

2020

# Registered Radiologist Assistant (R.R.A.) Handbook

EDUCATION + ETHICS + EXAMINATION =  
THE ARRT EQUATION FOR EXCELLENCE®

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Policies, procedures, and information in this handbook  
supersede that of previous editions.

[www.arrrt.org](http://www.arrrt.org)



THE AMERICAN REGISTRY  
OF RADIOLOGIC  
TECHNOLOGISTS®





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OF RADIOLOGIC  
TECHNOLOGISTS®

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We update our handbooks each year. Be sure to follow the policies and procedures that apply to the year in which you submit your application.

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## Our Mission

ARRT's mission is to promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy. Learn more about us by visiting our website at [arrt.org](http://arrt.org).

## Notice of Nondiscrimination

ARRT doesn't discriminate against candidates for certification and registration on the basis of their race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

## NCCA Accreditation

ARRT's Radiography, Nuclear Medicine Technology, Radiation Therapy, Computed Tomography, Sonography, and Registered Radiologist Assistant certification and registration programs have earned accreditation from the National Commission for Certifying Agencies (NCCA), the accrediting body of the Institute for Credentialing Excellence (ICE).

For more information on ICE/NCCA and its accreditation program, visit [www.credentialingexcellence.org](http://www.credentialingexcellence.org).

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Registered Radiologist Assistants (R.R.A.s) are radiographers who've completed an additional, specialized educational program, then earned certification and registration as a radiologist assistant (RA) through ARRT. They're qualified to perform many procedures that a radiologist would otherwise have to do, and they play an important role on medical teams.

## PHYSICIAN EXTENDER



Registered Radiologist Assistant (R.R.A.)



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## Education Requirements

Before you can apply for the R.R.A. credential, you need to:

- Maintain certification and registration in Radiography.
- Complete at least one year of acceptable full-time, patient-related care after you earn your Radiography credential.
- Hold a bachelor's degree from an educational institution accredited by an [agency ARRT recognizes](#).

### MAINTAIN YOUR RADIOGRAPHY CREDENTIAL

You must maintain your certification and registration in Radiography at all times to be eligible for certification and registration as an R.R.A. If you drop your Radiography credential, you'll be ineligible for an R.R.A. credential.

### OBTAIN FULL-TIME, PATIENT-RELATED PROFESSIONAL EXPERIENCE

Although you may complete your clinical experience while you're in your RA educational program, your clinical experience must be professional, patient-related care. Activities that are part of your RA educational program don't satisfy this requirement.

You'll probably complete your clinical experience as a staff radiographer. You might also complete it by working in a related health-care role, seeing patients at a professional level.



### QUESTIONS?

Read on to learn more. Or visit our website to see our [requirements for earning an R.R.A. credential](#).



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## FIND AN RA EDUCATIONAL PROGRAM

On our website, you'll find a list of RA educational programs that ARRT recognizes. Just log in to your online ARRT account and:

- Click on the Resources tab at the top.
- Select Earn Additional Credentials/R.R.A. from the drop-down menu.
- Click on Radiologist Assistant Educational Programs (left column).

These programs include both didactic education and clinical portfolio components. Once you meet all educational eligibility requirements, you have three years to apply for ARRT certification and registration as an R.R.A. (see [Page 13](#)).

### *Didactic Requirements*

You must successfully complete coursework addressing the topics listed in the [Content Specifications for the Registered Radiologist Assistant Examination](#). A nationally recognized curriculum—such as that published by the American Society of Radiologic Technologists (ASRT)—should cover those topics.

### *Clinical Competency Requirements*

An essential part of your training will be your preceptorship. During that time, you'll provide radiologic services under the supervision of at least one board-certified radiologist. You'll learn to perform a majority of the radiologic procedures and clinical activities listed in the Procedures section of the [R.R.A. Entry-Level Clinical Activities](#).

You'll have numerous chances for your preceptor and other health-care professionals to observe and evaluate your efforts. You'll also have the opportunity to critically evaluate and reflect on your clinical experiences.

You must maintain a Clinical Portfolio of your clinical experiences and evaluations. An important goal of the portfolio is to ensure that you become proficient at a minimum number of procedures and clinical activities. The portfolio lets you document your evaluative opportunities.

ARRT periodically revises our requirements to keep pace with current standards of practice. The timing of such revisions can affect your plans for completing the appropriate procedures. Whenever we change our requirements, we'll give you a two-year grace period in which we'll accept either the old or the new requirements.



## QUESTIONS?

Call us at  
651.687.0048,  
ext. 8560, if you  
have questions  
about RA  
educational  
programs.



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## EARN YOUR BACHELOR'S DEGREE

You may complete your degree before, after, or at the same time as you complete your educational program. Just be sure to earn it before you take the Radiologist Assistant exam.

You may earn a bachelor's degree in any major from any educational institution accredited by an [agency ARRT recognizes](#). You don't have to earn it at the institution where you complete your RA program.

## TEMPORARY ELIGIBILITY PATHWAY FOR RPAS

If you've earned a Radiology Practitioner Assistant (RPA) credential from the Certification Board for Radiology Practitioner Assistants, or if you've graduated from an RPA program at an educational institution accredited by an [agency ARRT recognizes](#), you might have access to a temporary eligibility pathway for earning the ARRT R.R.A. credential.

You're eligible to use our temporary eligibility pathway if you meet one of the criteria in the preceding paragraph and if you:

- Haven't previously applied for R.R.A. certification and registration with ARRT—or, if you've previously applied, you've regained eligibility to apply for the R.R.A. credential (see [Page 25](#)).
- Complete all requirements of the temporary eligibility pathway—including passing the ARRT Radiologist Assistant exam—**by Dec. 31, 2020**.
- Hold and maintain ARRT certification and registration in Radiography.
- Complete at least one year of acceptable full-time clinical experience in radiography after you earn your Radiography credential (see [Page 5](#)).
- Meet ARRT's ethics requirements.
- Hold a bachelor's degree from an educational institution accredited by an [agency ARRT recognizes](#).

We'll waive the requirement to establish eligibility (see [Page 6](#)) within three years of completing an educational program for people using this temporary eligibility pathway to earn an R.R.A. credential.



## REMEMBER

We'll waive the requirement to establish eligibility (see [Page 6](#)) within three years of completing an educational program for people using our temporary eligibility pathway to earn an R.R.A. credential.



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## Ethics Requirements

ARRT enforces high standards of ethics and professional conduct both among R.T.s and among candidates for ARRT credentials. We created these rules to help protect the safety of all patients.

### WHO HAS TO FOLLOW ARRT'S RULES OF ETHICS?

All applicants and R.T.s—including R.R.A.s—do. Once you apply for certification and registration with ARRT, you must comply with everything in the [ARRT Standards of Ethics](#), including the Rules of Ethics. You must notify us of any ethics violations within 30 calendar days of their occurrence, and you must tell us of any ethics violations that took place before you applied with ARRT. See the next section for more information.

In addition, you must report applicants or R.T.s who don't comply. Applicants who don't follow these rules might become ineligible for certification and registration with ARRT. R.T.s who don't follow these rules might receive sanctions up to and including revocation of their ARRT credentials.

