



Examination Rules

Before the Test

- Put away all materials excepted those permitted for open-book exams.
- Silence or turn off your cell phone and put it away.
- No electronic or recording devices are allowed; simple calculators are permitted.
- Make note of emergency exits. In case of an emergency, follow the emergency exit signs. **Use the stairway**, do not use the elevator.

During the Test

- Absolutely **no talking** during the test.
- Bottled water is allowed; food is not.
- If you have a question, raise your hand and the proctor will come to you .
- Raise your hand if you need to use the rest room. The proctor will come to you. Leave your exam booklet and answer sheet on your table with the proctor. Only one person allowed out at a time. Time spent out of the exam room cannot be made up.
- Periodically check the white board in front of the room to see your remaining exam time.
- The proctor will announce a 30-minute and a 10-minute end-of-test warning.
- It will be to your advantage to record an answer for every question, even if you are not positive that the answer you have given is best.

After the Test

- When you are ready to leave or have completed your exam, bring your exam booklet and answer sheet to the proctor. The proctor will review your answer sheet with you to verify that the administrative portions are completed.
- Please wait for your friends outside of the examination room.
- Exam results will be mailed to your home within approximately three weeks of taking the test. No exam results will be disclosed over the phone.

DO NOT OPEN YOUR TEST BOOKLET UNTIL TOLD TO DO SO
