

On the Day of the Examination

Test Admission Procedures

You need to arrive at the test room fifteen (15) minutes prior to the beginning of your test appointment to allow time for the check-in process. If you are more than fifteen (15) minutes late, you will not be permitted to test. Please be sure to take care of any personal needs before appointment check-in.

Testing Center Rules

The following are the rules enforced at all test administrations:

- Upon arrival, you will be required to present one official, valid piece of identification that meets the following requirements:
 - The ID must be issued by Federal or State Government and must be a Driver's License, U.S. State Issued ID Card, U.S. Passport, U.S. Military ID, U.S. Resident Card/Green Card, U.S. Employment Authorization/Document, U.S. Government issued Visa, U.S. Territory ID (Puerto Rico, Guam, etc.)
 - The ID must bear a PHOTO.
 - The ID must be original. No photocopies or faxes will be accepted.
 - The ID must also be current and legible. Current ID is only valid through the expiration date printed on it.
 - The ID must contain an identical name when compared with the name listed on this scheduling site. If you need to make a change, please do so now by accessing your Profile and editing your personal information. If you arrive at the test center without an ID that meets the above requirements, you will not be permitted to test.
- Candidates arriving more than 15 minutes late will not be admitted.
- No individuals other than testing candidates are allowed into the testing room. Candidates should not have individuals accompany them to the test center as there may not be adequate space for waiting.
- No reference material, books, papers, or personal items (this includes, but is not limited to purses, hats, cell phones, ipods, ipads, etc.) are allowed in the examination room.
- No electronic devices are permitted in the examination room, including cell phones or smart phones, signaling devices such as pagers and alarms, personal digital assistants (PDAs) and other hand-held computers.

- No weapons or instruments that may reasonably be used as weapons may be brought into the examination room.
- No test materials, documents, or memoranda of any sort are to be taken from the examination room.
- Candidates may not communicate with other candidates during the examination. Proctors are authorized to maintain secure and proper test administration procedures, including relocation of candidates.
- No questions concerning the content of the examination may be asked during the testing period.
- Candidates will be provided with scratch paper to use during the examination. The paper must be returned to the proctor fully intact at the completion of testing
- Food and beverages are not permitted in the assessment center. Tobacco products and gum may not be used during the examinations.
- Breaks are not scheduled during the exam. Candidates are permitted breaks on an individual basis, but no additional time is given to candidates who take breaks. Candidates who must leave the testing room must receive permission from the proctor.
- Repeated or lengthy departures from the test room for unscheduled breaks will be reported by the Proctor unless a candidate with a disability has submitted a relevant “Application for Accommodations” ahead of time.
- Candidate may not copy in writing or otherwise record or transmit to others any examination questions and/or answers or other aspects of the nature or content of the examination.
- Candidates may not offer or assist, or solicit assistance from other candidates, examiners, or those responsible for the administration of the examination.
- Candidates may not engage in any other conduct or inappropriate behavior which is injurious to the integrity of the examination or to any of its participants.
- Candidates must return all materials issued to you by the Proctor at the end of the test.
- Candidates must conduct themselves in a civil manner at all times when on the premises of the testing facility. Exhibiting abusive behavior towards the Manager of Site Operations, Proctor, or any other staff associated with the certification exam may result in criminal prosecution.
- Any breach in testing policies may result in your immediate dismissal. Your test materials will be collected, you will not be permitted to complete your exam, and you will be instructed to leave the test center at that time. A report will also be sent to the company you are testing for regarding your behavior.