



NCCPA Practice Exams Policies and Procedures

Exam Eligibility, Registration, and Administration

- Only certified PAs or those otherwise eligible for PANCE or PANRE may register for and take an NCCPA Practice Exam. To be eligible for a CAQ Practice Exam, PAs must have passed PANCE.
- NCCPA's Practice Exams are provided for personal use only and may be viewed and completed only by the individual who registered for them.
- PAs may order multiple Practice Exams at the same time and may have multiple exams available at the same time. However, the same exam cannot be re-ordered until it has been completed.
- After registering for a Practice Exam, PAs will have 180 days to complete the timed exam, after which access to the Practice Exam will end. During the 180-day period, PAs may complete the exam only once but may launch and re-launch the Practice Exam as often as to complete it until the time limit for the exam has expired.
- PAs who have not launched their exam and wish to reset their 180-day eligibility timeframe for their Practice Exam must submit a request in writing to NCCPA at least 24 hours prior to the end of their 180-day eligibility period.
- NCCPA's Practice Exams are compatible with personal computers but may not be compatible with MACs. PAs registering for a Practice Exam are wholly responsible for ensuring that they will be able to complete it on a computer available to them.
- The content of NCCPA's Practice Exams and each of the exam items are proprietary and strictly confidential. The unauthorized retention, possession, copying, distribution, disclosure, discussion, or receipt of any examination question, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to e-mailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation before, during, or after the exam is strictly prohibited. In addition to constituting irregular behavior subject to disciplinary action, such activities violate the NCCPA's proprietary rights, including copyrights, and may subject violators to legal action resulting in monetary damages.
- Taking an NCCPA Practice Exam is voluntary; PAs are not required to take a Practice Exam prior to taking the PANCE, PANRE or a CAQ exam.

Financial Policies

- The payment for each Practice Exam must be submitted by credit card in U.S. funds at the time of registration.
- Until the payment has been received by the NCCPA, the Practice Exam application will not be processed, and the PA will not be able to take the Practice Exam. NCCPA's acceptance of payment does not imply exam eligibility.
- PAs who do not access or complete their Practice Exam within the specified 180-day time will forfeit their fee and will be required to reapply and submit a new fee for future exams.
- NCCPA will not issue refunds for Practice Exams.

Performance Results

- After completing the Practice Exam, PAs may access their performance report by logging into their Personal Record from NCCPA's Web site.
- The NCCPA Practice Exams may be used to assist PAs in identifying potential areas of relative strengths and weaknesses in the content areas covered on those exams. Although they are constructed to be similar to other NCCPA exams, the Practice Exams are not intended to, and should not be used to, predict performance on the PANCE, PANRE or a CAQ exam.
- NCCPA may conduct statistical analyses research using performance data from the Practice Exams. Only aggregate, de-identified information will be reported.

I have read and understand the NCCPA Practice Exams Policies and Procedures, and I intend to be legally bound by them.