### WHAT VIOLATES ARRT'S RULES OF ETHICS?

Several types of misconduct, charges, and convictions may violate our Rules of Ethics. They include, but aren't limited to:

- Felony or misdemeanor charges or convictions (including speeding tickets and parking violations that are considered misdemeanors or felonies)
- Charges or convictions concerning traffic violations **that involved** drugs or alcohol
- Convictions in a military court-martial
- Violations of state or federal narcotics or controlled substance laws, even if you aren't charged or convicted
- Disciplinary actions concerning a professional license, permit, registration, or certification
- Violations of an honor code at an educational institution you attended to meet ARRT certification and registration requirements

You **don't** have to report any offenses that you committed as a juvenile and that were adjudicated through the juvenile court system.



### BE AWARE

You **don't** have to report any offenses that you committed as a juvenile and that were adjudicated through the juvenile court system.



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### KEEP IN MIND

It's much better to report an issue than to try to hide it. If you don't disclose a violation, but we learn about it, you may be subject to ARRT sanctions for not reporting the issue—even if that issue alone wouldn't have led to a sanction.

Most R.T.s who report potential problems don't have their credentials revoked. ARRT investigated nearly 2,100 ethics violations in 2018, and only 29 cases (about 1.4 percent) resulted in revocation.

### IF YOU DO—OR DID—SOMETHING THAT MIGHT HAVE VIOLATED OUR RULES OF ETHICS:

- Report the potential violation within 30 calendar days of its occurrence.
- Or report it at your annual renewal, **whichever comes first**.



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## HOW TO REPORT VIOLATIONS

When you fill out our Application for Certification and Registration, we'll ask three questions. How you answer will determine your next steps.

### ETHICS QUESTION I: CRIMINAL VIOLATIONS REPORTING

QUESTION	Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?
ANSWER YES	<p>If you have:</p> <ul style="list-style-type: none"><li>• Charges or convictions, including those that were stayed, withheld or deferred, set aside, or suspended</li><li>• Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)</li><li>• Any court supervision, probation, or pretrial diversion</li><li>• Traffic violations charged as a misdemeanor or felony</li><li>• Traffic violations that involved drugs or alcohol</li></ul>
ANSWER NO IF YOU HAVE NO OFFENSES	<p>Also answer no if you have:</p> <ul style="list-style-type: none"><li>• Juvenile offenses and convictions that were processed in juvenile court</li><li>• Speeding and parking tickets that weren't charged as a misdemeanor or felony and that <b>didn't</b> involve drugs or alcohol</li><li>• Charges that were dismissed with no court conditions required</li><li>• Sealed or expunged cases (if you don't have court documents proving your charges or convictions were sealed or expunged, you must report the violation)</li><li>• Offenses you previously reported to ARRT and for which ARRT has sent you correspondence Reminder: You must answer <b>yes</b> for all traffic violations that involved drugs and/or alcohol.</li></ul>
WHAT TO DO IF YOU ANSWER YES	<p>Along with your completed application, submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records.</p> <p>For additional guidance, review the <a href="#">Ethics Review Checklist for Criminal Violations</a>. Or call us at 651.687.0048, ext. 8580.</p>



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## ETHICS QUESTION 2: REGULATORY AUTHORITY VIOLATIONS REPORTING

<b>QUESTION</b>	Has a regulatory authority or certification board— <b>other than ARRT</b> —ever: <ul style="list-style-type: none"><li>• Denied, revoked, or suspended your professional license, permit, registration, or certification</li><li>• Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order</li><li>• Allowed voluntary surrender of your professional license, permit, registration, or certification</li><li>• Subjected you to any conditions or disciplinary actions</li></ul>
<b>ANSWER YES</b>	If any of the experiences described in Ethics Question 2 apply to you.
<b>ANSWER NO IF YOU HAVE NO OFFENSES</b>	Also answer no: <ul style="list-style-type: none"><li>• If your only offense is ARRT Continuing Education probation</li><li>• For offenses you previously reported to ARRT and for which ARRT has sent you correspondence</li></ul>
<b>WHAT TO DO IF YOU ANSWER YES</b>	Along with your completed application, submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records.  For additional guidance, review the <a href="#">Ethics Review Checklist for Regulatory Violations</a> . Or call us at 651.687.0048, ext. 8580.



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## ETHICS QUESTION 3: HONOR CODE VIOLATIONS REPORTING

<b>QUESTION</b>	While attending an educational program to meet ARRT certification and registration requirements, were you ever suspended, dismissed, or expelled from that program?
<b>ANSWER YES</b>	If any of the experiences described in Ethics Question 3 apply to you
<b>ANSWER NO</b>	<ul style="list-style-type: none"><li>• If you have no offenses</li><li>• For offenses you previously reported to ARRT and for which ARRT has sent you correspondence</li></ul>
<b>WHAT TO DO IF YOU ANSWER YES</b>	<p>Along with your completed application, submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records.</p> <p>For additional guidance, review the <a href="#">Ethics Review Checklist for Honor Code Violations</a>. Or call us at 651.687.0048, ext. 8580.</p>



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## Examination Requirements

Before you earn an R.R.A. credential from ARRT, you must pass the ARRT exam for that discipline. You'll find much more about the exam—and how to prepare—in the section beginning on [Page 32](#).

Be sure to consult the current R.R.A. [content specifications](#) for a list of topics the exam covers.

### THREE ATTEMPTS IN THREE YEARS

You'll have **three chances** to pass the exam. You must establish your eligibility and apply within three years of the date you complete your Radiologist Assistant educational program. If you then don't pass the exam within three years or three attempts, you'll no longer be eligible for certification and registration as an R.R.A. unless you requalify (see [Page 25](#)).

Questions? Call us at 651.687.0048, ext. 8560.

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- You'll have **three chances** to pass the exam.
- You must make those attempts within **three years** of the date your first exam window opens.



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The [R.R.A. Application Instruction Packet](#) includes the materials you'll need to prepare for ARRT certification and registration as an R.R.A. Review these materials carefully and keep them available for reference.

### SIX STEPS TO APPLYING

Be sure to complete these steps as you prepare your application for certification and registration as an R.R.A.:

1. Sign the Agreement of Candidates and the written consent under the Family Educational Rights and Privacy Act (FERPA) ([Page 16](#)).
2. Use your legal name on your application—and make sure it matches your two forms of valid and acceptable ID exactly ([Page 16](#)).
3. Use an appropriate photo ([Page 18](#)).
4. Fill out your application completely and accurately, and mail it with the proper fee ([Page 21](#)).
5. Include Forms CR1, CR2, and Summative Rating Scales.
6. Meet all deadlines ([Page 28](#)).



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## Apply for One Credential at a Time

We'll return any additional applications and fees we receive before you've completed an exam for which you previously applied. As with any ARRT exam, you'll have three attempts in three years to pass the exam (see [Page 13](#)).



### QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about applying.



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## Prepare Your Application

Be sure to fill out your application completely and accurately. Errors and omissions can affect your ability to earn ARRT credentials. If you have questions, call us at 651.687.0048, ext. 8560.

### SIGN THE AGREEMENT OF CANDIDATES

When you apply for certification and registration, sign the Agreement of Candidates and the written consent under FERPA. You can find the full agreement in Article III, Section 3.02, of [ARRT Rules and Regulations](#). Be familiar with the agreement and ARRT's other requirements before you apply with us.

