

Professional Examination Rules

- ❑ No personal items, including cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other head coverings), bags, coats, books and notes are allowed in the testing room. You must store all personal items in a locker. Cell phones, pagers or other electronic devices must be turned off before storing them in a locker. The test center is not responsible for lost, stolen or misplaced personal items.
- ❑ Before you enter the testing room, the test administrator will provide you with an erasable noteboard, a marker and any other items specified by the exam sponsor. You may not remove these items from the testing room at any time during the exam, and you must return them to the test administrator after the exam.
- ❑ You may not write on the erasable noteboard until after the exam has been started. If you fill your noteboard during the exam, raise your hand and the administrator will bring you a new one.
- ❑ The administrator will log you in to your assigned workstation, verify that you are taking the intended exam and start the exam. Please remain in your assigned seat until escorted out by a Test Administrator. Eating, drinking, chewing gum, smoking and making noise that creates a disturbance for other candidates are prohibited during the exam.
- ❑ You understand that a Non-Disclosure Agreement may be presented to you before the exam and if so, you must agree to its terms and conditions within the specified time limit in order to take the exam or else you will forfeit your exam fees.
- ❑ To ensure a high level of security throughout your testing experience, you will be monitored at all times. Both audio and video will be recorded.
- ❑ Break policies are established by the exam sponsor. Some exams may include **scheduled breaks**, and instructions will appear on the computer screen at the appropriate time; whether or not the exam timer stops depends on the sponsor's policy. If you take an **unscheduled break** at any other time, the exam timer will **not** be stopped. The administrator will set your workstation to the break mode, and you will take your ID with you when you leave the room. The administrator will check your ID before you return to your seat and will then restart your exam.
- ❑ While you are taking a **scheduled break**, you are permitted to access personal items that you stored during the exam. While you are taking an **unscheduled break**, you are NOT allowed access to personal items other than medication or food required at a specific time and with the approval of the test administrator. Items not permitted include but are not limited to: cellular phones, exam notes and study guides, unless specifically permitted by the exam sponsor.
- ❑ You must leave the testing room for all breaks. You will either be fingerprinted or have your palm vein pattern captured when you leave the testing room and again before you re-enter the testing room. The administrator will restart the exam for you when you return.
- ❑ While you are taking a break, you are permitted to access personal items that you stored during the exam **only** if necessary—for example, if you need to take medication at a specific time. You are NOT allowed access to other items, including cellular phones, exam notes and study guides, unless the exam sponsor specifically permits this.
- ❑ If you experience hardware or software problems or distractions that affect your ability to take the exam, notify the administrator **immediately** by raising your hand. If you have other questions or concerns, raise your hand and the administrator will assist you as long as other candidates are not disturbed. The administrator cannot answer questions related to exam content.
- ❑ After you finish the exam, you may be asked to complete an optional, onscreen evaluation. After completing the exam or the evaluation, raise your hand. The administrator will come to your workstation and ensure your exam has ended properly. The exam sponsor **may** display a score on the screen after the exam or **may** provide a printed score report or a confirmation that you completed the exam. If printed information is provided, you will receive it after returning the erasable noteboard and other materials to the administrator. Do not leave these items at your testing workstation. You will be either fingerprinted or have your palm vein pattern captured when you leave the testing room.
- ❑ You may not remove copies of exam questions and answers from the testing center and may not share or discuss the questions or answers seen in your exam with other candidates.
- ❑ If you do not follow the above rules, if you tamper with the computer or if you are suspected of cheating, appropriate action will be taken. This may include invalidation of your exam results.

Your privacy - Your exam results will be encrypted and transmitted to Pearson VUE and the exam sponsor. The test center does not retain any information other than when and where your exam was taken. The Pearson VUE Privacy Policy Statement provides additional information regarding this which you can obtain by visiting the Pearson VUE Web site (www.pearsonvue.com) or by contacting a Pearson VUE Call Center.

Candidate Statement: *By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE and to the exam sponsor (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow the Rules. If I do not follow the Rules or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and the exam sponsor, my exam may be invalidated, the sponsor may take other action such as decertifying me, and I will not be refunded my exam fee.*