



ARDMS®

The globally recognized standard
of excellence in sonography

Examination Security and Record Retention

To protect the confidentiality of testing materials and information about candidates, a high level of security is enforced at all stages of examination development, administration, and score processing.

Developmental materials are kept in secure storage when not in use and are destroyed after their usefulness has ended.

Only authorized individuals have access to examination materials in locked storage.

Exam items and candidate information are stored electronically on a password-protected FTP site. The data is retained until results have been imported into the registrant database and verified, and the appeal period for the exam has been exhausted.

The same level of security enforced at the National Office is also required when the exam materials are taken offsite for exam review and item writer workshops.

In addition, when confidential materials are shipped or transported in any way, only secure carriers who maintain custody are used.

Written exams are no longer offered. However, the answer sheets from those exams are kept for at least 5 years under secure conditions. The data extracted from the written answer sheets are kept securely and permanently.

Electronic copies of forms of the assessment instruments, and of reports and analyses related to exam development and electronic scoring, are kept securely and permanently.

Each year application folders for the previous year are transferred to an off-site location for document conversion from paper to microfilm, and the paper version is subsequently destroyed. Storage space is maintained on-site at the ARDMS office for all microfilmed records. Computer backup data for ARDMS system records are stored with a local contractor.



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