### MAKE SURE YOU HAVE TWO FORMS OF VALID ID

Matching names are one of the best ways for us to make sure the person who applies for an ARRT credential is the same person who takes the corresponding exam. Make the exam process easy on yourself by getting two valid forms of acceptable ID before you schedule or attempt to take your exam.

#### *Be Sure Your Application Matches Your ID*

The name you put on your application must match your permanent record on file at ARRT. If the name varies, we'll return your application without processing it. If you need to update your name, use our online name change form (see [Page 26](#)).

When you get your Candidate Status Report (see [Page 28](#)) from ARRT, the name on it must be identical to the name on both pieces of ID you'll bring to the test center. The only exception is that it doesn't matter if any of your IDs contain your middle name or initial. If your name has a cultural variation, make sure that the same variation appears on your Candidate Status Report and on both of your IDs.



### QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about preparing your application.





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### *Acceptable Types of ID*

Be prepared to show two forms of current (not expired) identification at the test center:

- Your primary ID must be a government-issued ID: a driver's license, state ID card, passport, or military ID card with your permanently printed name, your photo, and your signature or military bar code.
- Your secondary ID must include your permanently printed name and your signature. It can be your U.S. Social Security card, an employee ID badge, a bank or credit card, or a school ID. It can also be a second form of the types of primary ID.

### *If Your ID Is Invalid*

You won't be allowed to take the exam if, when you arrive at the test center:

- You don't have two valid forms of acceptable ID (see [Page 16](#)).
- Your ID is expired.
- The name on your ID differs from that on your ARRT file.
- You haven't signed your ID.

In such cases, you'll forfeit your application fee, and you'll have to reapply and pay a new fee to get a new exam window. If Pearson VUE admits you with questionable ID, ARRT could cancel your exam scores following an investigation. If ARRT cancels your scores, your exam attempt will count as one of the three allowed in three years. You won't receive an extension if ARRT's cancellation means you don't pass your exam within the allotted three years (see [Page 13](#)).

If you don't have proper identification, cancel your appointment and reschedule it when you've acquired two valid forms of acceptable ID. See [Page 31](#) for cancellation procedures and deadlines.



### BE AWARE

Permanent registration cards ("green cards") and other IDs that don't include your signature **aren't** acceptable.



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## USE AN APPROPRIATE PHOTO

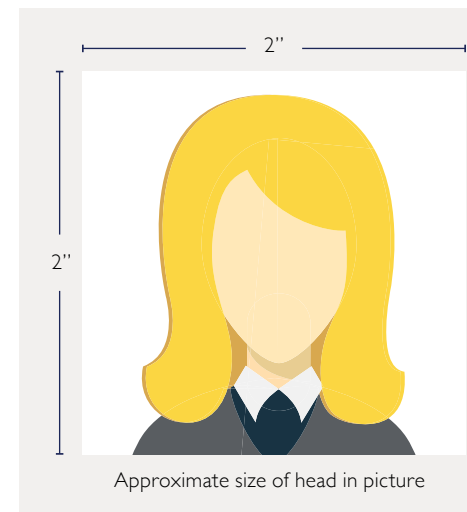
Tape a photograph of yourself to your application form. The photo can be in color or black and white. Make sure its layout matches the template shown here.

Don't sign your application or take your photo **more than six months before** you send your application to us.

Your photo must:

- Be an original (not a photocopy, a laminated ID card, or a photo cut from a driver's license)
- Be approximately 2 inches by 2 inches
- Have a plain white or off-white background
- Show only your head and shoulders, facing front
- Have a head size of 1 to 1 ½ inches
- Be clear, so that a viewer can easily recognize your facial features
- Be taken in the past six months, so it reflects your current appearance
- Show a neutral expression or natural smile with your eyes open
- Show you in normal street attire or a hospital uniform
- Not show you wearing a hat, visor, sunglasses, or anything else that shades your eyes; you may wear a head covering for religious purposes as long as your entire face is visible

It's just as important for your photo to meet these criteria as it is for the name on your application to match the name on your IDs. These are ways for us to verify that the right person is taking an exam. We reserve the right to accept or reject a photo.



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## IF YOU NEED ACCOMMODATIONS TO TAKE YOUR EXAM

Accommodations are ways of adapting an exam experience to meet the needs of people who have disabilities that may impair their exam performance. Accommodations can't change the number of questions or the content an exam covers. And they don't guarantee improved performance, a passing score, or any specific outcome.

## ABOUT ADA ACCOMMODATIONS

ARRT complies with the [Americans With Disabilities Act \(ADA\)](#). We'll provide appropriate accommodations if you demonstrate both that:

- You have an ADA-qualifying disability.
- Your disability results in substantial functional limitations that affect your daily life activities as compared to most people.

In most cases, you'll need to submit [supporting documentation](#) and a personal statement describing your disability.

Approved accommodations might include additional time to complete the exam, a separate testing room, or access to snacks if you have diabetes. You won't need to request accommodations for [comfort items](#), such as an inhaler, crutches, or eye drops.

Accommodations must be appropriate to the task and setting. For example, although you might have received accommodations in a classroom setting, those adaptations might not be necessary in an ARRT exam setting.



## REMEMBER

You must **request** ADA accommodations **each time** you apply or reapply for ARRT certification and registration.



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## HOW TO REQUEST ADA ACCOMMODATIONS

Start by answering yes to the question about ADA accommodations on your application for ARRT certification and registration. Then, after we receive your ARRT application, we'll send you instructions on applying for accommodations.

If you answer no to the accommodations question on your ARRT application, you'll have to take the exam without them.

We contract with Paradigm Testing, an independent company, to manage our ADA accommodations requests. As part of the accommodation application process, you'll submit an online form and supporting documents to Paradigm via its secure website. You must submit such a form each time you attempt an exam, including re-examination attempts.

We'll place your ARRT application on hold until you submit your accommodation request and Paradigm processes it. In addition, you won't be able to schedule your exam until we send you the decision letter.

If you don't submit a request to Paradigm within a year, we'll process your application without any accommodations and assign you an exam window. At that point, we can't grant any ADA accommodations.

Once your accommodations review is complete, we'll send you the decision in writing.



### BE AWARE

If you answer no to the ADA accommodations question on your ARRT application, you'll have to take the exam without them.



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## COMPLETE YOUR APPLICATION AND INCLUDE THE FEE

One of the main reasons we return applications without processing them is that candidates forget to include the application fee. When you apply for certification and registration, include a check or money order—payable to ARRT in U.S. funds—for \$200. If you must reapply, you'll need to include a check or money order for \$175. These fees are nonrefundable and nontransferable.

We also return applications:

- On which some questions remain unanswered
- That don't list dates of training
- With signatures dated more than six months ago
- That are photocopies, not originals

If we return your application, you'll have to correct and return it before we process it. We don't refund application fees or transfer them to another discipline.

Don't sign your application or take your photo **more than six months** before you send your application to us. And be sure that your program director completes the educational program sections of the application **after** you fill out the remainder of the form. Those sections must include original signatures—stamped signatures aren't acceptable. In some cases, an authorized faculty member who's on record at ARRT also must sign your application. Your program director can tell you whether a faculty member must sign your application.



