

Testing Center Regulations

Before beginning your test(s), please review the following information about your test(s) and the test center regulations. If you have any questions, please ask the testing center administrator for assistance. Once you have read and understand the following regulations, please sign this form and return it to the administrator. This document will be kept on file for ninety (90) days.

Candidate Name: _____ Date: _____

Testing ID Number: _____ Registration Number: _____

Test Number: _____	Test Number: _____	Test Number: _____
Open Book/ Closed Book	Open Book/ Closed Book	Open Book/ Closed Book
Exhibit: _____	Exhibit: _____	Exhibit: _____

Regulations

A test center administrator will monitor you continuously during your testing session and your session may be videotaped. You are expected to comply with the following regulations during the entire time that you are in the testing area. **These regulations will be strictly enforced.**

- 1. It is expressly prohibited to disclose, publish, reproduce, or transmit any part of this exam, in any form, by any means, verbal or written, for any purpose, without the express written permission of the exam client.**
- 2. Do not talk to other candidates or refer to their screens, testing materials, or written notes.**
- 3. Do not use written notes, published materials, or other testing aids except those allowed by your testing program. Laptop computers, palmtop computers, and **calculators** are not allowed.**
- 4. Do not bring unauthorized items into the testing area. **Items such as food, drinks, purses, briefcases, notebooks, pagers, cellular telephones, and photography equipment must be stored out of reach during testing.****
- 5. Do not copy questions and or answers, attempt to take them out of the testing area, or share them with other candidates. If you have a concern about a test question, please see your administrator.**
- 6. You will conduct yourself in a civil manner at all times when on the premises of this testing center. Abusive behavior (i.e. cursing, screaming or threats) towards the testing center administrator, or any other staff member of this facility, may result in criminal prosecution.**

You will be given one laminated note board during your test, and you are responsible for returning that note board to your administrator at the end of your testing session. Should you be provided with an exhibit to use during your test, it is your responsibility to return the exhibit to the administrator at the end of the testing session. You will receive **one (1)** embossed score report, validating your exam, **after** the note board and the exhibit have been returned.

*I have reviewed the above testing center regulations and fully understand them, I understand that if I fail to comply with the above regulations, my test will be forfeited, I will not be eligible to receive a refund, **shall be permanently decertified from the program and ineligible for any further certification.***

Candidate Signature _____ Print Name _____ Date _____