

ONSITE EXAM DELIVERY: CANDIDATE RULES AGREEMENT

Please review the following candidate rules agreement. Contact one of the proctors if you have questions.

- 1** Other than your ID, **NO** personal items, including but not limited to, mobile phones, hand-held computers/personal digital assistant (PDAs) or other electronic devices, pagers, watches, oversized jewelry, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, books, and/or notes, pens or pencils¹ are allowed in the testing room. You must store all personal items in a secure area as indicated by the proctor or return them to your vehicle or other area that cannot be accessed during the exam administration time frame. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee.

All electronic devices must be turned off before storing them in the secure storage area. You will be asked to empty your pockets for the purpose of allowing the proctor to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the proctor to verify that no Bluetooth devices are present. The proctor may also ask you to roll up your sleeves to verify that you have no writings on your arms. BCSP is not responsible for lost, stolen, or misplaced personal items. Studying is not allowed in the testing space. Visitors, children, spouses, family, or friends who are not testing are not allowed in the testing space.

- 2** You understand that if there are discrepancies during the check-in process, you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and the fees paid to BCSP for your exam may be forfeited.

The identification requirements used during the check-in process are defined by BCSP, and the proctor has no flexibility to add, delete, or alter this process. Upon entering and being seated in the testing room, the proctor will provide

¹ Note that, as stated in #2 below, authorized materials for making notes or calculations will be provided by the proctor.

you with materials authorized by BCSP on which to make notes or calculations during the test. You may not remove any of these materials from the testing room or begin writing on the provided materials until your test has started. If you need new or additional materials during the test, you must raise your hand. You must return all items and materials to the proctor immediately following the test.

- 3 You will log into your assigned workstation and verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a proctor.
- 4 Once you have entered the testing room, you may not communicate with other persons. Any disruptive, threatening, or fraudulent behavior in the testing room, or outside the testing room during a break, may be grounds for terminating your test, invalidating your test results, and/or disqualifying you from taking the test at a future date.
- 5 You understand that eating, drinking, chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the test.
- 6 To ensure a high level of security throughout the testing experience, you will be monitored at all times.
- 7 Break policies are established by BCSP, and you may take unscheduled breaks during your examination attempt. Any disruptive, threatening, or fraudulent behavior outside of the testing room, during a break, may be grounds for terminating your test, invalidating your test results, and/or disqualifying you from taking the test at a future date.

If you take an unscheduled break at any time, the test timer will NOT stop. The proctor will cover your screen, or close your laptop, and you must take your ID with you when you leave the room. The proctor will check your ID before escorting you back to your seat, and you will then resume your exam.

- 8 If you are taking any break, **you MUST NOT access any personal items that have been stored.** Any comfort aids or medication necessary during the exam must be cleared with the proctor in advance.
- 9 You must leave the testing room for all breaks. **You may not leave the building during any breaks.**

- 10** You must follow ALL appropriate check-in and check-out procedures as defined by BCSP. These procedures, which include the need to show identification when entering or re-entering the testing room, apply at the beginning and end of your exam, as well as during any break taken during the exam. If you take a break, you will need to sign out, and then sign back in after your break. Unless otherwise instructed, the proctor will escort you to your assigned workstation and start or resume the test for you so that you may proceed.
- 11** If you experience any problems or distractions or if you have questions or concerns, you must raise your hand and the proctor will assist you. The proctor cannot answer questions related to test content. If you have concerns about a test question or image, notify the proctor.
- 12** A Non-Disclosure Agreement and Code of Ethics will be presented to you before the test begins. You must read, acknowledge, and agree to the terms and conditions of these agreements, within the specified time limit, in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test, and the fees paid to BCSP for your exam may be forfeited. If you select "DECLINE," your test session will immediately end and cannot be restarted.
- 13** Unless otherwise instructed, after you have completed the test, you must raise your hand, and the proctor will come to your workstation and verify that your test session has ended properly. You may obtain your score report by logging into the candidate website after you have left the testing room.
- 14** You may not remove copies of test questions or test answers from the testing room, and you may not discuss with anyone any of the test questions or test answers you saw or viewed during the taking of the test. If you do not abide by these rules, if you tamper with the computer, or if you are suspected of cheating, you will be subject to the possibility of appropriate action being taken against you by BCSP.