Don't sign your application or take your photo **more than six months** before you send your application to us.



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## DON'T SUBMIT AN INCOMPLETE APPLICATION

Watch out for these issues when you're applying for ARRT certification and registration. They can delay your application and cause you to miss your deadlines.

Be sure to:

- Include a photo that meets our requirements (see [Page 18](#)).
- Include your nonrefundable application fee of \$200 (or reapplication fee of \$175; see [Page 21](#)), payable to ARRT in U.S. funds using a check or money order.
- Provide your birth date and Social Security number.
- Select yes or no on the question about ADA accommodations.
- Answer the questions regarding a potential violation of the *ARRT Rules of Ethics*.
- Sign the Agreement of Candidates on the application form.
- Sign the Family Educational Rights and Privacy Act consent.
- Have your program director complete and sign the educational program sections of the application—after you affix your photo, complete the application, and sign it.



## QUESTIONS?

Call us at  
651.687.0048,  
ext. 8560, if you  
have questions  
about preparing  
your application.



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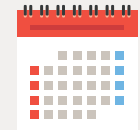
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## Allow Time for ARRT to Process Your Application

Allow at least 30 calendar days for ARRT to process your application after we receive it—more if we need to conduct an ethics review or if you request ADA accommodations (see [Page 19](#)). If you need to know quickly that we've received your application, either:

- Use the U.S. Postal Service's "return receipt requested" service when you mail your application.
- Include a self-addressed, postage-paid postcard for us to mail back to you.

After we've processed your application, we'll send you a Candidate Status Report in the mail. Call us right away at 651.687.0048, ext. 8560, if any of the information on it is wrong. Do that **before** you schedule your exam (see [Page 28](#)).



To enable Pearson VUE testing centers to accommodate the long R.R.A. exam, your application must be postmarked at least **eight weeks** before the examination date.



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## IF WE FIND YOU INELIGIBLE

ARRT can find you ineligible at three times.

- If we rule that you're ineligible **when you apply**, we'll return your application and fee. (Exception: If we must complete an ethics investigation and we then rule you're ineligible, we **won't** refund your fee.) You may reapply when you achieve eligibility. Call us at 651.687.0048, ext. 8560, for information about reapplying.
- If we authorize you to take an exam, **and then receive information** indicating you might be ineligible, you can still schedule and sit for the exam. Then we'll review your case. But we'll hold your scores until the review is complete, and we might cancel your scores depending on the outcome of our review.

After the review, if we find that you're ineligible and you haven't taken the exam, we won't allow you to sit for it and we won't refund your application fee. If you've taken the exam, we'll cancel your exam score and we won't refund your application fee. If you later become eligible, this exam will count as one of the three attempts allowed.

If you think you've met all our eligibility requirements, you may appeal a decision of ineligibility. You can't contest any of the eligibility requirements themselves—only the way in which ARRT applied them. To appeal:

- Write a letter explaining why you think the ineligibility decision was wrong.
- Include a check or money order, payable to ARRT, for the \$25 appeals fee.
- Send the letter early enough that we receive it no more than 30 calendar days after the date on your notification of ineligibility.



## QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about your application.





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## How to Requalify

If you don't pass your exam after three attempts, or within three years of the date your first exam window opens, you'll have to requalify and reapply. To requalify, you'll have to meet our initial eligibility requirements—including, for your case, recompleting an [education program that ARRT recognizes](#). You'll then need to apply for certification and registration and pay the nonrefundable application fee of \$200.

If you drop your Radiography credential between the time you apply for and the time you take the Radiologist Assistant exam, you'll lose eligibility to take the exam. You'll forfeit your exam fees—and if you take the exam, we'll cancel your scores but count that exam as one of your three attempts (see [Page 13](#)). You won't be eligible to reapply for the Radiologist Assistant exam until you reinstate your Radiography credential.

If you've met our educational and ethics requirements, and you need to reinstate a credential by taking the current ARRT exam, **call us at 651.687.0048, ext. 8560, to request a reinstatement application**. Be prepared to supply your ARRT identification number and your birthdate.



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## How to Change Your Name

If you change your name after you apply with ARRT, let us know immediately—before you schedule your exam appointment. The test center can't process name changes. And your name on the IDs you present at the test center must match the information on your Candidate Status Report. If your name has a cultural variation, make sure that the same variation appears on your Candidate Status Report and on both of your IDs. It doesn't matter whether your middle name appears on either ID or on your Candidate Status Report.

If your name on your ID doesn't match the name on your Candidate Status Report, **call us immediately** at 651.687.0048, ext. 8560.

To change your name in our records:

- Visit [www.rrt.org/forms](http://www.rrt.org/forms) and download the Name Change Form under Records.
- Complete the form and send it by mail to ARRT, at 1255 Northland Dr., St. Paul, MN 55120, or fax it to 651.681.3297.
- Include a photocopy of your marriage certificate or court order showing your name has changed.
- Mail the information early enough that we receive it at least 10 business days before you're scheduled to take your exam. If we don't have enough time to process your change, you'll be turned away from the test center and you'll forfeit your application fee.



If the name on your ID doesn't match the name on your Candidate Status Report, **cancel your exam appointment immediately** and call us at 651.687.0048, ext. 8560.



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## How to Change Your Address

If you change your address after you apply, notify us immediately to ensure you receive all our correspondence with you. If you already have an ARRT online account, you can change your address by:

- Signing in to your online ARRT account
- Clicking on the Account drop-down menu, and choosing Settings
- Clicking on the Update Address tab under Update Profile and Settings
- Filling out your new information

If you don't have an online account, call us at 651.687.0048, ext. 8560. Keep in mind that you can't change your address at the test center—and we'll mail your exam results to the address we have on file.



### QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about your application.



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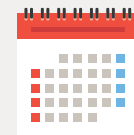
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## Scheduling Your Exam

You can take the Radiologist Assistant exam twice a year—on the second Thursday of January and of July. Application deadlines are about eight weeks before the exam date.

TO TAKE THE EXAM ON:	POSTMARK YOUR APPLICATION BY:
Jan. 9, 2020	Nov. 14, 2019
July 9, 2020	May 14, 2020
Jan. 14, 2021	Nov. 12, 2020



## ABOUT YOUR CANDIDATE STATUS REPORT

Make sure all the information on your Candidate Status Report is accurate. If you have questions, call us at 651.687.0048, ext. 8560.

Sometimes your Candidate Status Report will include a message indicating we'll hold your score. In such cases, you can still schedule your exam, but we won't release your results until you satisfy the reason we're holding your scores. For example, your program director might need to confirm that you've completed an educational program.



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## ABOUT YOUR APPOINTMENT

Pearson VUE administers ARRT's examinations. It has more than 200 high-security [test centers](#) in the U.S. and its territories. It also offers ARRT exams in selected Canadian, European, Asian, and Australian cities.

Pearson VUE will assign you to a test center based on the location you request on your application form. Pearson VUE will also select your appointment time and coordinate it with ARRT.

No more than 10 calendar days after you receive your Candidate Status Report, Pearson VUE will email you an appointment confirmation listing the date, time, and location of your exam. The email comes from [PearsonVueConfirmation@pearson.com](mailto:PearsonVueConfirmation@pearson.com). If you don't receive the email within 10 calendar days of your Candidate Status Report, check your spam folder. If it's not there, call us at 651.687.0048, ext. 3119, and request a new confirmation.

