

## **NCCAA CDQ Re-Testing Policy**

**I. Purpose** The purpose of this policy is to establish guidelines for the re-testing of candidates who do not pass the Continued Demonstration of Qualifications (CDQ) examination. The policy ensures that all candidates are assessed fairly and consistently, maintaining the integrity and high standards of the certification process.

**II. Scope** This policy applies to all candidates seeking continued certification from the NCCAA who do not successfully pass the CDQ examination and wish to retake the exam.

### **III. Re-Testing Policy**

#### **1. Eligibility for Re-Testing**

- Candidates who do not achieve a passing score on their initial attempt are eligible to retake the examination.
- Candidates must wait until the next administration of the NCCAA CDQ Exam. The Exam is currently offered two times per year, once in February and June.
- Eligibility timeframe for the CDQ Examination shall extend for three (3) consecutive CDQ Examination offerings, beginning with the June administration of the CDQ Examination the calendar year of CDQ Examination requirement for maintenance of certification (year 4, 10, 20 etc.).
- The candidate may choose to begin the CDQ examination process in February within the calendar year of CDQ Examination requirement for maintenance of certification (year 4, 10, 20 etc.), then the eligibility timeframe for the CDQ Examination shall extend for three (3) consecutive CDQ Examination offerings from the date of the initial CDQ Examination. (e.g., If the candidate takes the CDQ Exam in February of year four (4) of certification, then the candidate has two (2) more attempts and they must be taken during consecutive offerings of the CDQ Exam).
- A maximum of three total attempts per CAA, per CDQ exam cycle on the are allowed within a two year period beginning the calendar year of CDQ Examination requirement for maintenance of certification is required.

#### **2. Re-Testing Application Process**

- Candidates must submit a re-test application form and pay the applicable re-testing fee.

- The application must be received within the registration window for the exam the candidate desires to take.
  - Candidates are encouraged to complete additional study or remediation before re-taking the examination.
- 3. Testing Format and Conditions**
- The re-test will be conducted in the same format as the initial CDQ examination.
  - Candidates must comply with all standard testing policies, including identification verification and adherence to exam security protocols.
  - Any changes to the testing format or requirements will be communicated in advance.
- 4. Limits on Re-Testing**
- Candidates who do not pass the exam with three attempts will no longer be certified.
  - After exhausting the maximum number of re-test attempts, candidates must re-establish eligibility by entering the NCCAA Re-entry process as outlined in the NCCAA Re-Entry Handbook.

## **IV. Rationale**

- 1. Ensuring Competency**
- The re-testing policy upholds the certification entity's commitment to verifying that all candidates meet the required competency standards for safe and effective anesthesia practice.
- 2. Fairness and Accessibility**
- This policy provides candidates with multiple opportunities to demonstrate their knowledge while ensuring fairness and consistency in the evaluation process.
  - This policy ensures that the candidates certification does not extend beyond 2 years while attempting to establish a successful passing score on the CDQ examination.
- 3. Encouraging Preparation and Mastery**
- The waiting period and limited number of re-tests encourage candidates to engage in meaningful study and preparation before re-attempting the examination.
- 4. Maintaining Certification Integrity**
- The limits on re-testing prevent excessive attempts, encourage thoughtful exam preparation and reinforce the credibility of the certification process.
- 5. Compliance with Industry Standards**

- This policy aligns with best practices in allied health medical certification and licensure, ensuring that the certification remains a reliable indicator of professional competence.

#### **6. Exam Exposure**

- The exams are to be prepared in multiple forms annually.
- The exam items that are in congruence with other forms are scrambled in order and the answer choices for all items are scrambled.
- Pre-Test item sets are rotated in various examination forms.
- These measures are in compliance with best practices and principles in psychometric guided assessment.

### **V. Exceptions and Appeals**

1. Candidates with extenuating circumstances (e.g., medical emergencies, technical issues) may submit a written appeal for an exception to the re-testing policy as outlined in the NCCAA CDQ Examination Handbook.
2. Appeals will be reviewed on a case-by-case basis by the NCCAA Board.

### **VI. Policy Review and Amendments**

1. This policy shall be reviewed periodically to assess its effectiveness and relevance.
2. Any proposed amendments to this policy must be reviewed and approved by the governing board pursuant to the NCCAA policy establishment policy.

#### **Effective Date:**

This policy is effective as of April 5, 2025.