

## LEVEL TWO EXAM POLICY STATEMENT

The purpose of the exam process is to ensure the students have:

- 1) Engaged themselves with the study materials.
- 2) Have a basic grasp of the key concepts.
- 3) Have the ability to extract specific information when necessary from the written materials.
- 4) Have the ability to utilize fellow students as well as trainers to help understand concepts which are difficult for them to grasp.

The exam process is part of the learning process and is only one element in the required home study component.

Students who do not receive a passing grade on the closed book Level Two exam, may retake the exam in an open book format. The passing grade for an open book exam will be 85%.

The responsible trainer should do their best to create a situation which are aligned with the purposes of the exam process (as stated above).

For example:

- 1) If there are multiple students who live in the same area, have them come together with a trainer and/or a student who passed the exam to re-take it.
- 2) If this is not possible to do in person, have a phone conference.
- 3) If this is not possible, have the student do it alone but talk with them before hand to understand what kept them from passing the first time around, give them some tips on how to pass the second time around and let them know you are there as a resource for them.

AD HOC POLICY  
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