If you want to change your appointment location, call us at 651.687.0048, ext. 3119, as soon as possible. We'll accommodate your request if space is available at the new location.

Note that we can't confirm test dates, times, locations, or driving directions. If you have questions about those topics, call Pearson VUE at 800.632.9055.



## QUESTIONS?

Call us at  
651.687.0048,  
ext. 8560, if you  
have questions  
about your  
appointment.



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## Missed Appointments

If you miss your exam appointment for any reason, you'll have to reschedule for the next R.R.A. exam date.

### *With Fewer Than 24 Hours' Notice*

If you miss your scheduled appointment—and you didn't give notice at least 24 hours in advance (see [Page 31](#))—you'll forfeit your fee, and you'll have to reapply. Missing an appointment, however, **doesn't** count as an attempt under the three-attempts-in-three-years policy (see [Page 13](#)).

If an incident fewer than 24 hours before your exam appointment results in your hospitalization, or in the hospitalization or death of an immediate family member, we'll consider your case individually. Send a request in writing to us at:

ARRT  
Attn: Appeals Process Administrator  
1255 Northland Dr.  
St. Paul, MN 55120

Include a description of the incident with valid supporting documentation; your name; and two other identifiers (such as your ARRT identification number, your date of birth, or your Social Security number). **Be sure to sign your request, date it, and postmark it within 30 calendar days of your scheduled exam.** You'll have to wait until the next exam date to take the R.R.A. exam.



### REMEMBER

If you miss your appointment or don't cancel it early enough you'll forfeit your ARRT application fee.



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### *With Notice of at Least 24 Hours (One Business Day)*

If you know more than one business day (24 hours) before your exam appointment that you'll miss it, you can avoid forfeiting your test fee and having to reapply by following these steps. Depending on your timing, you might be able to postpone your appointment up to three times before you forfeit your fee and must reapply.

1. Call Pearson VUE at 800.632.9055 to cancel at least one business day (24 hours) before your scheduled appointment.
2. Fax (to 651.994.8510) or mail (to address on [Page 30](#)) a signed and dated request to postpone your exam to the next scheduled exam date. Include your name; your address; your ARRT identification number or your date of birth; and your Social Security number.
  - If you fax the request, do so **at least one business day (24 hours)** before your exam appointment. Then call us the next business day at 651.687.0048, ext. 8560, to confirm receipt.
  - If mailing, select the appropriate U.S. Postal Service method to make sure we receive your request **at least one business day (24 hours)** before your exam appointment.
3. We'll send you a new Candidate Status Report. Within 10 calendar days after that, Pearson VUE will contact you with detailed information about the appointment. **If you don't hear from us both at least six weeks before the next exam date**, call ARRT at 651.687.0048, ext. 3119.

Remember—in most cases, you'll forfeit your application fee and have to reapply if you miss an appointment and don't follow these steps to reschedule in advance. See [Page 29](#) for information on what happens if you don't cancel more than 24 hours before your scheduled appointment.

### IN CASE OF SEVERE WEATHER

Call Pearson VUE's call center at 800.632.9055 to find out if your test center is open during any type of severe weather. Don't call the test center directly. If the test center is open, and you miss your appointment, you'll have to reapply with ARRT and pay a new fee to get a new exam date. If it's closed, we'll reschedule you for the next exam administration date.



### BE AWARE

Neither ARRT nor Pearson VUE are responsible for appointment errors.



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The Radiologist Assistant exam measures the knowledge and cognitive skills you need to perform major tasks typically required in that discipline. Consult our [content specifications](#) for the topics your exam will cover. Pearson VUE test centers offer [computer-based testing](#) for many organizations. Consider reviewing the linked document to familiarize yourself with the exam process and the online calculator.

### TOP TIPS FOR A GOOD TEST EXPERIENCE



- Request ADA accommodations on your application—not at the test center ([Page 19](#)).
- Arrive 30 minutes early.
- Don't bring cell phones or other belongings into the test center ([Page 36](#)).
- Bring two valid forms of acceptable ID (see [Page 16](#)) to the test center.
- Accept the nondisclosure agreement within two minutes of accessing it ([Page 38](#)).
- Flag difficult questions and return to them if time allows.





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## Exam Format

For Session 1, most questions are multiple-choice with one best answer. Some might ask you to select multiple answers from a list or to use your mouse to sort options into order. A few might ask you to use your mouse to select an image on the screen. Others might ask you to answer a multiple-choice question after viewing a short video clip. Session 1 of the Radiologist Assistant exam presents questions in random order, a method that lets you demonstrate you've learned the material well enough to access it outside a specific context.

Session 2 consists of two case studies, each followed by several test questions. The test questions might include any of the item types listed above, along with short essay questions. The essay questions might ask you to explain how to perform a procedure or describe a procedure's use in confirming or ruling out a possible diagnosis. Learn more about the [test format](#).

Your exam will also include some pilot questions. We use those to evaluate potential questions for future exams. We don't identify the pilot questions, but we do give you extra time to complete those questions. Your answers to pilot questions won't affect your score.



### EXAM FORMAT

- Most questions are multiple-choice with one best answer.
- Questions are presented in random order.



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## Studying for Your Exam

Be aware that ARRT doesn't recommend or endorse any review programs, mock registries, or study guides. We don't provide lists of textbooks or study materials.

That's because we build our exams using many references. To endorse one could mean overlooking others. Your best resource is to consult our [content specifications](#) for a list of topics your exam will cover.



### QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about your exam.



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## What to Expect at the Test Center

Pearson VUE test centers offer [computer-based testing](#) for many organizations. You'll likely be in a room with people taking tests that aren't ARRT exams.

No testing environment is completely free of noise. If you're concerned about distractions, request earplugs or noise-reduction headphones before beginning your exam.

Most of the test centers are in small office parks. You can find driving directions to all test centers by visiting the [Pearson website](#), searching for a test center, and clicking on Get Directions. There won't be room for friends, relatives, or children to wait with you. And no one may contact you during your exam.

### BE EARLY

Be sure to arrive at least 30 minutes before your scheduled appointment. That gives you enough time to check in. If you arrive 15 minutes or more **after** your scheduled appointment, you might have to forfeit your appointment. In that case, Pearson VUE will inform ARRT that you failed to take the exam. We won't refund your application fee, and you'll have to reapply and pay a new fee to take the exam on a future exam administration date.

### WEAR APPROPRIATE CLOTHING

Because the test room might be warm or cold, dress in layers. Keep in mind that you can't wear outerwear or hooded clothing in the test room. Instead, bring a sweater, blazer, or hoodless sweatshirt. Be ready to empty your pockets before entering the test room.



Be sure to arrive at least **30 minutes before** your scheduled appointment.



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### LEAVE PERSONAL BELONGINGS IN A LOCKER

You must leave all personal items in a secure locker at the test center. Because Pearson VUE assumes no responsibility for lost items, you might want to leave personal items in your car or at home.

