

# CESP Certification Handbook

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The Certified Exam Security Professional (“CESP”) Certification Handbook (“Handbook”) sets forth all of the policies and procedures that apply to the CESP Certification Program. The Handbook includes policies and procedures for CESP application, eligibility, fees, exam registration and scheduling, exam administration, scoring, retesting, violations, investigations, errors, professional conduct standards and dispute resolution. The policies and procedures in the Handbook help protect exam content, maintain program integrity, and ensure test fairness and validity for all candidates and certificants. All candidates must read and familiarize themselves with the Handbook and must agree to all of the policies and procedures contained herein. CESP examinations and certification are made available to candidates and certificants exclusively under the terms set forth in this Handbook, which constitutes a legally binding agreement between the CESP program and all CESP candidates and certificants.

## **Certification as a CESP-Generalist**

The CESP Certification Program is designed to provide clear standards to promote the integrity of a high-stakes testing program. By establishing a baseline of requisite knowledge and skills in this area, individuals obtaining this certification will be recognized and perceived as professionals who can contribute to assuring the integrity of a testing program. By definition, the CESP-Generalist acts as a resource and provides test security information to the testing organization. This individual is involved with the protection, detection, response, and improvement of test security policies, processes, procedures, and materials. The Certified Exam Security Professional - Generalist credential is designed for testing professionals who:

- are seeking responsibility to help protect the security of high stakes examinations.
- are prepared to support the response of possible cheating and theft of test items and other valuable intellectual property.
- can represent the security aspects of a testing program in interactions with program management, sponsoring boards, other organizations, state and government agencies, and the media.
- hold a professional level position within a Test Security department, who hold the responsibility for test security as part of their job assignment, or who is an individual seeking this type of professional position within a testing organization.

## **CESP Generalist levels**

### **CESP - Generalist – Level 1**

The Certified Exam Security Professional (CESP) – Generalist, Level 1, is an individual who has a basic working knowledge of a broad range of test security topics, understands how the many test security threats, risks and solutions interrelate, and can make good test security recommendations to a testing program. The CESP - Generalist, Level 1, can locate, research, and provide additional details on test security topics when requested. This individual can represent a program’s interests at meetings and conferences where test security topics are presented or discussed. He or she has begun to develop a network of industry resources and colleagues with similar security interests.

### **CESP - Generalist – Level 2**

The Certified Exam Security Professional (CESP) – Generalist, Level 2, is an individual who has expert knowledge of almost all test security topics and is able to analyze security threats and risks, and contribute solid security recommendations to a testing program. The CESP – Generalist, Level 2, can

support the creation of security documentation and policies for the program. This individual can represent the program's test security interests at conferences, as well as participating on industry boards, councils and committees that deal with security issues. He or she has the knowledge to contribute to the development of industry test security standards, guidelines or best practices.

## **Certification Process**

### **Overview**

The steps of the application process for the CESP-Generalist are as follows:

1. Complete the online application for CESP certification <https://cespcert.org/dashboard>. Read and agree to all terms in the Candidate Agreement.
2. Upon receiving notice of your eligibility, register to take the appropriate examination and pay the designated fee at <http://www.cespcert.org/dashboard>.
3. Schedule your examination appointment via the link provided in your confirmation e-mail within 3 months of registering for the exam.
4. Participate in an online mobile device's video conferencing software interview with the assigned online proctor prior to the exam.

Take the exam on the scheduled date/time via online proctor at <https://cespcert.org/take>.

5. Receive provisional exam score upon completion of the exam and a confirmed final score within thirty (30) days.
6. If you have passed the exam, receive official digital badge with your confirmed passing score.

Each of these steps is explained in greater detail in the remainder of this Handbook.

### **Application and Eligibility Requirements**

All CESP-Generalist candidates must provide authentic documentation of the following at the time of application.

1. Legal name and date of birth.
2. Present home address, email address and all cell phone numbers used by candidate.
3. Valid and current driver's license and passport or U.S. military photo identification card.
4. A current photograph
5. Two professional references.

In order to become eligible to register for or schedule a CESP exam, you must submit authentic documents that establish that you meet or exceed all of the above requirements for certification.

