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Things to Do When Preparing for the 2012 Examinations

Here are some tips for examinees on what to do (and not do) for and what to bring to the upcoming examinations.

- **THINGS TO DO - AND NOT DO**

- **READ THE EXAMINEE INSTRUCTIONS BEFORE GOING TO THE EXAM SITE**

NOTE: It is the applicant's responsibility to read, understand, and comply with all of the instructions contained in the Examinee Instructions. If you fail to comply with the Examinee Instructions, you will be ejected from the exam, your exams will be voided, and you will forfeit your application fee. Candidates who are taking multi-part exams (such as the Civil Engineer or the Professional Land Surveyor exams) may not be allowed to take the remaining exam(s) and may have all of their exams voided if they are ejected from the exam.

- **ARRIVE EARLY**

You are required to be at the appropriate building at the "doors open" time indicated on your admission notice. So you need to arrive at the exam site in time to find the appropriate building before the "doors open" time listed on the admission notice. Varied site conditions, large candidate volume, parking, and other events at the site prevent us from providing firm start/stop times for the exams. The "doors open" time for the afternoon portion will be announced and posted at the end of the morning session. Each exam, several candidates are turned away in both the morning and afternoon because they arrive late. So give yourself ample time to allow for delays on the freeways, to locate the exam site and correct parking lot, to pay for parking, and to walk to and locate the the correct building that your exam will be offered in.

- **DO NOT BRING ANY UNAUTHORIZED ITEMS INTO THE SECURED EXAM AREA**

Do **NOT** bring any unauthorized items into the secured exam area. If you are caught with unauthorized items such as calculators, unbound materials, cell phones, or unauthorized writing instruments after the exam begins, the items will be confiscated, you may be ejected from the exam, your exams may be voided, and you may forfeit your application fee. Candidates who are taking multi-part exams (such as the Civil Engineer or the Professional Land Surveyor exams) may not be allowed to take the remaining exam(s) and may have all of their exams voided if they are ejected from the exam. More information about unauthorized devices and unauthorized materials is included in the Examinee Instructions.

- **APPROVED CALCULATORS**

It is your responsibility to make sure that you bring only approved calculators with you to the exam.

If you are taking an NCEES exam and [your calculator is not included on this list](#), do **NOT** bring it with you -- NO EXCEPTIONS. If it is not on the approved list, and you are discovered with it in your possession after the exam begins, you will be removed from the exam - even if you are not using it.

If you are taking a State-specific exam, and your calculator does not meet the requirements described in the [Board's Calculator Policy](#), do **NOT** bring it with you -- NO EXCEPTIONS.

If you are found to be in possession of an unauthorized calculator during the exam (even if you are not using it), the calculator will be confiscated, you will be ejected from the exam, your exam will be voided, and you will forfeit your application fee. Candidates who are taking multi-part exams (such as the Civil Engineer or the Professional Land Surveyor exams) may not be allowed to take the remaining exam(s) and may have all of their exams voided if they are ejected from the exam.

Every exam administration, candidates are ejected from the exam because they have brought an unauthorized calculator with them. Their excuses range from "It's just a \$10 WalMart calculator" to "It doesn't have any memory capability" to "I wasn't even using it." None of this matters. All that matters is that the calculator is not on the approved list. **READ THE LIST AND MAKE SURE THE CALCULATORS YOU BRING ARE ON IT.** Don't take the chance of being ejected from the exam because you didn't check your calculators before you went to the exam site.

- **CELL PHONES ARE NOT PERMITTED IN THE SECURED EXAM AREA**

If you are discovered with a cell phone in your possession while you are in the exam room, you will be ejected from the exam - even if the cell phone is turned off and is in your backpack. Every exam cycle, candidates are ejected and their cell phones are confiscated because it is discovered that they are in possession of cell phones in the secured exam area. **DON'T MAKE THIS MISTAKE. DO NOT BRING YOUR CELL PHONE INTO THE SECURED EXAM AREA.**

- **WRITING INSTRUMENTS AND ERASERS**

Do **NOT** bring your own writing instruments (pens, pencils, highlighters) or erasers. You will be given pencils with lead and erasers at the exam. You are **not** allowed to use any other writing instruments or erasers other than the ones given to you at the exam. It is your responsibility, not the proctors', to make sure you use the supplied writing instrument.

If you are found to be in possession of an unauthorized writing instrument or eraser during the exam (even if you are not using it), it will be confiscated, and your exam may not be scored.

- **KEEP YOUR EYES ON YOUR OWN PAPERS**

Make sure you keep your eyes on your own papers and that you keep your answer sheet and exam book covered during the exam. NCEES performs an analysis of exam results using five separate methods for detecting potential copying/collusion (cheating). The exam results of the candidates flagged as a result of the analysis must be withheld until the Board completes its investigation to determine if any exam subversion (cheating) occurred. Candidates determined to have copied or to have aided another candidate will have their results voided and may be prohibited from taking future exams.

- **MANAGE YOUR TIME WISELY**

Bring a time-keeping device such as a watch or a clock and allot the appropriate time for each question. Each exam, several candidates have had their exams voided because they were writing or erasing after time was called. Wristwatches are allowed only if worn on the wrist or placed on the floor. Clocks must be placed on the floor. A cell phone is **not** an acceptable time-keeping device.

- **THINGS TO BRING**

- Government-issued Photo ID -

- **PHOTO ID:**

In order to gain entrance into the examination, a photo ID is required and you will not be admitted without one. Identification will **NOT BE ACCEPTED UNLESS IT MEETS ALL** of the following criteria:

1. (1) Issued by a state or federal governmental agency (including other U.S. states and foreign countries). [Student identification cards or employee identification cards will NOT be accepted]
2. (2) Contains your photograph
3. (3) Contains your visible signature
4. (4) Contains your printed (typed) name

If you do not have identification which meets ALL of the above criteria, you will NOT be allowed to sit for the examination. **THERE WILL BE NO EXCEPTIONS.**

More information is available in the Examinee Instructions. Government-issued ID's that do not contain a photo or a visible signature are **not** acceptable.

- Exam Authorization Notice
 - Approved calculator(s) and spare batteries - See the Approved Calculator item above for more information
 - Lunch
 - Money for parking
 - Sweatshirt, sweater, jacket, etc. - Hats with brims or bills are **NOT** allowed
 - Reference materials IF allowed - More information is available in the Examinee Instructions.
- NOTE:** FE Examinees: Writing in the supplied reference handbook is **NOT** allowed.



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