

Prometric Testing Center Regulations

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

Candidate Name: _____ Date: _____

Testing ID Number: _____ Registration Number: _____

Test Number: _____

Open Book / Closed Book

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 certifying organization. Violation may result in civil or criminal prosecution.**

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, personal digital assistants (PDA), and programmable calculators are not allowed. (TCA will refer to the individual client practice for exceptions).**

4 **Do not bring unauthorized items into the testing area. Items such as food, drinks, purses, briefcases, notebooks, pagers, cellular telephones, recording devices, and photography equipment cannot be brought into the testing room. Weapons are never allowed at a Prometric Testing Center.**

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. Exhibiting abusive behavior towards the Test Center Administrator, or any other staff member of this facility, may result in criminal prosecution.**

You will be given two laminated note boards and a marker during your test, and you are responsible for returning both of them to your Administrator at the end of your testing session. Should you be provided with an exhibit to use during your test, it is also your responsibility to return the exhibit to the Administrator. You will receive **one (1)** embossed score report, validating your exam, **after** the note boards (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, and I could be permanently ineligible for any further certification.

Candidate Signature _____ Print Name _____

Date _____

PLEASE DO NOT FAX THIS FORM IN UNLESS REQUESTED TO DO SO BY PROMETRIC