

Candidate Rules Agreement for Evaluation Systems Programs

Please review the following exam rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean Test Administrator, Invigilator, or Proctor.

1.	Personal items, including but not limited to, mobile phones, hand-held computers, personal digital assistants (PDAs) or other electronic devices, pagers, watches, large jewelry, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, books, notes, pens, pencils, and food or drink are not allowed in the testing room. You must store all personal items in a secure area as indicated by the TA or return them to your vehicle. All electronic devices must be turned off before storing them. You will be asked to empty your pockets and ensure nothing is in them. The test center is not responsible for lost, stolen, or misplaced personal items.
2.	Visitors, children, spouses, family, or friends are not allowed in the test center. Studying is only permitted during scheduled breaks.
3.	As part of the identity verification process, your digital signature and digital photograph will be collected. A scan of your palm vein pattern may also be collected. These will only be used for the purpose of identity verification. If you do not allow your digital signature, digital photograph, and when applicable, your palm vein pattern to be taken, you will not be allowed to test and you will not receive a refund or credit of any kind.
4.	Upon entering and being seated in the testing room, the TA will provide you with a noteboard booklet and wet-erase marker (to make notes or calculations with) and any other materials allowed for your specific exam. You may not remove these items from the testing room or write in your noteboard booklet until your exam has been started. If you need new or additional materials during the exam, you should raise your hand. You are only allowed one noteboard booklet at a time. However, if you fill your noteboard booklet and need a new one, raise your hand and a TA will collect your used noteboard booklet and give you a new one. You must return all materials to the TA immediately following the exam.
5.	The TA will log you into your assigned workstation. You will verify with the TA that the exam on the screen is the exam you are scheduled to take. The TA will start your exam session and you will follow the onscreen instructions. You will remain in your assigned seat until escorted out of the testing room by a TA.
6.	Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior may be grounds for termination of the exam or voiding of your results.
7.	You understand that actions such as eating, drinking, chewing gum, smoking, or making noise that create a disturbance for other candidates are prohibited during the exam.
8.	To ensure a high level of security throughout your testing experience, a TA will be monitoring you during your entire exam. Both audio and video recording may be used.
9.	Break policies may vary between exams; however, you must leave the testing room for all breaks. Raise your hand to indicate that a break is required. You will need to show identification and you may have your palm vein image captured when leaving or re-entering the testing room. After finishing your break, the TA will escort you back to your assigned workstation where you will be able to continue the exam. <ul style="list-style-type: none"> A. An unscheduled break is a voluntary break that you initiate during an exam. When taking an unscheduled break, the exam time will not stop. The TA will set your workstation to break mode and you will take your ID with you when you leave the room. You may not leave the test center during unscheduled breaks. You are not permitted to access personal items, other than food, drink, or medications during an unscheduled break. Following your break, the TA will check your ID and may capture your palm vein image before escorting you back to your seat so you can resume your exam. B. A scheduled break is an automatic break that you do not initiate; it is built into the exam you are taking. If your exam includes a scheduled break, instructions will appear on the computer screen at the appropriate time and will indicate how long of a break is allowed; whether or not the time stops depends on the policy for the specific exam you are taking. While taking a scheduled break, you are permitted to access personal items that you stored during the exam; including but not limited to cell phones, exam notes, and study guides. You may leave the test center during scheduled breaks. Following your break, the TA will check your ID and may capture your palm vein image before escorting you back to your seat so you can resume your exam.

10. During your exam, if you experience any problems or distractions, have any questions or concerns, or experience any problems that affect your ability to take the exam, you must notify the *TA immediately*. **Failure to report any problems or distractions to a TA on the day of your exam may result in forfeiture of further investigation after the completion of your exam - all situations that may impact your testing experience must be thoroughly documented by the testing administrator on the day of your exam.**

The TA cannot answer questions related to exam content. If you have concerns about an exam question, make a note of the question number, if available, and report your concern to the TA after your exam session.

11. You understand that a Non-Disclosure Agreement or other security statement 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 you will not be permitted to proceed with the exam and will forfeit your exam fees. If you do not accept the terms of the agreement or you do not agree within the time limit, your exam will end and you will not be permitted to test.

12. Upon completion of your exam, you may be asked to complete an optional, onscreen evaluation.

13. After you finish the exam and possibly an optional evaluation, raise your hand and the TA will come to your workstation and ensure that your exam has ended properly. The exam sponsor **may** provide exam results or a receipt of completion after the exam. **You will receive any printed information (if applicable) only after presenting your ID and returning all test center supplied items to the TA.** You will not leave these items at your workstation.

14. You cannot remove copies of exam questions and answers from the testing center and cannot share or discuss the questions or answers seen in your exam with anyone. 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.

15. **Your privacy** - Your exam results will be encrypted and transmitted to Pearson VUE and Evaluation Systems. 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 website (www.pearsonvue.com).

Candidate Statement: By signing below or 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 Evaluation Systems (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow these rules, in addition to any other program rules I may have agreed to during registration for this exam. 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 Evaluation Systems, my exam may be invalidated, other actions may be taken as described in the Rules of the program as specified on the program website, and I will not be refunded my exam fees.

Name (Please print): _____ Date: _____

Signature _____ Exam: _____