

# Exam Security FAQs

April 2019

## What is Exam Security?

Exam security is about protecting what is important to us -- it is about working together to ensure that IIA certifications continue to increase in value by safeguarding the certification exam content so that candidates have an equitable opportunity to earn IIA certifications. Remember - - protecting credentials increases their integrity and value.

## How does IIA Global maintain security over its certification programs?

The IIA's focus is on security throughout the exam development and delivery process. The IIA is dedicated to maintaining high program test security standards. Our test administration vendors, as well as translation vendors, are monitored and employ best practices.

## What is the IIA doing to help ensure exam security?

The IIA, along with its partners and vendors, continuously monitors and responds to anomalies that are identified.

## Why are exam results held?

In order to preserve exam security and to maintain the integrity of the global certifications process, exam results are continually monitored. Occasionally, exam results are withheld for a period of time. This may occur as a result of our ongoing monitoring process surrounding the exam process. After further evaluation, exam scores are either released or become subject to the IIA exam result evaluation process. Exam scores may ultimately be suspended, voided, or otherwise invalidated after becoming official if the IIA discovers errors or evidence of cheating or other improper activity.

## What constitutes misconduct?

Actions that are considered misconduct include, but are not limited to:

- Memorizing questions to share with future candidates
- Failure to report known misconduct
- Selling IIA intellectual property (specifically exam questions and answers)
- Collusion to obtain or sell exam questions
- Using electronic equipment to capture screen shots during the exam
- Presenting false documentation
- Taking the exam for someone else
- Having materials in the testing room that are not permitted.
- Accessing personal materials during an unscheduled break without permission.
- Being provided with, or obtaining, access to exam questions outside of the testing environment
- Studying from recalled test content sold illegally.

## How do I report misconduct?

To report breaches of exam security, send detailed information to [examsecurity@theiia.org](mailto:examsecurity@theiia.org).

## If I report misconduct can I remain anonymous?

Yes, the exam security email address provides you with the option to:

- a. Provide your contact information directly to The IIA
- b. Not provide your contact information at all.

**How are misconduct reports processed and resolved?**

The IIA follows due process in reviewing and evaluating the facts and circumstances around each claim in determining the outcome.

**What are the possible consequences for a violation of The IIA's Code of Ethics?**

If evidence of misconduct is discovered after a candidate has been awarded an IIA certification, the certification may be revoked. The IIA may also take other actions to the extent permitted by law, including notification of authorities of the misconduct. Misconduct has numerous implications including, but not limited to:

- termination of the exam
- invalidation of exam results
- disqualification from participation in all IIA certification programs (current and future)
- publication of the results of their due process in an IIA publication
- certification revocation
- notification to authorities
- other actions to the extent permitted by law

**Why is sharing information about IIA exam content a violation of Exam Security?**

The questions contained in The IIA exams are copyrighted intellectual property. All exam candidates commit to not disclose, publish, reproduce, memorize, sell or transmit the exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of The Institute of Internal Auditors (IIA).

**How can I protect IIA credentials?**

- Report misconduct
- Report exposure of IIA exam intellectual property (IP)
- Contact IIA Global if you are solicited for input after completing an exam