IIHR SECURITY POLICY

Maintaining the security of International Institute of Human Resource (IIHR) examination material is essential to upholding the integrity of the certification services. Security breaches can occur before, during, or after an examination. Conduct that may violate the security of an examination includes, but is not limited to:

- Theft of portions of, or entire, examination(s)
- Removing written examination materials from a test or meeting site without authorization
- Reproducing and/or disseminating examination materials without authorization
- Using paid test takers for the purpose of reconstructing an examination
- Using improperly obtained test questions to prepare person(s) for the examination
- Cheating during an examination
- Impersonating an examinee or having an impersonator take an examination
- Deliberate loss of examination data enroute to or from the testing centre(s) or any other location.

It is the responsibility of test administrators and proctors to aggressively ensure the security of the examination at all times and to immediately report any security breaches to the IIHR Director.

A breach in examination security has significant repercussions for the IIHR, including the costs of replacing questions and developing new examinations. The IIHR shall insist that its staff, vendors, test administrators, and proctors take all reasonable precautions to assure that individual items, item banks, examinations presented in all media (printed, taped, and computerized), and candidate scores are and remain secure.

The IIHR shall ensure that no candidate sees the content of the examination before or after the examination is administered.

DIRECTOR