### **Candidate Agreement**

The CESP Candidate Agreement ("Candidate Agreement") is a critical component of the Handbook. You must accept and agree to all terms of the Candidate Agreement (1) when you apply for CESP certification, and (2) before registering for and commencing the exam on test day, each time you take the exam. The Candidate Agreement sets forth the terms and conditions under which you agree to apply for CESP certification, register for, schedule and take the CESP exam, and conduct yourself as a CESP certificant. If you do not agree to accept and abide by the terms of the Candidate Agreement at the time you apply for CESP certification, you will not be permitted to submit your application. If you do not agree to accept and abide by the terms of the Candidate Agreement at the time you register for and schedule the CESP exam, you will not be permitted to register for or schedule an exam. If you do not agree to accept and abide by the terms of the Candidate Agreement at the time of your examination, or if you do not respond within the time provided, you will be unable to test and you will not receive a refund. If you violate the terms of the Candidate Agreement, the CESP program can prohibit you from

taking the CESP exam, invalidate your score, suspend or revoke your certification, ban you from certification and pursue civil legal action against you and/or refer the matter for criminal prosecution if you engaged in criminal conduct.

The Candidate Agreement will appear before you can apply for CESP certification or start your exam on test day. You will also be provided with a copy of the Candidate Agreement at the time you receive email confirmation of your eligibility to register for and schedule an exam. Below is the full text of the Candidate Agreement:

Screen 1 of 1

The following items and conduct are strictly prohibited during the CESP exam and during breaks:

- Access to or use of a cellular phone or any device that connects to a cellular network or the Internet other than the approved cellular device being used by the online proctor during the exam and the computer or tablet that you are using to take the exam;
- Access to or use of electronic devices of any kind other than the approved devices identified above;
- Recording equipment of any kind other than the approved cellular device being used by the online proctor to record video and audio of your exam session;
- Cameras of any kind other than the approved cellular device being used by the online proctor to monitor your exam session;
- Books, notes, papers or study materials or test-taking aids of any kind;
- Copying, capturing, recording, collecting, memorizing, discussing, transmitting or distributing exam content; and
- Talking or communicating with anyone other than an online proctor.

By selecting 'I Agree' at the end of the Candidate Agreement at the time I submit my application for certification and at the time of the exam, you acknowledge that you have read, understand and accept these rules. By registering for and scheduling an exam, you are also acknowledging that you have read, understand, and accept these rules. Possessing any prohibited item or engaging in any prohibited conduct shall be considered an intentional and willful breach of the Candidate Agreement and the certification policies and procedures set forth in the CESP Certification Handbook ("Handbook").

I certify that I am the person whose name and address appear on my CESP exam registration. I further certify that I am the person whose name appears on the identification I presented to the online proctor in order to begin the examination process. I am taking the CESP exam solely for the purpose of obtaining the CESP certification for myself. I certify that I am not taking the exam for any other reason. I certify that I am not taking the CESP exam in my capacity as a test preparation agent or tutor, or for the purpose of obtaining such employment. I certify that I will not be employed as a test preparation agent or tutor for a period of three (3) years following the completion of this examination. I have read and will comply with all policies and procedures set forth in the Handbook, the terms of which are expressly incorporated herein, including, but not limited to, the rules about testing procedures, the ban on bringing study materials or other prohibited information and items into the testing room, and other prohibited conduct before, during, and following the exam administration. I have read, understand, and agree to the limited remedies available to Candidates in the event of any errors in test delivery or administration, investigations, scoring or score reporting.

I am aware that the CESP exam is a confidential exam, and that its contents are being disclosed to me today in a limited context to permit me to test to obtain CESP certification, and for no other purpose. I

understand that the CESP exam and exam questions, answer choices and all related exam content are copyrighted and that they are protected by U.S. and international copyright and trade secret laws. I agree that I will not discuss or disclose CESP exam content orally, in writing, on the Internet, or through any other medium existing today or invented in the future. I agree that I will not copy, reproduce, adapt, disclose, or transmit exam questions or answer choices or any exam content, in whole or in part, or assist or solicit anyone else in doing the same. I further agree that I will not reconstruct exam content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity. I understand that prohibited acts include, but are not limited to: describing questions, answer choices, passages, images or graphics from the exam; identifying terms or concepts contained in exam questions or responses; sharing answers to questions; referring others to information I saw on the exam; reconstructing a list of topics on the test; and soliciting or discussing exam questions, answer choices, passages, images, graphics, or topics in person, through telephonic or electronic communication, or on Internet "chat" rooms, social media, private or public groups, message boards, forums, or through any other means.

