

# 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.

<p>1. Visitors, children, spouses, family, or friends are <b>not</b> allowed in the test center, including the waiting area. Studying is not allowed anywhere in the testing center.</p>
<p>2. <b>Personal items are not allowed in the testing room</b> (or may require inspection prior to being allowed in the testing room), including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Mobile phones, hand-held computers, personal digital assistants (PDAs), pagers, watches, or other electronic devices</li> <li>• Removable jewelry larger than 1/4 inch (1/2 centimeter) wide</li> <li>• Barrettes or hair clips larger than 1/4 inch (1/2 centimeter) wide, headbands or hairbands larger than 1/2 inch (1 centimeter) wide, or hats (and other non-religious head coverings)</li> <li>• Wallets, purses, bags, backpacks, coats, books, notes, pens, or pencils</li> <li>• Firearms or other weapons</li> <li>• Food or drink</li> </ul> <p>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 show that nothing is in them. The test center is not responsible for lost, stolen, or misplaced personal items.</p>
<p>3. As part of the identity verification process, your digital signature and digital photograph will be collected. A scan of your palm vein pattern <b>may</b> also be collected. These will <b>only</b> be used for the purpose of identity verification. If you do <b>not</b> allow your digital signature, digital photograph, and when applicable, your palm vein pattern to be taken, you will <b>not</b> be allowed to test and you will <b>not</b> receive a refund or credit of any kind.</p>
<p>4. Prior to being admitted to the testing room, whether initially or after breaks, you will be asked to complete security steps such as lifting your hair, pushing up your sleeves, turning out your pockets, or patting yourself down to verify that you do not have any unauthorized materials on your person. If you wear eyeglasses, you will be asked to remove them for visual inspection.</p>
<p>5. You understand that a Nondisclosure Agreement will be presented to you at the beginning of your exam, and that you <b>must</b> agree to its terms and conditions within the specified time limit in order to take the exam. If you do not agree, or if you do not complete your agreement in the specified time allowed (typically a few minutes), your exam will end, you will not be permitted to test, and you will not be eligible for a refund or credit of any kind.</p> <p><b>Note:</b> Requesting a restroom break as soon as you are admitted to the testing room and your exam has been launched is not recommended due to the limited amount of time to read and agree to the Nondisclosure Agreement. If you choose to go to the restroom and it results in your inability to agree to the Nondisclosure Agreement in the allotted time, you will not be permitted to test and you will not be eligible for a refund or credit of any kind.</p>
<p>6. The TA will log you into your assigned workstation. You will verify with the TA that your name appears on the screen, and 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.</p>
<p>7. Upon entering and being seated in the testing room, the TA will provide you with a noteboard booklet and erasable pen (for making notes or calculations) and any other materials allowed for your specific exam. You may not remove these items from the testing room. <b>You may not write in your noteboard booklet until you have agreed to the Nondisclosure Agreement presented at the beginning of your exam.</b> If you do, your noteboard booklet will be removed and replaced with a clean one. <b>If you time out of the Nondisclosure Agreement because you were writing in your noteboard booklet (“brain-dumping”), your exam will end, you will not be allowed to test, and you will not be eligible for a refund or credit of any kind.</b> If you need new or additional materials during the exam, you must raise your hand. You are only allowed one noteboard booklet at a time. However, if you fill your noteboard booklet and need a replacement, raise your hand and a TA will replace your used noteboard booklet with a new one. You must return all materials to the TA immediately following the exam.</p>
<p>8. 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, voiding of your results, or other actions as deemed appropriate by Pearson VUE, Evaluation Systems, or your test sponsor/credentialing agency.</p>

9.	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.
10.	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.
11.	<p>Break policies may vary between exams; however, you <b>must</b> leave the testing room for all breaks. You must raise your hand to indicate that you want to take a break. You will need to show identification and you may have your palm vein image captured when leaving or re-entering the testing room. You may also need to complete additional security checks before re-entering the testing room, such as lifting your hair, turning out your pockets, or patting yourself down, before the TA escorts you to your assigned workstation where you will be able to continue the exam.</p> <ul style="list-style-type: none"> <li>An unscheduled break is a voluntary break that you initiate during an exam. When taking an <b>unscheduled break</b>, the TA will set your exam to break mode, but the exam time will <b>not</b> stop. You will take your ID with you when you leave the room. You <b>may not</b> leave the test center during unscheduled breaks. You <b>are not permitted</b> to access personal items, other than food, drink, or medications during an unscheduled break. Following your break, the TA will check your ID and <b>may</b> capture your palm vein image before escorting you back to your seat so you can resume your exam.</li> <li>A scheduled break is an automatic break that is built into the exam you are taking. If your exam includes a <b>scheduled break</b>, instructions will appear on the computer screen at the appropriate time and will indicate how long of a break is allowed. The time will stop but the exam timer will track the amount of time allowed for your scheduled break and will begin counting down your exam time after the allowable break time has ended, whether or not you have returned and resumed your exam. While taking a <b>scheduled break</b>, you <b>are permitted</b> to access personal items that you stored during the exam; including but not limited to cell phones, exam notes, and study guides. You <b>may</b> leave the test center during scheduled breaks. Following your break, the TA will check your ID and <b>may</b> capture your palm vein image before escorting you back to your seat so you can resume your exam. It is your responsibility to manage your time and to know when to return to your exam, making sure to leave time for the TA to check your ID and complete security checks before escorting you back to your workstation.</li> </ul>
12.	<p>During your exam, if you experience any distractions, have any questions or concerns, or experience any problems that affect your ability to take your 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 TA on the day of your exam. In addition, you must report any concerns to Pearson within 7 days of testing.</p> <p>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.</p>
13.	Upon completion of your exam, you may be asked to complete an optional, onscreen evaluation.
14.	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. You must return all test center supplied materials to the TA and not leave them at your workstation. The exam sponsor <b>may</b> provide unofficial exam results or a receipt of completion after the exam. Only after materials have been returned and you have presented your ID will you receive any printed information (if applicable).
15.	You cannot remove copies of exam questions or 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 or other actions as deemed appropriate by Pearson VUE, Evaluation Systems, or your test sponsor/credentialing agency.
16.	<b>Your privacy</b> - 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 ( <a href="http://www.pearsonvue.com">www.pearsonvue.com</a> ).

**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, and other actions may be taken as described in the Rules of the program as specified on the program website, and I will not be eligible for a refund or credit of my exam fees.

Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Exam: \_\_\_\_\_