

Chapter H 14**COSMETOLOGY EXAMINATIONS**

H 14.01 Conduct of the examination
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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) All examinations shall consist of a written and/or practical and/or oral examination designed to determine the ability of the applicant for licensure to accomplish the responsibilities and privileges granted by the license being applied for. The particular elements of the examination shall be in accordance with a plan developed by the examining council and submitted to the council on cosmetology for their review, recommendation and approval. The agreed upon plan will then be submitted to the state health officer for his review and approval. If agreement cannot be reached, the state health officer's decision will rule. The general content but not the specific questions in the examination, the form (written, practical and/or oral) shall be made available to the public and all licensed schools teaching cosmetology at least once every 6 months and at least each time the examination form or general content is changed. The grading for the practical examinations shall be in each subject included on the examination. A grade, which when added together and divided by the number of subjects included on the examination, equals the score of 70 or more shall be considered a passing grade. If an applicant scores less than 70 on the examination, the examination may be reviewed by three examiners and upgraded to passing only in the event that 2 of 3 examiners agree that the applicant is qualified for the license and shall so signify by signing the applicant's examination paper. The different forms of the examination (i.e., written, practical and/or oral) may be averaged together to determine the passing score of 70 as provided in the plan approved in accordance with the above mentioned procedure. An applicant who fails one or more subjects, whether a total passing score is obtained or not, shall be notified of the failures and the reasons for them. If the applicant is a student recently graduated from one of the cosmetology schools in Wisconsin, that school shall be notified of the subject failure to assist in their evaluation of their instruction program. Each such applicant shall provide, prior to renewing their license if one was issued, evidence satisfactory to the department, that they have taken additional training in that particular subject area or areas. Failure to do so will be cause for the department's refusal to renew such license. Any applicant who takes the practical examination three times without achieving a passing grade will not be permitted to again take the examination without first submitting proof acceptable to the department that the applicant has taken additional work to prepare for passing the examination.

H 14.01 (4) The department 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.

History: 1-2-56; r. (3), Register, November, 1961, No. 71, eff. 12-1-61; r. and recr. (2) and (4), Register, July, 1975, No. 235, eff. 8-1-75.

H 14.02 Grading. (1) 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 2 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 the written examination may request a review of that examination. 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 signatures 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.

History: 1-2-56; r. and recr. Register, July, 1975, No. 235, eff. 8-1-75.

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.