

# CEBS

Certified Employee Benefit Specialist® Program

## CEBS® Virtual Exam Code of Conduct

I certify, attest, pledge, swear and affirm, under penalty of perjury, by taking a CEBS virtual exam, that:

- I will abide by the provisions of the rules of the *CEBS Virtual Exam Code of Conduct* accompanying this exam.
- I am the named person scheduled to take the exam.
- I understand that if I have requested continuing education credit for this exam for any license or designation, that it is my responsibility to determine if a virtual non-proctored exam is acceptable or if an in-person proctor is required to be present. If an in-person proctor is required, it is also my responsibility to make those arrangements before proceeding with this exam. If my state/province requires validation of a proctor with an affidavit, I will submit that affidavit verifying this information to the CEBS program at [continuinged@ifebp.org](mailto:continuinged@ifebp.org) within 24 hours of taking this exam. An affidavit form can be found on the CEBS website at [www.cebs.org/CE](http://www.cebs.org/CE) or on your individual state's/province's website. I also understand that I will not receive continuing education credit if I do not submit a required affidavit.
- I will complete the exam without assistance from any other persons and will not communicate with anyone during the exam.
- I will take the examination in a space that is private and clear of all extraneous materials such as study notes, course materials, programmable calculators, erasable whiteboards and all mobile devices—including cell phones, handheld computers and additional computer monitors.
- I understand that I am subject to the *CEBS Precertification Standards of Personal and Professional Conduct*. I understand and accept that CEBS exam administrators conduct ongoing data forensics to identify response patterns to examination questions and may invalidate any testing results that indicate testing irregularity.
- I understand that this is a timed exam and once the exam starts, the timer continues to run and cannot be paused.
- I understand that all results are final, numerical scores are not released and grading is on a pass/non-pass basis.
- I understand and accept that test questions and responses will not be returned under any conditions.
- I will not make copies of any exam questions and will not post any exam questions anywhere including any internet and/or social media sites. I understand that, in accordance with the copyright notice below, any reproduction of the materials, in whole or in part, contained in this examination, through any means—including, but not limited to, copying or printing of electronic files; reconstruction through memorization and/or dictation; and dissemination of exam materials or derivative works through any form of verbal, electronic, or written communications—is strictly prohibited.
- I understand that information that is copyrighted and proprietary to the International Foundation, its academic partners, and/or its exam administrators is included in this examination. Use of any and all exam material by examinees is limited to use solely for the exam presented on this date. All other uses are prohibited by U.S. or Canadian Copyright Law.
- I understand that the CEBS program reserves the right to follow up on potential breaches of exam integrity and affirm responses meet the standards of certification or the CEBS program can disallow the results.



PDF-724

CE249341