from WINS should rely on their independent judgment or, as appropriate, seek the advice of a competent professional in order to exercise due diligence in any given circumstance. Furthermore, WINS disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the acts or omissions of any person who has received a certification from WINS. WINS shall not be held liable for any improper or incorrect use of the WINS Academy materials or information and assumes no responsibility for any user's use of them.

## 3.1 CERTIFICATION PACKAGE

**Within a week after successfully passing the exams, you will receive an email from WINS including:**

- Congratulatory letter
- CNSP certificate and Certificate of Specialisation
- Information about the WINS Academy Alumni Network as well as on how to maintain and renew your certified status after 3 years

**Both of these documents list your:**

- Certificate number – a unique identification number used by WINS to maintain your individual certification records
- Your certification cycle dates

We recommend that you file this information in a safe and easily accessible location. You will need to refer to it when requesting recertification.

## 3.2 WINS ACADEMY PARTICIPANT RESPONSIBILITIES

As a participant in the WINS Academy Programme, you are required to follow basic ethical standards, such as acting with integrity, honesty and respect, and maintaining and developing your professional competence. In particular, you are responsible for adhering to the non-disclosure agreement you signed and should not share WINS Academy materials with any third parties. (Note that all WINS material is copyrighted.) In addition, you should not engage in any dishonest conduct, such as attempting to cheat during the exam.



World Institute for  
Nuclear Security



WINS Academy

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