

## Chapter BC 7

### EXAMINATIONS

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**BC 7.01 Administration. (1)** The department attempts to schedule applicants for examination at or near a requested examination site or date but may schedule at any site and date where space is available. Admission cards are mailed to applicants at the address provided by the applicant.

**(2)** The applicant shall present an admission card at the door of the examination room with the identification specified on the admission card.

**(3)** Applicants shall follow the rules of conduct for the examination provided at the beginning of the examination. Definite time limits may be placed on each portion of the examination.

**(4)** Issuance of a license may be denied if the board determines that the applicant violated the rules of conduct for the examination.

**(5)** During practical examinations, applicants shall wear a numeric identification tag. The number shall be used in lieu of the applicant's name on examination papers.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 7.02 Competency tested. (1)** Examinations shall test entry level competency to practice.

**(2)** The board shall furnish to individuals upon request general information describing the competencies upon which the examination is based.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 7.03 Form of examination. (1)** BARBER AND COSMETOLOGIST. An applicant for licensure as a barber or cosmetologist shall complete a written examination and each part of a practical examination which includes the following parts: haircut, chemical waving, chemical relaxing, thermal curling, tint and shampoo (one part), and blow drying.

**(2) MANAGER.** An applicant shall complete a written examination.

**(3) AESTHETICIAN, ELECTROLOGIST OR MANICURIST.** An applicant for a license as an aesthetician, electrologist or manicurist shall complete a written and a practical examination.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. Register, May, 1999, No. 521, eff. 6-1-99.

**BC 7.04 Passing scores. (1)** BARBER AND COSMETOLOGIST. The applicant's score shall be the average of the written examination and each part of the practical examination. The passing score of the examinations for licensure as a barber and cosmetologist shall be based on the board's determination of the level of examination performance required for minimum acceptable competence in the profession. The board shall make the determination after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, and shall set the passing score for the examination at that point which represents minimum acceptable competence in the profession.

**(2) MANAGER.** The passing score of the examinations for licensure as manager shall be based on the board's determination of the level of examination performance required for minimum

acceptable competence in the profession. The board shall make the determination after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, and shall set the passing score for the examination at that point which represents minimum acceptable competence in the profession.

**(3) AESTHETICIAN.** The passing score of the examinations for a license as an aesthetician shall be based on the board's determination of the level of examination performance required for minimum acceptable competence in the profession. The board shall make the determination after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, and shall set the passing score for the examination at that point which represents minimum acceptable competence in the profession.

**(4) MANICURIST.** The passing score of the examinations for a license as a manicurist shall be based on the board's determination of the level of examination performance required for minimum acceptable competence in the profession. The board shall make the determination after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, and shall set the passing score for the examination at that point which represents minimum acceptable competence in the profession.

**(5) ELECTROLOGIST.** The passing score of the examinations for a license as an electrologist shall be based on the board's determination of the level of examination performance required for minimum acceptable competence in the profession. The board shall make the determination after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, and shall meet the passing score for the examination at that point which represents minimum acceptable competence in the profession.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; emerg. am. (1) and (4), eff. 1-3-94; am. Register, July, 1994, No. 463, eff. 8-1-94; am. (1), Register, May, 1999, No. 521, eff. 6-1-99.

**BC 7.05 Unauthorized assistance.** The board may withhold the score of an applicant who gives or receives unauthorized assistance during the examination and may schedule the applicant for reexamination at a future time.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 7.06 Failure of practical examination. (1)** If it appears at the conclusion of a part of a practical examination that an applicant will receive a failing score, 2 examiners shall confer on the applicant's performance. An applicant shall not receive a failing score on a practical examination part unless 2 examiners award a failing score and each signs the score sheet.

**(2)** A written description of the reasons for failure shall be provided to applicants failing practical examinations.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 7.07 Examination review.** (1) An applicant who fails an examination may request a review of that examination by filing a written request with the board within 30 days of the date on which examination results were mailed.

(2) Examination reviews are by appointment only.

(3) The time for review shall be limited to 4 hours.

(4) The applicant may not be accompanied during the review by any person other than a proctor.

(5) The applicant shall be provided with a copy of the questions, a copy of the applicant's answer sheet and a copy of the master answer sheet.

(6) The applicant may review the examination in the presence of a proctor. The applicant shall be provided with a form on which to write comments, questions or claims of error regarding any items in the examination. Bound reference books shall be permitted. Applicants shall not remove any notes from the area. Notes shall be retained by the proctor and made available to the applicant for use at a hearing, if desired. The proctor shall not defend the examination nor attempt to refute claims of error during the review.

(7) An applicant may not review the examination more than once.

(8) The board shall take action on an examination review within 90 days of receiving the written appeal.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 7.08 Claim of examination error.** (1) To claim examination error, an applicant shall file a written request for board review in the board office within 30 days of the date the examination was reviewed. The request shall include:

(a) The applicant's name and address;

(b) The type of license for which the applicant applied;

(c) A description of the mistakes the applicant believes were made in the examination content, procedures, or scoring, including the specific questions or procedures claimed to be in error; and

(d) The facts which the applicant intends to prove, including reference text citations or other supporting evidence for the applicant's claim.

(2) The board shall review the claim, make a determination of the validity of the objections and notify the applicant in writing of the board's decision and any resulting score changes.

(3) If the decision does not result in the applicant passing the examination, a notice of denial of license shall be issued. If the board issues a notice of denial following its review, the applicant may request a hearing under s. RL 1.05.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 7.09 Reexamination.** (1) An applicant may retake failed parts of an examination within one year from the date of the initial examination. Applicants shall take all parts failed.

(2) Applicants who do not successfully complete an examination within one year shall retake the entire examination.

(3) The score attained on a retaken examination shall be substituted for the original score.

(4) Scores of retake examinations for barbering and cosmetology practitioners shall be combined with examination parts previously passed to determine the score for the entire examination.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. (1), renum. (2) to be (3), renum. and am. (3) to be (2) and cr. (4), Register, May, 1999, No. 521, eff. 6-1-99.