



RCSA Policy Statement # 3

SECURITY OF RCSA / AHA TESTS

Agreement between RCSA and RCSA / AHA Instructors

- 1. I hereby agree to ensure that all current American Heart Association (AHA) and RCSA course test papers, completed answer sheets and annotated answer keys will remain in my sole possession at all times and will not be passed on to, stored or transmitted (electronically or otherwise) by any other person at any time, besides bona fide AHA Provider students and bona fide AHA / RCSA Instructors in that discipline, for the purpose and duration of writing the examination.
2. All AHA and RCSA course test papers, completed answer sheets and annotated answer keys will be kept under personal lock and key at all times, except for the duration of the specific course examination and remediation. No other person will have access to this key at any time.
3. I hereby agree to ensure that when bona fide AHA and RCSA Provider students write the examination, I will be present and actively oversee the testing process, ensuring that all test papers, answer sheets and annotated answer keys remain under my supervision and direct control. Only currently registered AHA / RCSA instructors in that relevant discipline will be allowed to invigilate, collect, and score these examinations and facilitate remediation.
4. I hereby agree to enforce that all AHA / RCSA Course Provider candidates will have their cellphones switched off, and no photographic, recording or electronic devices during the examination, in the interests of test integrity.
5. I agree to implement this policy in conjunction with the RCSA's Assessment Policy (Policy 35).
6. I hereby understand that a breach of this agreement may result in immediate cancellation of my AHA / RCSA Instructor status.

I hereby accept the above Terms and Conditions, and confirm receipt of the following RCSA/AHA Test documents (Tick ✓):

Table with 4 columns: AHA BLS, AHA Heartsaver, RCSA CPR, Other:; AHA ACLS, AHA PALS, AHA PEARS; RCSA Advanced CPR, Other:, Other:

Table with 4 columns: Instructor name:, Signature:; Witness name:, Signature:; Date:, Place:

Table with 4 columns: RCSA Policy Title: Security of RCSA /AHA Tests - Instructors, Date implemented: Oct 2011; Compiled by: RCSA Executive Committee, Last Reviewed: January 2024; Custodian: Darren Van Zyl, Policy ref: Policy # 3