I understand and agree that any alleged violation of this Candidate Agreement or any alleged activity that may compromise the validity, integrity, or security of the CESP exam will be investigated. I also understand and agree that if I provide false or misleading information, violate the terms of this Candidate Agreement, refuse to comply with any directions given to me by an online proctor, engage in any activity that may compromise the validity, integrity, or security of the CESP exam, or fail to fully cooperate in any investigation related to the CESP exam, that the CESP program may:

- Issue a report of the factual findings of the investigation to legitimately interested parties, including, but not limited to, my employer;
- Pursue a civil lawsuit against me and/or refer the matter for criminal prosecution by state and/or federal authorities or any government agency with jurisdiction;
- Invalidate my scores, before or after the scores are reported, without a refund;
- Revoke, suspend or decline to grant any CESP certification; and
- Ban me from taking the CESP exam for a fixed period of time or permanently.

I agree to comply with the terms of the Candidate Agreement and all policies and procedures set forth in the Handbook and understand the consequences for failing to comply therewith.

## **Exam Registration and Scheduling Procedures**

All registration for and scheduling of exams must be completed online at

<http://www.cespcert.org/dashboard>.

You will need a user name and password to register for and schedule your CESP exam. If you have not had an existing login and password, you will be directed to create a new user name and password when entering the CESP Registration System. Be very careful to enter your first and last name(s) in the CESP registration system exactly the way they appear on the ID you will use on test day. If you do not provide the proper identification on test day or your registered name does not match your ID, you will be considered a "no-show", you will not receive a refund, and the attempt to test will count toward allowable testing limits. If you forget your user name or password, DO NOT create a new login. Try resetting your password on the registration login page. If you are still having problems, contact CESP at: [info@cespcert.org](mailto:info@cespcert.org), or 801 208-0103. Failure to follow the CESP registration rules creates identity validation and verification issues, potential for mistakes in the assignment of score results, and generates other system disruptions.

The following conduct is strictly prohibited:

- Providing false or misleading information about your identity or that of any other person
- Registering for the CESP exam with another individual's CESP login information
- Allowing someone else to register under your CESP login information
- Allowing someone else to use your CESP login information to take the CESP exam
- Obtaining more than one CESP logins
- Holding multiple reservations at the same time under different CESP registration login.

Engaging in any of the above described prohibited conduct is a serious violation of the Handbook and may result in the CESP program cancelling your exam registration or invalidating your exam score, prohibiting you from testing, and suspending or revoking your certification.

Upon completing online registration and scheduling for an exam, you will receive an exam reservation confirmation e-mail that identifies the online proctor for your examination and includes exam details, including the date and time of your exam, requirements for your computer system, cellular device, and Internet connection, security procedures and a personal exam activation code. Keep this reservation confirmation e-mail; you will need to present information from it at the time you take the exam. Your exam cannot be activated without this confirmation.

In addition, if you choose, you will receive an email from the assigned online proctor to schedule an online mobile device's video conferencing software confirmation meeting with you. This will allow you to test the video sharing software to make sure it is working before the day of the test.

### **Fees, Cancellations and Refunds**

The current exam fee is \$175 (One Hundred and seventy-five dollars).

CESP exam fees are non-refundable. CESP exams may be rescheduled online at [www.cespcert.org/dashboard](http://www.cespcert.org/dashboard) up to 72 hours prior to the scheduled time of the exam. Except in the case of documented medical or family emergencies, reservations cannot be changed or cancelled less than 72 hours prior to the appointment without an incurred \$75 per exam emergency rescheduling fee. You must contact the Certification Department at the CESP program, make payment and confirm that your exam has been rescheduled before the original test session has occurred or you will forfeit the full cost of the exam.

In the event of an unforeseen emergency on the exam day, the CESP program will determine whether circumstances warrant cancellation or postponement of the exam. Typically, the exam will not be cancelled if an online proctor is available to administer the exam.

