

TEST TAKER TESTING PROCEDURES

Thank you for choosing this Kryterion HOST Location for your testing needs. This document outlines the procedures for your testing session. Please read this document carefully and take care of any personal needs BEFORE you enter the testing area. Direct any questions that you may have to your proctor BEFORE you begin the test.

TEST AREA ADMISSION

Permissions

- A Kryterion Certified Proctor (KCP) can only permit people actively taking a test into the testing area. Anyone accompanying you must wait in the lobby area of the HOST Location. Unaccompanied children are prohibited from waiting in the testing or lobby areas.
- Your personal items will not be accessible to you during your test session unless authorized by your Test Sponsor per your proctor's instructions (see ***During the Test Session*** section below). This includes bags, purses, wallets, hats, briefcases, books, beepers, cell phones, palm pilots, and watches. You should keep your identification on you at all times.
- Kryterion does not allow tobacco products, food, drink, and chewing gum into the testing area.

Items Required for Admittance

Step 1: Test Taker Authorization Code and Test Verification

Test Takers must provide the KCP with their Test Taker Authorization Code, which is specific to the assessment for which they are scheduled. Webassessor emails this code to the Test Taker when they complete their test registration. If a Test Taker arrives at a HOST Location without their Test Taker Authorization Code, the KCP must call the HOST Network Support Center. The HOST Network Administrator will ask to speak with the Test Taker to verify their identity and then give the KCP the Authorization Code so the test can be launched.

Step 2: Verification of Identity

Test Takers are required to present two forms of identification; one must be a "photo" ID. The KCP should check the name on each ID and match the name against the Test Taker's name listed on the Testing Location Details page in Webassessor. A KCP should never ask for the Test Taker's Social Security number. Kryterion does not permit that the ID number be recorded (e.g., Driver's License number) in the Log or that the ID be photocopied.

All forms of ID must be valid. The following forms of photo identification are acceptable:

- Government (Local, State, Province or Country) issued driver's license or identification card
- Passport
- Military identification
- National identification card
- Student picture ID from an accredited college or university

The following forms of non-photo identification are acceptable (these form may also include a photo):

- Credit card
- Check cashing card
- Bank debit card

- Employee identification card
- Student ID from an accredited school

NOTE: In the United States, a Social Security card is not an acceptable form of identification.

The Test Taker's identification name must match the name listed on the Launch Test Taker test screen. Name variations can occur; below is a list of allowable name variations:

- Difference between formal and informal names such as John and Jonathan.
- Reversal of names such as John White to White, John.
- Middle name used as a first name such as John James Doe as James Doe or J. James Doe.

NOTE: Substitutions of another name for either the first or the last name is not acceptable. Contact the HOST Network Support Center for any ID related issues before turning the Test Taker away.

BEFORE THE TEST SESSION

- Your proctor will escort you to the testing area after your assessment has been loaded onto your workstation.
- The first screen you will see will say WELCOME TEST TAKER. Please read all of the information on the screen prior to clicking the Start Test button. If the name listed on the screen is not yours or if the name of the test you intend to take is not correct, please notify your proctor instead clicking the Start Test button. If all information is correct, click the 'Start Test' button to begin your test.
- You may bring only those study materials permitted by your Test Sponsor into the testing area.
- At the end of your test session, your proctor will collect any papers that you used while taking the test which may include scratch paper, worksheets, and/or any test or answer sheets.

DURING THE TEST SESSION

- Do not attempt to browse outside your testing window or access the Internet. This will cause your session to log out and a restart by your proctor will be required.
- Do not click the "Submit" button until you have completed the ENTIRE test.
- The entire PFS Exam test session lasts 7 hours and 15 minutes, including a 45 minute break during the session. When the test taker is ready to take a break, he/she must notify the proctor prior to leaving the test area. During the break, test takers should keep in mind the clock will continue to run, decreasing the amount of time a test taker has to complete the test. If you choose to leave the test area without notifying the proctor, the KCP will terminate your test. Also during the break, test candidates are allowed to access their personal belongings as well as leave the premises (i.e., to obtain lunch).

TEST TAKER MISCONDUCT

If you engage in any of the misconduct behaviors described below, your proctor will ask you to leave the testing area and will terminate your test.

- Giving or receiving assistance of any kind, to or from another Test Taker, during the test session.
- Using any test aids not permitted by your Test Sponsor (e.g. study guides).
- Attempting to take the test for another person.
- Attempting to remove scratch paper or a test aid provided by the proctor, from the HOST Location.
- Talking, except to your proctor, in the test area during the test session.

- Tampering with the operation of the test computer or attempting to use it for any other purpose than taking the test.
- Distracting or disturbing other Test Takers in any way during the test session.
- Accessing personal items during the test session (e.g. cell phones, PDAs, etc.) unless authorized to do so by your Test Sponsor.

REASONS TO NOTIFY YOUR PROCTOR

- Loss of Internet connection.
- Technical problems with the testing software.
- Need to leave the testing area.
- Disruptive behavior from other Test Takers.
- Uncomfortable testing environment (e.g. too noisy - If the environment is too noisy please ask the proctor for ear muffs/headphones).

NOTE: Once you have begun your test session, the proctor cannot answer any questions regarding the test questions or the test itself.

AFTER YOU HAVE SUBMITTED YOUR TEST

- Webassessor will prompt you to ask your proctor to end your test session.
- Once you submit your test, Webassessor will not permit you to make changes to your responses.
- Test results will be provided to you by your Test Sponsor.
- You may not use any computer at the test location to access your email.

Please let your proctor know if you have any questions before you begin your test session. Thank you again for choosing this Kryterion HOST Location for your testing needs.