For example, you can't bring purses, wallets, backpacks, or similar items into the test room. Don't wear anything, such as jewelry, that might make noise and distract others. Don't wear jewelry that's more than a quarter-inch wide. You'll have to remove it, because it could be a way to circumvent exam security. Cell phones aren't allowed in the test room, and neither are notes, scratch paper, pencils, or pens. Finally, don't bring a calculator to the test center—you won't be able to use it. Pearson VUE will give you a basic four-function calculator if you ask for one; there's also a calculator on the computer.

After you put your personal items in a locker, you'll have access to them only if:

- You have an ADA accommodation to retrieve something related to a medical condition.
- It's your exam break. In that case, you may retrieve snacks or lunch from your locker, but nothing else. Having access to any electronic device during the break is strictly prohibited.



### REMEMBER

Cell phones aren't allowed in the test room, and neither are notes, scratch paper, pencils, or pens.



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### BRING PROPER IDENTIFICATION

Be sure to bring proper identification (see [Page 16](#)).

### CHECK IN

Pearson VUE staff will ask you to sign a digital signature pad. That signature gives your consent for ARRT and Pearson VUE to retain and transmit your personal data and exam responses as needed.

Next, Pearson VUE staff will take your photograph and scan your palm veins. The palm-vein reader uses a safe, near-infrared light source (similar to a television remote control). It takes the place of fingerprinting. If you were ever fingerprinted for an ARRT exam, you'll have to provide a fingerprint match at the test center, then enroll in the palm-vein recognition system.

ARRT and Pearson VUE will use your palm vein information for authentication purposes only. We won't share it with any other organization.

If you asked for and received approval for ADA accommodations, bring your letter (original or a copy) approving the accommodations to Pearson VUE. Give it to staff when you check in.



### REMEMBER

If you asked for and received approval for ADA accommodations, bring your letter approving them to Pearson VUE. Give it to staff when you check in.



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## GO THROUGH ORIENTATION

Pearson VUE staff will give you a short orientation. Although the staff members can answer questions about test-taking procedures, they won't have answers to questions about our exam content.

Next, a staff member will give you an erasable note board and marker before escorting you to an assigned workstation. Don't use the note board until you've accepted the nondisclosure agreement (see next section).

## SIGN THE NONDISCLOSURE AGREEMENT **IN TWO MINUTES!**

After you complete the exam tutorial, a nondisclosure agreement and countdown timer will appear on your computer screen. **You must sign it within two minutes of its appearance or Pearson VUE will end your exam.** In that case, you won't be able to take the exam that day. It won't count as an attempt under our three-year, three-attempt policy (see [Page 13](#)). You'll have to obtain a new exam window by reapplying and paying the reapplication fee.

### THE EXAM WON'T PROCEED UNTIL YOU SIGN THIS AGREEMENT:

*This exam is confidential and is protected by copyright law. You are expressly prohibited from disclosing, publishing, reproducing or transmitting this exam, in whole or in part, in any form or by any means, oral or written, electronic or mechanical, for any purpose.*

By signing, you agree that you won't disclose exam questions in any form or remove them from the test center. Follow the prompts to accept or reject the agreement. If you reject it, let test center staff know that you're done with the exam. If you reject the agreement but later want to take the exam, you'll have to reapply and pay the reapplication fee.

Learn more about our security requirements (see [Page 42](#)).



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### TAKE THE EXAM

You must remain in your assigned seat during and after the exam, unless a Pearson VUE staff member authorizes you to leave. If you need to leave the room, raise your hand for permission. Pearson VUE staff will scan your palm when you leave and scan it again before you re-enter the room.

Keep in mind that you won't get extra test-taking time if you leave the room. In addition, if you leave for more than 10 minutes—except during your scheduled break—Pearson VUE will file an incident report with us, and we'll investigate.

You can't leave the test center building before completing your exam—even if you have ADA accommodations. If you leave the building, we'll cancel your score, and your exam will count as one of your test attempts. You'll have to reapply and pay the reapplication fee if you want to take the exam again. You might also have to undergo an ethics review.

When you complete your exam, raise your hand and wait for a Pearson VUE employee to collect your note board. Pearson VUE staff will scan your palm once more before you leave the test center.

### ASK FOR HELP

If you have concerns or need help, raise your hand to alert test center staff. Staff members can bring you a handheld calculator, earplugs, or another erasable note board. You may ask for replacements during your exam, but you can't remove the materials from the test room.

Raise your hand if you need help adjusting your computer screen or you suspect a problem with the computer.



### EXAM RULES

- Remain in your seat during and after the exam.
- If you need to leave the room, raise your hand.
- Don't leave the test center building before completing your exam.
- When you complete your exam, raise your hand.



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## PACE YOURSELF

The Radiologist Assistant exam can take up to seven hours. Use your time well. You can see how much time remains in your exam session by looking at the top right corner of your computer screen.

The chart below shows the amount of time we allow for each part of the exam.

REGISTERED RADIOLOGIST ASSISTANT 			
Scored Items	200	NDA* Time (in min.)	2
Pilot Items	20	Session No. 1 Test Time (in hours)	3.5
Total Items	220	Session No. 2 Test Time (in hours)	2.5
Tutorial Time (in min.)	18	Survey Time (in min.)	10
		Total Time (in hours)	7

\* Nondisclosure Agreement

For Session 1, you must answer each question before the computer lets you move on to the next. If you're not sure of the answer, guess—and flag the question. If you have time at the end, you can return to the question and review your answer. **Once Session 1 ends, you can't go back to it.**

Your exam score is based on the number of correct answers you give. It's in your best interest to answer all the questions, even if you must guess.

## WE VALUE YOUR OPINION

That's why we provide two opportunities at the test center for you to let us know your thoughts.

- You may leave comments for us about any question at the time you answer it. Just click the Comment button at the top of the page.
- At the end of your exam, we also offer a survey about your overall testing experience. Don't use the survey to comment on specific questions.



## REMEMBER

Your exam score is based on the number of correct answers you give. It's in your best interest to answer all the questions, even if you must guess.





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## How to Appeal Your Test Administration Procedures

Pearson VUE works with us to administer our exams in a comfortable and safe environment. Rarely, you might encounter technical difficulties at a test center. If that happens, alert a Pearson VUE employee immediately. In most cases, you'll be able to continue your exam session. If you can't complete your exam because of severe technical difficulties, we'll make reasonable accommodations.

### TO APPEAL

If you think the administration of your exam differed substantially from normal testing procedures, you may request a review of the procedures. Verify that the test center administrator will file a report **before** you leave the test center—and request a copy of the incident number from that report. Complete and submit an [Appeal of Exam Administration Procedures](#). Provide as much detail as possible.

We'll investigate complaints if you send them to us within two calendar days of your exam, before you receive your official results. To make sure we get your form on time:

- Fax it to 651.681.3295.
- The next day, call us at 651.687.0048, ext. 8560, to confirm that we received your appeal.

If we find that substantive deviations from normal testing procedures occurred, we'll cancel your original score and allow you to retake the exam at no cost. We **won't** adjust your score based on our review.



### HOW TO APPEAL

If you think the administration of your exam differed substantially from normal testing procedures, you must send your appeal to us within two calendar days.



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## Meeting Our Security Requirements

ARRT credentials are valuable. Some employers require ARRT certification and registration for their technologists, and many states use our exam as a basis for issuing licenses. Everywhere, patients entrust R.T.s and R.R.A.s with their health and well-being.