### **Testing Accommodations**

If you have a disability or medical condition that you believe requires an adjustment to testing conditions, we encourage you to apply for testing accommodations. We recommend that you submit documentation of your disability or condition at the time of registration. A decision regarding most requests will be made within 30 days of receipt of a complete accommodations application. This allows time for the review cycle and the time needed to confirm any approved accommodations. The CESP program will notify you in writing within 30 days if your request has been approved and will provide you with additional steps to confirm your registration. Be sure to follow the instructions provided with your approval letter to avoid delays in processing your request. If your request for accommodations is not

granted, your initial registration for the exam remains valid, and no further action is required. If you decide you want to cancel your registration, refer to Fees, Cancellation and Refunds above.

## **Exam Administration**

### **Overview**

All CESP exams will be administered through Internet-based online proctor test delivery. The exam can be taken at a location chosen by the candidate in the country where the candidate is a citizen, so long as the testing room meets all requirements set forth in the Handbook and provided by the online proctor. Candidates are responsible to ensure that their testing location, testing room, computer, mobile electronic device, microphone, and internet connection meet all requirements of the online proctor test delivery. All requirements for your computer system, cellular device, Internet connection, testing room and security procedures can be found here: [www.cespcert.org/materials/workspace-device-preparation-guide.pdf](http://www.cespcert.org/materials/workspace-device-preparation-guide.pdf). Candidates may choose to also participate in an online video conferencing interview with the assigned online proctor no more than 72 hours prior to your scheduled exam to ensure the mobile device is working. Prior to the start of the test, the online proctor will ask questions to authenticate your identity and to ensure that your testing location, testing room, computer, mobile device's video conferencing software, microphone and internet connection meet all requirements. At the time of your exam, the online proctor will again authenticate your identity as described below before you will be permitted to start the exam. Candidates must follow all instructions of online proctors and may be prohibited from commencing an exam or stopped while taking an exam if they do not strictly follow all instructions given by proctors. The online proctor also has the authority to stop your exam at any time upon detecting any testing irregularity.

### **Providing Identification on Test Day**

Only candidates whose identity can be verified through two qualified, previously submitted identification documents will be permitted to test. If you do not provide the proper identification documents that are identical to those that you submitted at the time of your application for certification (or thereafter if the documents expired or otherwise changed following their initial submission), you will not be permitted to test, you will not receive a refund, and the attempt to test will count toward allowable testing limits. It is your responsibility to update your identification documents with the CESP program at least thirty (30) days prior to an examination if there will be any change in the documents from previous versions that were submitted at the time of registration.

An acceptable ID must meet the following conditions:

- Be current (document must have expiration date that has not passed)
- Have been issued by a government agency (driver's license, passport or U.S. military)
- Include a photo, which can be used to positively identify you
- Include your signature

Your first and last name(s) on your ID (that you will use on test day) must EXACTLY MATCH the name(s) and name order in your CESP exam registration. If you registered using a partial name, nickname, or any derivation of the name that appears on your official ID (including misspellings), you will not be permitted to test. If your ID has expired and you will not receive a new acceptable ID prior to exam day, you must reschedule your exam to a later administration or risk that your new ID will not arrive in time.

Candidates must account for the processing time of government agencies when selecting an exam date. Temporary IDs and ID application receipts will not be accepted at the test center because we are unable



to validate their authenticity. If you will not have a current or accurate ID by your scheduled test date, change your test date.

The remote proctor will not accept any ID that does not fulfill the above requirements, even if issued by government-sponsored institutions.

## Testing Rules

The CESP program is deeply committed to ensuring the accuracy and validity of test scores. In order to ensure the accuracy and validity of test scores and to provide fair and secure testing conditions for all candidates, online proctors strictly adhere to a set of common procedures. Below is a list of rules that you must follow throughout the entire period of time that you are taking your online-proctored exam:

1. Follow all verbal directions of the online proctor
2. Point the cellular device with live video and audio feed as directed by the online proctor
3. Your browser window must be maximized at all times
4. No other tabs may be present in your browser
5. Use only one computer monitor or screen to view the exam
6. No other application may be open or running in the background
7. Do not wear a jacket, tie, hooded shirt, hat or any outerwear
8. No person other than you may be present in the testing room
9. You may not send or receive phone calls except in the case of an emergency
10. Commence the exam only after instructed by the online proctor
11. No prohibited item (as defined in the Candidate Agreement) may be present in the testing room
12. Do not engage in any prohibited conduct (as defined in the Candidate Agreement)

## Testing Irregularities

The CESP program reserves the right to investigate any behavior by any candidate or certificant which may be considered detrimental to a fair and secure testing process, or which impacts the testing environment, security, validity or integrity of the exam. If a candidate or certificant violates the policies and procedures set forth in the Handbook or engages in any irregular behavior, it will be reported to the CESP program. The online proctor has the authority to stop your exam at any time upon detecting any testing irregularity.

