

Examinee Cheating Policy and Procedure

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Effective Date:	5/31/2016	Last Amendment Date:	5/17/2016
Version Number:	1	Document Number:	PR-PA-CD-4021

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Superseded Document:	
Related Documents:	

Any questions or concerns with this Policy and Procedure document should be referred to the first-line supervisor. If questions are not resolved, follow the organizational chart.

1.0 Purpose

The purpose of this policy is to provide clarity about the activities that are considered to be cheating by AboveTraining Inc. TM (DBA StateFoodSafety.com) and the penalties for those who engage in cheating.

2.0 Definitions

For the purposes of these procedures, the following definitions and connotations apply:

- “*Cheating*” is defined as any action that may provide an unfair advantage over other examinees or compromise the exam itself, including but not limited to:
 - Prior knowledge of test content
 - Use of unauthorized aids
 - Viewing other examinees’ answers by any means
 - Planning, consulting, or colluding with any other person to gain unfair advantage for the examination

3.0 Discovery of Cheating

StateFoodSafety.com conducts continual statistical analysis of test times, answer patterns, and examinee performance to discover evidence of cheating. Proctors are required to report cheating to StateFoodSafety.com., and examinees are required to report cheating to their proctor. If an examinee believes that a proctor is complicit in cheating, they are required to report the cheating directly to StateFoodSafety.com.

4.0 Penalties for Cheating

Penalties for cheating will be determined by StateFoodSafety.com and could include:

- Denial or revocation of certificate without refund
- Removal from exam location

- Denial of future testing
- Cancellation of exam scoring
- Civil or criminal action
- Other action as deemed appropriate by StateFoodSafety.com.