

## Chapter C 4

## COSMETOLOGY EXAMINATIONS

C 4.01 Content and grading

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**C 4.01 Content and grading.** (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 board. The general content but not the specific questions in the examination, and 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. 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 the board and upgraded to passing only in the event that two-thirds of the board agree that the applicant is qualified for the license and shall so signify by signing the applicant's examination paper. An applicant who fails one or more subjects 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. If the applicant is an apprentice, the manager that provided the apprentice training shall be notified of the subject failure.

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

(4) Definite time limits may be placed on each portion of the examination.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

**C 4.02 Reexaminations and review.** (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 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

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circumstances of the change in the grade and the signatures of the examiners concurring in the change.

**History:** Cr. Register, May, 1977, No. 257, eff. 6-1-77.

**C 4.03 Examination questions.** (1) The questions will be prepared by the examiners as provided in these regulations. The staff 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 board or their designated representative.

**History:** Cr. Register, May, 1977, No. 257, eff. 6-1-77.

**C 4.04 Failure to obtain license.** Any person who passes an examination for licensure and fails to obtain such license within one year of passing the examination shall be required to comply with s. 159.10, Stats., in order to obtain such license.

**History:** Cr. Register, May, 1977, No. 257, eff. 6-1-77.