



NCEES Exam Policies and Security Procedures—Candidate Agreement

All licensure candidates qualified to take any NCEES exam must review the following information before sitting for the exam. **Examinees are required to sign their exam answer sheet before the exam starts to affirm that they have been provided this information, have read and understand the material, and agree to abide by the stated policies and procedures, which apply to all NCEES exams.** Full compliance is required.

Approved Calculators

Only models of calculators listed below are permitted in the exam room for the 2007 exams.

Hewlett Packard—HP 33S

Casio—FX 115MS or FX 115MSPlus (may have SR designation)

Texas Instruments—TI 30X IIS or TI 36X Solar

Admission Requirements

For exam admission, examinees must present a current, signed, government-issued photographic identification (such as a valid state driver's license or passport). Student IDs are not acceptable. Examinees must report to the exam site by the designated time. Examinees will not be admitted after the exam instructions begin.

Prohibited Items

- Unapproved calculators are not permitted.
- Devices or materials that might compromise the security of the exam or disrupt the exam process are not permitted.
- Devices with copying, recording, or communication capabilities are not permitted. These include but are not limited to cameras; cell phones; desktop, handheld, laptop, and palmtop computers; databanks; data collectors; organizers; pagers or beepers; PDAs; radios; headsets; tape players; MP3 players; portable fax machines; calculator watches; reproduction equipment; electronic dictionaries; electronic translators; transmitting devices; and recorders.
- Personal writing and erasing instruments may not be used to complete any portion of the exam. Only NCEES-supplied pencils and erasers are permitted.
- Loose paper, legal pads, writing tablets, and unbound notes are prohibited. All scratch work must be written in the exam book. Writing on any other paper, including the *FE Supplied-Reference Handbook*, or removing pages from the exam book or *Handbook*, is strictly prohibited.
- Weapons of any kind, tobacco products, and personal chairs are not permitted.

If any prohibited item is found in an examinee's possession after the exam begins, or if an examinee is found to be using a writing instrument other than the NCEES-supplied pencil, the item will be confiscated, the

examinee will be dismissed from the exam, his or her exam will not be scored, and no refund will be provided. All confiscated items will be forwarded to NCEES.

Reference Materials

- **For Fundamentals of Engineering (FE) exam:** This is a closed-book exam. The only reference material examinees may use is the *FE Supplied-Reference Handbook* distributed by proctors. The *Handbook* can be downloaded from the NCEES Web site, or a bound copy may be purchased from NCEES. Examinees may not bring their own *Handbook* or any other reference material into the exam room.
- **For Fundamentals of Surveying (FS) exam:** This is a closed-book exam. Examinees may use the reference formulas at the front of their exam books. No other reference materials may be used. The reference formulas are available on the NCEES Web site. Examinees are not allowed to bring their own copies of the formulas into the exam room.
- **For Principles and Practice of Engineering (PE) and Principles and Practice of Surveying (PS) exams:** These are open-book exams. Examinees must bring their own reference materials, including design standards. All reference materials must be bound and remain bound during the exam. *Bound* refers to (1) materials permanently bound, as by stitching or glue, and (2) materials securely fastened in their covers by fasteners that penetrate all papers. Ring binders, spiral binders, plastic snap binders, brads, and screw posts are acceptable fasteners. Staples are not acceptable fasteners. Examinees may tab reference books before the exam with Post-it™ type notes and flags, but pads of Post-it notes and flags are not permitted in the exam room.

Personal Items

- Examinees may bring small snacks (e.g., hard candies, candy bars, gum) and nonalcoholic drinks, as long as having them does not disturb other examinees.
- Examinees may not wear hoods (except religious apparel) or hats with brims during the exam.
- Personal items are the sole responsibility of the examinee. Neither NCEES, the state board, exam proctors, or the site facility will be responsible for any lost, misplaced, or stolen items.

Items Permitted on the Desktop

Examinees may have these items on the desktop during the exam: answer sheet, exam booklet, ID, admission notice, approved reference material, NCEES-approved calculators, NCEES-issued pencils and erasers, small snacks, and two measuring devices (limited to ruler, protractor, architect scale, and engineer scale).

Exam Irregularities

Fraud, deceit, dishonesty, and other irregular behavior in connection with taking any NCEES exam is strictly prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of exam answers; failing to work independently; possessing prohibited items; communicating with other examinees or any outside parties by way of telephones, personal computers, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; failing to cease work on the exam when time is called; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. NCEES reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and/or criminal remedies. Examinees or other persons implicated in an irregularity will be identified to the state board, which may invoke additional sanctions. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

Remedies for Testing Errors and NCEES Response to Disruptions in Testing and Potential Compromises

NCEES, its affiliate (ELSES), jurisdictions, and testing agents take steps to ensure that exam registration materials are properly handled and processed and that exams, source materials, and answer sheets are properly printed, handled, and scored. In the unlikely event that a mistake occurs in printing, handling, or processing test materials or in scoring or reporting scores, the test administrator, after consultation with NCEES, will correct the error, if possible, or permit the affected examinees either to retest at no additional fee or to receive a refund of the exam fee. These are the **sole and exclusive** remedies available to examinees for errors in handling or processing registration materials; in printing,

handling, or processing exams and exam answer sheets; in determining or reporting results; and/or in investigating or responding to suspected irregularities.

NCEES, its affiliate (ELSES), jurisdictions, and testing agents also take steps that are intended to ensure standardized administration on test day. If events occur that cause testing to be canceled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, NCEES will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If NCEES determines that corrective action is necessary, affected examinees may have the option to retest at no additional fee (normally on a future national test date) or to receive a refund of the exam fee, unless the affected examinees caused or were involved in the conduct that resulted in the need for corrective action, in which case the jurisdiction that authorized seating for the exam will have the right to withhold either or both of these options. If a jurisdiction offers a retest and an examinee selects that option, the examinee may be required to retake the entire exam in order to produce a valid result. These are the **sole and exclusive** remedies available to any examinee who is affected by disruptions in testing or a potential exam compromise.

Special Testing Accommodations

NCEES must receive testing-accommodation requests by the registration deadline of the exam the examinee wishes to take. Requests for testing accommodations are required for each exam administration. Information about available accommodations and the process for requesting accommodations are posted on the NCEES Web site. Please review the information before submitting a request.

Intellectual Property Rights and Exam Security

All NCEES exams are copyrighted works. Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes not discussing or disclosing any exam questions or problems on Internet blogs or chat rooms or through any other means.

Additional Information

Visit the NCEES Web site for current exam specifications, study materials available, scoring methods, and other exam information.

Web site: www.ncees.org

Phone: 864-654-6824 or 800-250-3196

Fax: 864-654-6033

Address: P.O. Box 1686, Clemson, SC 29633