At the discretion of the CESP program, the investigation process, as described in the Handbook, may apply to any violation of testing rules. The CESP program also may investigate any indicators that scores may not be valid, including any such indicators revealed by data forensics analysis as generally described herein.

Examples of prohibited actions include, but are not limited to:

- Giving or receiving assistance
- Using prohibited aids (e.g., desktop timers, watches, calculators, or other electronics)
- Impersonating an examinee or engaging someone else to take the examination for you
- Presenting false, altered, or tampered identification for purposes of starting an examination
- Attempting by any means to duplicate, record, or memorize test content, answer documents, or any other exam materials
- Failing to follow the online proctor's instructions
- Verbally or physically harassing or threatening a online proctor or the CESP program staff

- Violating any testing rules
- Violating state, federal, or local laws, regulations, or policies
- Being under the influence of alcohol or illegal drugs during an exam
- Soliciting, discussing, or disclosing exam content, or otherwise violating the terms of the Candidate Agreement
- Providing false or misleading information about their CESP exam, score, testing history or certification status to any person or institution

## **Data Forensics**

The CESP program uses Data Forensics as a basis for determining testing irregularities and improbable score results for enforceable actions. Data Forensics is the statistical analysis of exam data to identify irregular testing patterns indicative of invalid exam results, irregularities, test fraud and item harvesting. The CESP program relies on Data Forensics to determine whether scores should be withheld, invalidated, canceled or investigated further to determine whether a candidate violated the terms of the Candidate Agreement.

## **Violations and Investigations**

If the CESP program receives information that any individual has violated the terms of the Candidate Agreement or the Code of Professional Conduct or engaged in any conduct that may compromise the integrity or validity of the CESP exam, the CESP program will investigate the matter to gather all relevant facts and determine what actions, if any, must be taken in response to the facts.

Upon receiving notice from the CESP program that it is conducting an investigation under this provision, a candidate or certificant shall:

1. fully cooperate with the investigation;
2. disclose to the CESP program or its designee all knowledge that could potentially relate to the investigation;
3. produce all documents and materials requested by the CESP program or its designee;
4. upon request, submit to an in-person interview conducted by or on behalf of the CESP program; and
5. truthfully and completely answer all questions asked by the CESP program or its designee.

A candidate's or certificant's refusal to cooperate with any investigation or presentation of false or misleading information in relation thereto shall constitute a serious and material breach of the Candidate Agreement and the Code of Professional Conduct and shall serve as a separate and independent basis for the CESP program to take action against the candidate or certificant as described below.

- Issue a report of the factual findings of the investigation to legitimately interested parties, including, but not limited to, your employer;
- Pursue a civil lawsuit against you and/or refer the matter for criminal prosecution by state and/or federal authorities or any government agency with jurisdiction;
- Invalidate your scores, before or after the scores are reported, without a refund;
- Revoke, suspend or decline to grant any CESP certification; and
- Ban you from taking the CESP exam for a fixed period of time or permanently.



## **Appeals for Investigation Disputes**

After a candidate or certificant has received a written notice of violation and sanctions to be imposed by the CESP program, the candidate will have thirty (30) calendar days to file a written request for appeal pursuant to the CESP program's Candidate Appeals Process. The candidate is required to file a written request for appeal, along with a statement describing the grounds for the appeal, why the appeal should be granted and all supporting evidence, with the CESP program, within thirty (30) calendar days of receipt of the notice of violation and applicable sanctions from the CESP program. A candidate's appeal will not be considered after such thirty (30) calendar day period has expired.

If the CESP program staff determines that a written request for appeal is filed in a timely manner and upholds the CESP program's original decision, such appeal and the information submitted by the candidate will be submitted for binding arbitration to the Candidate Appeals Committee, which consists of voluntary industry peers. Three (3) members of the Candidate Appeals Committee will be appointed to act as an arbitration panel for the appeal. This appeals process shall not address any failures to pass any CESP certification examination, nor include any challenges to individual examination questions, answers or failing scores. The arbitration panel will deliberate and decide the appeal. The decision of the majority of the members of the arbitration panel present at the hearing for the appeal, at which a quorum is present, will be the decision of such panel. The decision of the arbitration panel is final and binding as to all matters related to the appeal.

