ENVIROCERT
International, Inc.

PROFESSIONAL STANDARDS POLICY

Title: RELEASE OF CERTIFICATION EXAMINATION RESULTS

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Committee: Professional Standards Committee   **Next Revision Review:** December 2027

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Notes: Disclosure of test results will only be Pass or Failure and no score will be given.

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Policy Statement

EnviroCert International, Inc. (ECI) will provide certification examination results as "Pass" or "Fail" only. No numeric score will be provided

BACKGROUND

ECI certification examinations are scored to determine if an applicant meets criteria for certification. Upon scoring, results of the examination are released to the applicants via the Certification Management System (CMS). In order to be consistent with other Licensure (e.g.

Professional Engineers, etc.) and Certification organizations, these results have been released as pass / fail only.

PURPOSE

To provide a standardized policy and procedure for the release of certification examination results. Providing results can be an indicator of test answers. Test security is of the upmost importance to protect the integrity of the certification. Further, the discussion of test results may also provide an avenue of discussion that may not be consistent from one examinee to the next, and provides subjective input.

APPLICABILITY

This policy applies to all applicants who have or will take a certification examination.

RESPONSIBILITY

Applicant: The Applicant is responsible for the following items:

- Completion of certification examination.

- Reviewing results on the CMS upon notification.

- Contacting the EnviroCert Program Manager to receive pass / fail results if access to CMS is not available.

- Contacting the EnviroCert Technical Manager in writing if questioning certification examination question wording.

EnviroCert Program Manager

- Scoring and posting certification examination results to the CMS.

- If called by the applicant;

- Verify applicant identification.

- Release pass / fail results only.

EnviroCert Technical Manager

- Reviewing written questioning of certification examination question wording. If finding merit in the request, forwarding the written questioning to the Chairman of the Technical Committee.

Procedures

Standard Procedure:

- Program Department scores the certification examination and post results to the CMS.

- CMS sends notification to applicant.

- Applicant reviews results on CMS.

Applicant request certification examination results:

- Applicant contacts the EnviroCert Program Department and request certification examination results if access to CMS is not available.

- Program Department verifies applicant's identification.

- Program Department researches results.

- Program Department provides pass / fail results only to applicant.

Applicant questions certification examination question wording:

- Applicant contacts the EnviroCert Technical Manager in writing questioning certification examination question wording.

- Technical Manager reviews request.

- If the Technical Manager finds merit to the request, they will forward it to the Chairman of the Technical Committee for dissemination to the Exam Committee.

- No specific question or question wording are to be discussed with applicants.