

Administrative Hearing Outcomes Decisional Matrix

Violation	Sanction	Eligible for Hearing?
Possession of an electronic device (i.e., cell phones, digital clocks, digital watches, activity trackers/fitbits, etc.)	Receive score of zero for the session during which the Chapter 6 Notice was issued.	No, Indisputable
Possession of notes, or study aids	Receive score of zero for the session during which the Chapter 6 Notice was issued.	No, Indisputable
Accessing any items (other than electronic devices or notes) in personal belongings in secure exam area	<p><b>First-Time Offense:</b> Issue a Chapter 6 Notice of Violation and applicant will receive a warning alerting them to follow rules for any future examinations and if repeated, a more serious sanction will be imposed.</p> <p><b>Repeat Offense:</b> (same administration or future administrations): Receive score of zero for the session during which the Chapter 6 Notice was issued if they accessed an electronic device or notes.</p> <p>For repeat offender, accessing other items: Receive a 10-point deduction from the "total written scaled score" if the violation was during the written portion of the exam. If during an MBE session, it will result in a 10 point deduction from the "total MBE scaled score."</p>	<p>If accessing electronic device or notes: Not eligible for hearing</p> <p>If accessing any other item: Eligible for Hearing</p>
Typing or writing before the start of the exam or after time is called	<p><b>First-Time Offense:</b> Issue a Chapter 6 Notice of Violation and applicant will receive a warning alerting them to follow rules for any future examinations and if repeated, a more serious sanction will be imposed.</p> <p>If applicant was instructed more than once to stop typing or writing, applicant will be issued a Chapter 6 Notice of Violation and will be sanctioned with a zero for the session.</p> <p><b>Repeat Offense:</b> (applicant repeats the violation during a future administration): Applicant will be sanctioned with a score of zero for that session.</p>	Yes

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<p>Bringing an unauthorized item into the exam room (except for electronic device, notes or study aides)</p> <p>Petitioning for religious headwear at the test center, after the deadline.</p>	<p><b>First-Time Offense:</b> Issue a Chapter 6 Notice of Violation and applicant will receive a warning alerting them to follow rules for any future examinations and if repeated, a more serious sanction will be imposed.</p> <p><b>Repeat Offense:</b> Future violations will result in a 10-point deduction from the "total written scaled score" if the violation was during the written portion of the exam. If the violation occurred during an MBE session, this violation will result in a 10-point deduction from the "total MBE scaled score."</p>	Yes
<p>Exam Answer Submittal Violation including writing exams in pencil, highlighting answers, writing in ink other than blue or black, submitting answers on paper other than designated answer booklets/lined sheets, etc.</p>	<p><b>First-Time Offense:</b> Issue a Chapter 6 Notice of Violation and applicant will receive a warning alerting them to follow rules for any future examinations and if repeated, a more serious sanction will be imposed.</p> <p><b>Repeat Offense:</b> Applicant will receive a 10-point deduction from the "total written scaled score" if the violation occurred during the written portion of the exam. If violation occurred during an MBE session, applicant will receive a 10-point deduction from the "total MBE scaled score."</p>	Yes
<p>Upload examination answer files after the upload deadline.</p>	<p>If answers are uploaded between the deadline and 2 weeks after the deadline, a sanction of a 10-point deduction from the "total written scaled score" will be imposed, unless good cause is established, as determined by the Director for Admissions or his/her designee. If more than 2 weeks past the deadline, a score of zero for each session for which answers are not uploaded.</p>	No, Indisputable
<p>No good faith effort on exam</p>	<p><b>First-Time Offense:</b> Issue a Chapter 6 Notice of Violation and applicant will receive a warning alerting them to follow rules for any future examinations and if repeated, a more serious sanction will be imposed.</p> <p><b>Repeat Offense:</b> A sanction of a zero will be imposed for each session during which there was no good faith effort demonstrated.</p>	Yes

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Disruptive behavior at test center	Staff will advise the applicant to calm down and to stop being disruptive. If the behavior continues, the applicant will be informed that a Chapter 6 Notice will be issued if they do not immediately change their behavior. If applicant continues to be disruptive, sanctions may be imposed, including a zero for the session during which the behavior occurs and ejection from the test center.	Yes
Suspected cheating - observed at test center	Current policy is not to intervene while the exam is in session; a Chapter 6 Notice will be issued post-exam, along with a score of zero sanction. The incident will also be referred to moral character.	Yes
Suspected cheating - discovered post-exam	Once the suspected cheating has been identified or discovered, applicant will be issued a Chapter 6 Notice by mail and a score of zero sanction. The incident will also be referred to moral character.	Yes
[For remote proctored exams only] Leaving the view of the webcam outside of scheduled breaks	Receive score of zero for the session during which the Chapter 6 Notice was issued. The incident will also be referred to moral character.	No, Indisputable
[For remote proctored exams only] Any attempt to bypass or avoid the remote proctoring mechanisms and protocols, or to obtain or receive assistance on the exam	Receive score of zero for the session during which the Chapter 6 Notice was issued.	Yes
[For remote proctored exams only] Individuals (other than the applicant) coming into the exam room	Receive score of zero for the session during which the Chapter 6 Notice was issued.	Yes
[For remote proctored exams only] Having papers or books within view or reach of the applicant's desk in the exam room, including scratch paper	Receive score of zero for the session during which the Chapter 6 Notice was issued. The incident will also be referred to moral character.	No, Indisputable
[For remote proctored exams only] Having food or beverages, including but not limited to coffee and water, in the exam room	<b>First-Time Offense:</b> Issue and affirm a Chapter 6 Notice of Violation and applicant will receive a warning alerting them to follow rules for any future examinations and if repeated, a more serious sanction will be imposed.  <b>Repeat Offense:</b> (future administrations): Receive score of zero for the session during which the Chapter 6 Notice was issued if they had food & beverage.	Yes
[For remote proctored exams only] Having any radios, stereos or other devices/equipment that will make audible sounds in the exam room	Receive score of zero for the session during which the Chapter 6 Notice was issued.	Yes

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<p>[For remote proctored exams only] Upload examination monitor video files after the upload deadline.</p>	<p>If exam videos are uploaded between the deadline and 2 weeks after the deadline, a sanction of a 10-point deduction from the "total written scaled score" will be imposed, unless good cause is established, as determined by the Director for Admissions or his/her designee.</p> <p>If more than 2 weeks past the deadline, a score of zero for each session for which exam videos are not uploaded.</p> <p>The incident will also be referred to moral character.</p>	<p>No, Indisputable</p>
<p>[For remote proctored exams only] Disrupted video or audio during the examination due to not meeting the Minimum System Requirements.</p>	<p>Receive score of zero for the session during which the Chapter 6 Notice was issued.</p>	<p>No, Indisputable</p>