That's why security is so important. We want to ensure that people who pass ARRT exams do so by preparing themselves to perform high-quality patient care—not by having advance access to our questions.

### REMEMBER: YOU AGREE TO COMPLY

When you apply for certification and registration with ARRT, you agree to comply with our exam security requirements. You'll find the complete wording in Section 3.02 of [ARRT Rules and Regulations](#) and more information about subversion in Rule 4 of Part B, Rules of Ethics, in [ARRT Standards of Ethics](#). Not meeting these regulations can result in ARRT sanctions, up to and including a determination of ineligibility (see [Page 8](#)) or revocation of your ARRT credential.

In short, never disclose information about our exams by using language that is substantially similar to the wording of our questions or answer options. This rule includes (but isn't limited to) disclosing such privileged information to, or receiving such privileged information from:

- Students in educational programs
- Graduates of educational programs
- Educators
- Anyone involved in preparing candidates to take an ARRT exam



### REMEMBER

Never disclose information about our exams by using language that is substantially similar to the wording of our questions or answer options.



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### WHAT'S OK TO SAY?

We know that taking an ARRT exam is an important event. People will ask you how it went, and you'll probably want to talk about your experience. Here are some examples of what's OK to say—and what isn't.

SCENARIO	Your instructor or program director asks you to "stop by" after the exam and talk about how it went.
WHAT'S OK	You can talk about your general experience ("I didn't think the test was as difficult as I'd expected").
WHAT'S NOT OK	Your instructor or program director shouldn't ask about any details of the exam—and you can't give more information about the exam content than appears in our content specifications.
BOTTOM LINE	If <b>anyone</b> —even an instructor or program director—asks you to reveal any of ARRT's questions or answer options, you must report that person to the ARRT Ethics Committee. If you start to reveal exam content, the person you're talking to should stop you right away. Revealing content could subject you both to ARRT's ethics process.

SCENARIO	You tell another candidate, "The test was very difficult. I felt I didn't have enough time."
WHAT'S OK	This is OK because you're simply telling someone how you felt about the exam. You aren't revealing any of ARRT's questions or answer options.
WHAT'S NOT OK	It's not OK for someone to ask you about the specific wording of the exam's questions or answer options.
BOTTOM LINE	If you share any of the questions or answer options on an ARRT exam, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.



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<b>SCENARIO</b>	You tell your instructor, “You didn’t teach me about this subject. They asked [specific question] and I felt unprepared.”
<b>WHAT’S OK</b>	It’s never OK to report a specific question, or the answer options, to anyone.
<b>WHAT’S NOT OK</b>	It’s not OK—and it never will be—to report a specific question, or the answer options, to anyone.
<b>BOTTOM LINE</b>	Throughout the application and exam process, you’ll sign numerous documents saying you won’t share exam questions or options for answers with anyone. We expect you to honor those contracts. If you don’t, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.

<b>SCENARIO</b>	You tell another candidate that the exam included multiple-choice and sorted-list questions.
<b>WHAT’S OK</b>	This is OK, because the format of the exam is public information that appears in this handbook.
<b>WHAT’S NOT OK</b>	It’s not all right to reveal anything other than what appears in this handbook, in our content specifications, or on our website.
<b>BOTTOM LINE</b>	There’s no problem if you limit your conversation to public information, such as what appears in this handbook or on our website.

<b>SCENARIO</b>	You tell another candidate, “I didn’t understand this question” and relate the question, then ask, “Do you know what the test was asking?”
<b>WHAT’S OK</b>	It’s never OK to report a specific question, or the answer options, to anyone.
<b>WHAT’S NOT OK</b>	It’s not OK—and it never will be—to report a specific question, or the answer options, to anyone.
<b>BOTTOM LINE</b>	Throughout the application and exam process, you’ll sign numerous documents saying you won’t share exam questions or options for answers with anyone. We expect you to honor those contracts. If you don’t, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.



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SCENARIO	You tell another candidate, “If I were you, I’d bring a sweater. The test room was cold.”
WHAT’S OK	This is fine. You’re simply telling someone else about the test site environment. You aren’t revealing any of ARRT’s questions or options for answers.
WHAT’S NOT OK	Be careful, though. If the conversation continues, and the other person asks specific questions about the exam, don’t answer them.
BOTTOM LINE	If you share any of the questions or answer options on an ARRT exam, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.

SCENARIO	Another candidate asks you, “Were there a lot of questions on [specific topic]?”
WHAT’S OK	It’s never OK to report a specific question, or the answer options, to anyone. In addition, you can’t give more information about the exam content than appears in our content specifications.
WHAT’S NOT OK	Candidates should review the content specifications (available on our website) to learn what topics our exams cover. Never ask for or give more specific information than appears in our content specifications, in this handbook, or on our website.
BOTTOM LINE	If someone asks you to reveal ARRT’s exam questions or answer options, the conversation violates both the ARRT Standards of Ethics and the legal contract that all candidates sign. If someone asks you a question like this, show that person our content specifications and warn the person about the consequences of revealing ARRT’s exam questions or answer options.

## DON’T SHARE DETAILS ABOUT ARRT’S EXAMS

ARRT owns the copyright to our exam questions and to the options we offer as answers.

In addition, subverting the integrity of ARRT’s exams is illegal under the [Minnesota Exam Subversion Law](#). You can find more information about [exam security](#) on our website.



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## EXPECTED CONDUCT AT THE TEST CENTER

Pearson VUE staff will watch you while you're completing your exam. They'll also make video and audio recordings of the test session. Both observation and a statistical analysis of your test responses can serve as grounds for determining misconduct.

### *Actions That Would Result in Score Cancellation*

Your score will be canceled, you'll have to reapply and pay the fee, and your exam will count as one of your test attempts if you:

- Have access to a cell phone or other electronic device during your exam
- Remove study materials or any unapproved items from your locker.
- Leave the test center building before you complete your exam.

ARRT has a zero-tolerance policy in these areas. If you do any of those things, Pearson VUE staff will end your exam and file an incident report with us. Electronic devices include (but aren't limited to) cell phones; any communication, recording or listening device (such as media players); removable storage devices; personal digital assistants (PDAs); calculators or computing watches; scanning pens; laptop computers, tablets, or any computer device; and cameras and other photographic devices.



## BE AWARE

ARRT has a zero-tolerance policy for misconduct.



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### *Other Misconduct*

Other misconduct includes, but isn't limited to:

- Having access to papers, pamphlets, books, notebooks, or study guides during your exam
- Giving or receiving unauthorized help
- Attempting to take the exam for someone else
- Failing to follow the instructions of Pearson VUE staff
- Tampering with the computer
- Attempting to use the computer for any function other than completing the exam
- Attempting to remove test content—in any format—from the test center
- Creating a disturbance

If you demonstrate misconduct or irregular behavior, we'll withhold your exam scores. We can also take measures including barring you from future exams, ending your exam, and canceling your scores for this and any previous exam. If you already hold an ARRT credential, we can deny your renewal; revoke or suspend your certification and registration; and take other actions as appropriate.



### BE AWARE

If you demonstrate misconduct or irregular behavior, we'll withhold your exam scores—and we could bar you from future exams or cancel your scores.



