



## **Examination Results**

### **Purpose**

The purpose of this policy is to clarify what happens after a written Certification Council for Professional Dog Trainers examination has been administered and scored.

### **Policy**

After the testing window for a Knowledge-Assessed examination closes, the data shall be statistically analyzed, including an analysis of the candidates who took the examination. Summary statistics shall include frequency distributions by total scores, the number of first-time candidates and total candidates who attain each possible score, the cumulative number and percentile; frequency distributions of the scores of all candidates on each content area of the examination, the number who attained each possible score in each area and the total; mean raw scores, standard deviations, reliability coefficients, and average percent of items answered correctly according to first-time or repeat status and other demographic variables.

After the statistics have been analyzed psychometrically and no unusual patterns or irregularities reported, candidates will be notified in writing by way of letter for the Knowledge-Assessed examinations and by way of email for the Knowledge- and Skills-Assessed examinations of their examination results. The total score and scores on the major areas of the examination will be reported, whether the candidate passes or fails. No scores will be reported over the telephone or by fax. Candidates will not be permitted to review the questions or items they missed.

The Certification Council for Professional Dog Trainers (CCPDT) shall endeavor at all times to maintain a candidate's or certificant's personal identifying information as confidential with the exception of certificant name, city, state, email address, and telephone number, which will be published on the website as a service to those who are seeking a certified dog trainer or behavior consultant. Certificants will be given the opportunity to opt out of this listing at any time. The CCPDT shall hold candidate scores in confidence, available only to the candidate and to persons or organizations approved in writing by the candidate. The CCPDT shall maintain in confidence all biographical data such as gender, age, race/ethnic group, or other information gathered on the application form, provided, however, that the CCPDT may publish aggregate, non-identifying information based on such data.