## **Results and Scoring**

CESP exam results will be provided to you as a provisional score at the end of your examination and then a confirmed score will be sent to you via email within thirty (30) days of taking your exam. If the online proctor stopped your exam while it was in progress for any reason, you will not be entitled to receive the results of your exam, regardless of whether you answered all of the questions in the exam.

CESP exams are scored as follows:

## **Retake Policy**

In the event that you fail your first (1st) attempt to pass any CESP exam, i4ES does not require any waiting period between the first (1st) and second (2nd) attempts to pass such examination. However, before your third (3rd) attempt or any subsequent attempt to pass such examination, you shall be required to wait for a period of at least ninety (90) calendar days from the date of your last attempt to pass such examination so that you as the candidate can take time to study before attempting the exam again. No person shall be permitted to attempt the CESP exam more than five (5) times without further authorization.

Individuals who have successfully passed the CESP – Generalist, Level I exam and have no further plans to attempt Level 2 certification shall not be permitted to take it again, except for purposes of recertification as specified by the Maintenance of Certification (MOC) policy. Individuals who are attempting CESP – Generalist, Level 2 certification and have passed the CESP - Generalist exam, Level I may take two (2) additional attempts to achieve CESP – Generalist, Level 2 certification. If after the second (2nd) attempt the candidate does not achieve Level 2 status, they must wait for a period of at least ninety (90) calendar days from the date of their last attempt to pass such examination so that they can take time to study before attempting the exam again. Once an individual has passed the CESP Level 2 exam, they shall be not permitted to take it again, except for purposes of recertification as specified by the Maintenance of Certification (MOC) policy.

## **Errors and Disputes Related to Scoring and Items**

The CESP program is responsible for and committed to accurate tabulation and reporting of privacy certification exam scores. If you receive a failing score in your exam results and wish to challenge it, the CESP program offers two options: score review and appeal.

### **Score Review**

A score review is a hand scoring of your exam results. This review will compare the exam answer key to your exam response sheet, with careful attention paid to ensure that your exam was scored correctly during the initial computer scoring. You must request a score review within 30 days of receiving your exam results. Please e-mail [info@cespcert.com](mailto:info@cespcert.com) with the subject line "Score Review Request." Include your name, and the exam date and time that you would like reviewed. There is no fee for a score review. The CESP program will acknowledge receipt of your request via e-mail and will conduct the review within five (5) days and communicate the results to you. If the CESP program finds that your exam was properly scored, your score will remain unchanged and you will have no further recourse to challenge the score.

### **Item Appeals**

CESP exam items are written, reviewed, and validated by qualified test security professionals. The CESP program conducts an annual statistical review of all exams to identify items that may be flawed or performing poorly, and issues a new version of each item as needed. Even with these processes, an occasional flawed question or acceptable correct answer may remain unidentified. The appeals process is designed not only to ensure fairness for all candidates, but also as an additional mechanism to improve the quality of CESP exams.

If you wish to formally appeal your exam results based on concerns about one or more specific questions or acceptable correct answers on an exam, you may file an appeal by completing our Certification Candidate Appeal form. Your appeal must be made in writing within 30 days of receiving the adverse determination. The written appeal must clearly state the reason for the appeal (including relevant supporting materials), and your e-mail address, postal address and a phone number.

The CESP program will acknowledge receipt of the appeal within 5 days of receipt. The acknowledgement will include a description of the appeals policy. During the appeal process, the CESP program test development and psychometric staff will review your exam results along with your specific question and/or answer challenges. If the CESP program finds the question(s) and/or answer(s) that you have challenged to be faulty or flawed and it is determined that the results of your exam were affected by the faulty or flawed question(s) or answer(s), a new score may be calculated. If the CESP program staff determines that your appeal is not well founded, your score will remain unchanged and you will have no further recourse to challenge the question(s) and/or answer(s) upon which your appeal was based.