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After your exam, Pearson VUE will return all data to ARRT. We'll complete an analysis of your exam. We take this step to ensure that the official score you receive is accurate.

[Learn how we score exams.](#)

If we have proper documentation of your eligibility, within 30 calendar days of your exam date we'll mail an official score report to the address we have on record for you. Call us if three weeks go by and you don't receive your scores—but be aware that we won't give your exam results over the phone. You can also check the [Verify Credentials](#) page of our website. It will reflect your certification and registration status within about three weeks of your exam date.

If you change your address after your exam, and you've opened an online ARRT account, be sure to change your address in your account. If you don't have an online account, call us at 651.687.0048, ext. 8560. Otherwise your score reports might not reach you, and you'll have to pay for additional copies.





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## How to Interpret Your Score Report

We use scaled scores rather than raw scores to report your exam results. A raw score is the number of questions you answered correctly. A scaled score is more meaningful, because it considers the difficulty of each version of a test in comparison to other versions of the test. In other words, a scaled score of 75 represents the same level of performance—regardless of which version of an exam you took.

Scaled scores for ARRT's exams range from 1 to 99. Section scores range from 0.1 to 9.9; we report them in tenth-point intervals (e.g., 8.1, 8.2, etc.). Your overall score comes from the total number of items you answer correctly—not from your section scores. Because our test sections differ in length, you won't get your total score simply by averaging your section scores.

Use the section scores to review your strengths and weaknesses in content categories. You can generally interpret a section score of 8.1 as equivalent to a scaled score of 81 had that section made up the entire exam. Keep in mind, though, that because section scores come from a smaller number of items than exam scores, section scores aren't as reliable as total scores.



If you score relatively lower in some areas, consider earning [continuing education credits](#) in those areas to increase your knowledge of those topics.



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## Requirements for Passing the Exam

**YOU NEED A SCALED SCORE (SEE PAGE 49) OF 75 TO PASS THE RADIOLOGIST ASSISTANT EXAM**

We conduct studies to determine the number of correct answers needed to earn a scaled score of 75. ARRT and panels of experts from the RA discipline periodically review our passing scores to ensure their validity.

*Remember that passing an exam doesn't make you eligible for certification and registration. You also must meet our education and ethics requirements. See [Section 1](#) of this handbook.*



### QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about your score.



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## When We'll Cancel Your Score

Be aware that ARRT can cancel your test scores in specific instances, which include but aren't limited to these:

- We determine that you haven't met your education or ethics eligibility requirements.\*
- There's evidence that the security of the exam you took was compromised—even without evidence that you knowingly compromised our security.
- You provide inaccurate or incomplete information or fees. (If that happens, we can cancel your scores or hold your results for six months; if you don't resolve the issue by then, we'll cancel your scores and count your attempt.)
- You experience severe technical difficulties during your exam. (If that happens, we'll investigate the circumstances and arrange for a makeup exam at no additional cost to you.)
- Your Candidate Status Report has a message indicating we're holding your score (see [Page 28](#)), and you don't satisfy that condition within six months of your exam date.

\* In such cases, you'll forfeit your application fee, and your exam will count as one of your three attempts (see [Page 13](#)). In addition, we'll expect you to cooperate in any investigations of the circumstances surrounding such instances.

Once we've canceled your scores, they won't be valid for certification and registration. In such an instance, you'd have to retake the exam.



### QUESTIONS?

Call us at  
651.687.0048,  
ext. 8560, if you  
have questions  
about your score.



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## How to Appeal Your Score

We use several quality control procedures to make sure all exams are scored accurately. If you think your exam score is wrong, however, you may request a review.

### *Selected-Response Section*

If you want us to review your answers from Session 1, send us a letter:

- Explaining why you suspect a scoring error
- Accompanied by a nonrefundable \$25 fee
- Mailed to: ARRT, 1255 Northland Dr., St. Paul, MN 55120, Attn: Appeals Process Administrator
- Postmarked within 14 calendar days of the postmark date on the envelope in which your score report arrives

We'll review your responses to each question, compare those responses to the answer key, and recalculate both your raw scores and scaled scores. You'll receive our findings no more than 30 days after we receive your request. If we find any scoring errors, we'll cancel your original score and provide you with your corrected score.

### *Essay Section*

We exceed industry test standards in that three trained, subject-matter experts evaluate all essay questions. They use a detailed scoring rubric and a blind review process. In addition, we run a statistical test to determine how well the evaluators agree on their initial scores. We flag and review any essay showing notable disagreement among reviewers.

For those reasons, we don't rescore the essay section (Session 2) of the Radiologist Assistant exam after you receive your scores. In effect, we've already rescored the essays and checked for discrepancies before you receive your score. That gives you the benefit of rescoring without the cost or time involved in requesting a rescore.



### APPEALING A SCORE?

Send your appeal to:

1255 Northland Dr.  
St. Paul, MN 55120  
ATTN:  
Appeals Process  
Administrator

Do so within 14 calendar days of the postmark date on the envelope in which your score report arrives.



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## What Happens If You Don't Pass

If you don't pass the exam on your first or second try, we'll send a reapplication form along with your score report. The fee to reapply is \$175. If you don't pass on your third attempt, we'll send you information on how to requalify to take the exam.

Be aware that we regularly update our exam content specifications. If you plan to retake the exam, compare the [content specifications](#) on our website to those you used for your previous attempt. You might need to prepare for new content on your next attempt.

### *Remember*

You have three years and three attempts to pass the exam (see [Page 13](#)). If we receive your reapplication and fees by the postmark deadline for the next administration of the exam, but your three-year limit expires before the exam administration date, we'll return your reapplication and fees without processing. You'll have to requalify before you can take an ARRT exam (see [Page 25](#)).



### REMEMBER

We regularly update our exam [content specifications](#). If you plan to retake an exam, compare the content specifications on our website to those you used for your previous attempt.



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# Maintaining Your Credential

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Once you've met our education, ethics, and exam requirements, you'll earn our R.R.A. credential. While you keep your certification and registration current, you'll be eligible to use the term Registered Radiologist Assistant and the abbreviation R.R.A. with your name.

Visit your online ARRT account for details about [maintaining your credential](#). Be aware that you'll need to complete the following three types of requirements throughout your career:

- 1 Renew your credential every year.
- 2 Complete your Continuing Education Requirements every two years.
- 3 Fulfill your Continuing Qualifications Requirements every 10 years.



If you're interested in earning additional credentials, review our [Primary Eligibility Pathway Handbook](#) and [Postprimary Eligibility Pathway Handbook](#) to learn more.



# For More Information

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You can find much more information at our website:  
[www.arrt.org](http://www.arrt.org). Here are some specific pages you might  
want to visit:

## HANDBOOKS

[Primary Eligibility Pathway Handbook](#)

[Postprimary Eligibility Pathway Handbook](#)

[State Licensing Handbooks](#)

## GOVERNING DOCUMENTS

[ARRT Rules and Regulations](#)

[ARRT Standards of Ethics](#)

[ARRT Continuing Education Requirements](#)

[ARRT Continuing Qualifications Requirements](#)

## EXAM INFORMATION

[Exam Content Specifications](#)

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## OTHER

[ARRT Video Library](#)

[Accreditation Agencies That ARRT Recognizes](#)

[Continuing Qualifications Requirements](#)

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