

**Chapter H 14****COSMETOLOGY EXAMINATIONS**

H 14.01 Conduct of the examination      H 14.03 Examination questions  
H 14.02 Grading

**H 14.01 Conduct of the examination.** (1) The person in charge of scheduling examinations shall assign a number to each participant before each examination. It shall be used in lieu of the participant's name on all examination papers and in all portions of the examination.

(2) Examinations shall consist of a written and practical examination.

(3) Each examiner shall examine all applicants in a part of the practical examination.

(4) The board may name substitutes, when necessary, to act for the examiners in case of their absence at examinations.

(5) Definite time limits should be placed on each portion of the examination.

**H 14.02 Grading.** (1) A score of 70, determined after appropriate evaluation of all subjects covered by the examination shall constitute a passing grade for licensure. Persons who fail in obtaining a passing grade may be permitted to retake the examination at the next regular period when examinations are conducted but shall be required to repeat only those subjects in which a grade lower than 70 was obtained. The grade obtained on the subject repeated shall be substituted for the original subject grade. When a written examination is not divided into subjects the entire examination must be repeated. At least two examiners shall review a failure in the practical examination, give the reason for failure, and each examiner sign the grade sheet.

(2) Any person who fails in the written portion of the examination may request in writing that the written examination be reviewed. The review will be conducted by all of the examiners and the grade will not be changed excepting on a unanimous vote of the reviewers that the revised grade is justified. Providing any grade is changed after review, a written statement of the change shall be placed in the examinee's file stating the circumstances of the change in the grade and the signature of the examiners concurring in the change. The supervisor, when necessary, may substitute for one of the examiners in case of the absence of an examiner.

**H 14.03 Examination questions.** (1) The questions will be prepared by the examiners as provided in these regulations. The supervisor may assist the examiners and will be responsible for the typing and duplication of the final copies to be used at the examination.

(2) The examination questions may be reviewed at any time by the state health officer or his designated representative and may be edited with the approval of the state health officer where it is believed to be in the best interest of the people of the state.