



Southern Regional AHEC CTC

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Subject: Southern Regional AHEC CTC Exam Guidelines & Security Policy

1. The term exam in this document refers to the exam and any completed answer sheets
2. AHA exams and Precourse Self-Assessments are copyrighted.
 - a. They cannot be altered in any way
 - b. They cannot be posted to any internet or intranet site
3. Exams must be obtained from the instructor's TC
 - a. The Training Center will keep a list of how many and what types of exams each instructor has access to (including digital exams)
 - b. Borrowing exams is unauthorized
4. All copies of exams must be surrendered to the TC upon request
5. Only instructors in a discipline may have access to that exam, the only exception to this policy is Training Site Administrators that are approved by the TC to handle all exams for their TS.
6. All exams must be proctored
7. When not in use, exams must be secured behind a double lock that only authorized personnel have access to
8. If an exam is missing, it must be reported to the Training Center immediately
9. AHA exams are open resource
 - a. AHA books and notes in class are allowed
 - b. Internet and student discussion is not allowed
10. Instructors should not coach students to receive 100% on their exams, coaching includes but is not limited to
 - a. Reading test questions from exams during the course
 - b. Giving out guides with test questions or answers to be used as "notes"
 - c. Using a test as a pretest
11. Damaged exams must be shredded
12. The proper exam must be used for each course
 - a. ACLS Instructor Essentials Version A or B (March 2021)
 - b. ACLS Version C or D (July 14, 2023)
 - c. ACLS EP Instructor Essentials Version A or B (September 27, 2017)
 - d. BLS Instructor Essentials Version A or B (March 2021)
 - e. BLS Version C or D (May 1, 2023)
 - f. Heartsaver Bloodborne Pathogens Version A or B (April 3, 2017)
 - g. Heartsaver Instructor Essentials Version A or B (March 2021)
 - h. Heartsaver First Aid CPR AED Version A or B (February 25, 2021)
 - i. Heartsaver First Aid Version A or B (February 25, 2021)
 - j. Heartsaver Pediatric First Aid CPR AED Version A or B (February 25, 2021)
 - k. Heartsaver CPR AED Version A or B (February 25, 2021)
 - l. PALS Instructor Essentials Version A or B (March 2021)
 - m. PALS Version A or B (May 5, 2021)
 - n. PEARS Instructor Essentials Version A or B (September 7, 2017)
 - o. PEARS Version A or B (March 6, 2018)