Pearson

Professional & Regulatory Candidate Rules Agreement

Please review the following rules agreement. Contact the TA if you have any questions. The term "TA" will be used in this document to mean test administrator, invigilator, and proctor.

1. **Personal items:** Personal items are not permitted in the testing room. This includes but is not limited to mobile phones and other electronic devices; watches; purses and bags; wallets; firearms and other weapons; hats and other non-religious head coverings; coats and jackets; eyeglass cases; pens and pencils; barrettes and hair clips that are larger than 1/4 inch (1/2 centimeter) wide; headbands and hairbands that are larger than 1/2 inch (1 centimeter) wide; any jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide; books and/or notes (unless authorized by the test sponsor). Layered indoor clothing is permitted (such as sweaters, sweatshirts, blazers, suit coats, and traditional garments).

   You must store all personal items in a secure area (a locker) as indicated by the TA or return them to your vehicle. All electronic devices must be turned off before you store them. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. The test center is not responsible for lost, stolen, or misplaced personal items.

2. **Studying:** Studying is not allowed in the test center.

3. **Test center security:** To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded. **Visitors, children, spouses, family, or friends are not allowed in the test center.** Some test sponsors may require parents or legal guardians to validate the identity of candidates who are under 18, but parents and legal guardians cannot remain in the test center after the check-in process is complete.

4. **Inappropriate behavior:** Any disruptive, threatening, or fraudulent behavior may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date. In addition, should such conduct pose a threat or constitute a crime, Pearson may disclose such information to law enforcement, as well as when required by law or pursuant to a valid warrant or valid subpoena.

5. **Identification data and check-in process:** During the check-in process, the TA may collect your digital photograph, digital signature, and/or your palm vein image and may digitally authenticate your ID. Pearson does this to verify your identity and protect the security and integrity of the test. The identification requirements used during the check-in process are defined by the test sponsor, and the TA has no flexibility to alter this process. If you want to request a waiver of the photograph or palm vein requirement due to religious or medical reasons, you may need to request and be granted a waiver of such requirements from your test sponsor in advance of your test.

   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 you may forfeit your test application fee.

6. **Pat-down process:** Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, and waistline) and allow the TA to scan you to show there is nothing hidden on your body. The TA will not touch you or anything on your person. If you want to request a waiver of the wand scan due to religious or medical reasons, you will need to request and be granted a waiver of such requirements from your test sponsor in advance of your test.

   You will be asked to empty your pockets for the purpose of allowing the TA 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 TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have no writing on your arms.

7. **Testing room materials:** The TA will provide any materials authorized by the test sponsor (such as a laminated noteboard) for taking notes or making calculations during the test. **You may not remove any of these materials from the testing room or begin writing on your noteboard until your test has been started.** If you need new or additional materials during the test, you must raise your hand. The TA will collect any used materials before providing new ones (unless your test sponsor authorizes otherwise). Once you are finished testing, you must return all items and materials to the TA immediately.

8. **Assigned workstation:** Upon entering the testing room, the TA will log you into your assigned workstation. You will verify that you are taking the correct test. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.

9. **Disturbances in the testing room:** Once you have entered the testing room, you may not communicate with other candidates. Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.

10. **Non-disclosure agreement:** A non-disclosure agreement or other security statement may be presented to you before the test begins. If so presented, you must read, acknowledge, and agree to the terms and conditions of such document within the specified time limit (if applicable) in order to begin your test. Should you not agree, your test session will immediately end. You will not be permitted to proceed with taking the test, and you may forfeit your test fee.

11. **Breaks:** Break policies are established by the test sponsor. Some tests may include **scheduled breaks** and, if so allowed, instructions will appear on the computer screen at the appropriate time. Whether the test time stops during a scheduled break depends on the test sponsor's policy. If you take an **unscheduled break** at any other time or if you take a break during a test in which the test sponsor has not scheduled a break, the test time will **not** stop.

    You must leave the testing room for all breaks. The TA will put your workstation into break mode, and you must take your ID with you when you leave the room. You must follow all the appropriate check-in and check-out processes as defined by your test sponsor. This may include the need to show your ID and/or have your palm vein image captured when leaving and re-entering the testing room.

    Before re-entering the testing room, you will be asked to pat yourself down again (for example: arms, legs, and waistline) to show there is nothing hidden on your body. You may also be subject to scanning before re-entry. Unless otherwise instructed, the TA will escort you to your assigned workstation and resume the test so that you may continue testing.

12. **Accessing personal items:** During any break, **you must receive permission from the TA prior to accessing personal items that have been stored** (with the exception of comfort aids, medication, drinks, and food, which you may access without permission). Unless specifically permitted by the test sponsor, personal items that cannot be accessed during any break include but are not limited to mobile phones, test notes, and study guides.

13. **Leaving the building:** If you want to leave the test center building during any breaks, verify with the TA whether your test sponsor permits you to leave the building.

14. **Requesting assistance:** If you experience any problems, encounter any distractions, or have other questions or concerns, you must raise your hand immediately, and the TA will assist you. The TA cannot answer questions related to test content. If you have concerns about a test question or image, make a note of the question number (if available) in order for the question to be reviewed.

15. **Survey:** After you finish the test, you may be asked to complete an optional onscreen survey.

16. **Completing the test:** Unless otherwise instructed, you must raise your hand after you have completed the test. The TA will come to your workstation and verify that your test session has ended properly. Depending on the type of test taken, the test sponsor may display your test score on the computer screen after you have completed the test; you may be provided with a printed score report; or you may be provided with a printed confirmation notice indicating that you have completed the test. If printed information is to be provided to you, you must present your ID again to the TA and return any and all materials given to you prior to the beginning of your test. You must not leave any materials at your workstation after you have completed your test.

17. **Test confidentiality:** You may not remove copies of test questions or answers from the test center. You may not share or discuss with anyone all or any of the test questions or answers you saw during the test. If you do not abide by these rules, if you tamper with the computer, or if you are suspected of cheating, appropriate action will be taken, including the possibility of the test sponsor taking action against you.

Your Privacy: Your test results will be encrypted and transmitted to Pearson and the test sponsor. The test center does not retain any information other than when and where your test was taken. The Pearson Privacy and Cookies Policy provides additional information, which you can obtain by visiting the Pearson website at www.pearsonvue.com or by contacting Pearson Customer Service.

By providing a digital signature:

- I give Pearson my explicit consent to retain and transmit my personal data and test responses to Pearson located in the US and to the test sponsor (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 my registration for this test.
- I understand that if I do not follow the rules or I am suspected of cheating or tampering with the computer this will be reported to Pearson and the test sponsor. I acknowledge and understand that my test may be invalidated, the test sponsor may take other action such as decertifying me, and I will not be refunded my test fee.