## **Code of Professional Conduct**

All CESP certificants must comply with the CESP Code of Professional Conduct as set forth below:

- I will conduct my business and professional activities with courtesy, honesty and integrity.
- I will represent my certifications and qualifications honestly and agree to only undertake those activities that I have the necessary professional skills, knowledge and competence to complete.

- I will follow all certification policies, procedures, guidelines, rules and requirements set forth in the Handbook.

### **Use of Personal Information**

"Candidate Information" as used herein shall mean all information related to you collected by the CESP program or any the CESP program Agent, including, without limitation, personal identification information, government and/or employer issued identification documents, biometric information, signatures, fingerprints, iris images, social media account information, registration information, location information, photographs, video and audio recordings of you during the examination, examination data and scores, and all other information you submit for purposes of participating in any Certified Exam Security Professional (CESP) Program. The CESP program and all the CESP program Agents may collect, save, analyze, transmit, transfer, use, deliver and otherwise process Candidate Information for analysis, research, certificate fulfillment, investigation, marketing or other purposes deemed necessary or appropriate by the CESP program in connection with any CESP Program. Candidate Information may be transmitted or otherwise transferred outside of the country or geographic region in which you reside or in which you took any CESP certification examination. You are aware that data protection regulations in other countries, including, without limitation, the United States of America, may not fully correspond with data protection regulations in your region and may provide less effective protection.

I HEREBY AUTHORIZE THE CESP PROGRAM TO DISCLOSE MY NAME, PHOTOGRAPH, CAREER ID OR CERTIFICATION NUMBER, AND STATUS AS HAVING ACHIEVED OR NOT ACHIEVED ANY CESP CERTIFICATION, AND IF I HAVE ACHIEVED ANY CESP CERTIFICATION, THE RELATED CESP CERTIFICATION EXAMINATION(S) PASSED AND THE DATE UPON WHICH SUCH ACHIEVEMENT WAS MADE, AND ANY OTHER INFORMATION VERIFYING MY CESP CERTIFICATION, TO ANY PERSON OR ENTITY THAT SATISFIES ALL OF THE FOLLOWING REQUIREMENTS: (I) THE PERSON OR ENTITY MAKES A WRITTEN REQUEST TO THE CESP PROGRAM FOR MY CESP CERTIFICATION STATUS; (II) SUCH REQUEST INCLUDES MY NAME AND MY CESP ID NUMBER.

I FURTHER AUTHORIZE THE CESP PROGRAM TO DISCLOSE TO ANY INTERESTED THIRD PARTY THE OUTCOME OF ANY INVESTIGATION THAT RESULTED IN THE CESP PROGRAM FINDING THAT I VIOLATED THE TERMS OF THE CANDIDATE AGREEMENT. INTERESTED THIRD PARTIES MAY INCLUDE BUT ARE NOT LIMITED TO CURRENT EMPLOYERS, PROSPECTIVE FUTURE EMPLOYERS, GOVERNMENT AGENCIES, AND THE MEDIA. SUCH DISCLOSURES MAY INCLUDE FINDINGS OF FACT RESULTING FROM THE INVESTIGATION AND THE SANCTIONS IMPOSED AGAINST ME FOR VIOLATIONS OF THE CANDIDATE AGREEMENT. I UNDERSTAND THAT THE ONLY REMEDY AVAILABLE TO CHALLENGE ANY SUCH DISCLOSURES IS THE BINDING ARBITRATION PROVISION PROVIDED HEREIN.

### **Limited License to Use CESP Marks**

"Marks" as used herein shall mean any and all CESP titles, trademarks, service marks and/or logos which the CESP program may from time to time expressly designate for use corresponding to the CESP certification which you have achieved. The term "Marks" shall not include any other titles, trademarks, service marks or logos of the CESP program.

Upon receiving written notice that you have achieved CESP certification, the CESP program will grant you a non-exclusive, personal and non-transferable license to use Marks only on promotional, display and advertising materials to publicize your CESP certification or to promote your products or services corresponding to your CESP certification. Any other use of Marks by you is prohibited. You may not use Marks of any CESP Program unless you have completed the CESP Program certification requirements and have been notified by the CESP program in writing that you achieved CESP certification for that particular the CESP program . Any and all uses of Marks by you must be in compliance with any and all

CESP program requirements, guidelines and quality control standards, as established or amended from time to time by the CESP program.

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