

NCEES Candidate Agreement

October 2012 Exam Administration

All licensure candidates qualified to take any NCEES exam must review this agreement 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 2012 exams.

- Hewlett Packard—**HP 33s** and **HP 35s** models, but no others.
- Casio—All **fx-115** models. Any Casio calculator must contain **fx-115** in its model name.
- Texas Instruments—All **TI-30X** and **TI-36X** models. Any Texas Instruments calculator must contain either **TI-30X** or **TI-36X** in its model name.

Admission Requirements

For exam admission, examinees must present their Exam Authorization and a current, government-issued identification, such as a driver's license or passport, that contains the following: name, date of birth, expiration date, signature, and a recent and recognizable photograph. The first and last name on the examinee's ID and Exam Authorization must match. Student and expired IDs will not be accepted.

Examinees must report to the exam site by the time shown on the Exam Authorization. Examinees who do not report at this time may not be admitted. No one will be admitted after the exam instructions begin.

Grounds for Dismissal from the Exam and/or Invalidation of Exam Results

- Having a cell phone in your possession
- Having loose papers, legal pads, writing tablets, or unbound notes in your possession
- Having a device with copying, recording, or communication capabilities in your possession. These include but are not limited to cameras, pagers, PDAs, radios, headsets, tape players, calculator watches, electronic dictionaries, electronic translators, transmitting devices, and digital media players such as iPods.
- Having a calculator that is not on the NCEES-approved list
- Using a non-NCEES writing instrument or eraser to complete any portion of the exam
- Copying from another examinee's answer sheet or colluding with other examinees
- Beginning the exam before the proctor instructs you to do so
- Failing to stop writing immediately when time is called
- Writing on anything other than your exam booklet or answer sheet; writing in the *FE Supplied-Reference Handbook*
- Removing pages from your exam booklet

- Leaving the exam area without authorization
- Violating any other terms stated in this agreement that are cause for dismissal or exam invalidation

If any prohibited item is found in an examinee's possession after the exam begins, the item will be confiscated and sent to NCEES. No refund will be provided to examinees dismissed from the exam.

Exam to Be Scored

On exam day, examinees will receive only the exam listed on their Exam Authorization and will not be allowed to sit for a different exam. NCEES will score only the exam listed on the Exam Authorization.

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* may be purchased or printed from the NCEES Web site. Examinees may not bring their own *Handbook*, other reference material, or Post-it™ type notes or flags into the exam room.
- **For Fundamentals of Surveying (FS) exam:** This is a closed-book exam. Examinees may use only 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. Post-it type notes or flags are not permitted.
- **For Principles and Practice of Engineering (PE), Structural Engineering (SE) and Principles and Practice of Surveying (PS) exams:** These are open-book exams. Examinees must bring their own reference materials. 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. Writing tablets and legal pads are not allowed. 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

Personal items are the sole responsibility of the examinee. Neither NCEES, the state board, exam proctors, or the site facility are responsible for any lost, misplaced, or stolen items.

Personal Items (continued)

- FE and FS examinees may bring personal items in a clear plastic bag only. Purses and backpacks are not permitted in closed-book exams.
- Examinees may bring snacks (e.g., hard candies, candy bars, gum) and nonalcoholic drinks, as long as having them does not disturb other examinees.
- Examinees may wear wristwatches or place them on the floor. Small clocks must be placed on the floor.
- Examinees may not wear hoods (on hooded sweat-shirts, for example) or hats with brims during the exam. Head coverings that qualify as religious apparel are permitted.
- Examinees may not bring slide charts or wheel charts (hand-held cardboard or plastic calculating devices with rotating or sliding pieces) or drafting compasses.
- Examinees may not bring weapons of any kind.
- Examinees may not bring tobacco products or personal chairs.

Items Permitted on the Desktop

Examinees may have these items on the desktop during the exam: Exam Authorization, ID, answer sheet, exam booklet, approved reference material, NCEES-approved calculators, NCEES-issued pencils with erasers, small snacks, and two straightedges such as a ruler, scale, triangle, or protractor.

Exam Irregularities

Fraud, deceit, dishonesty, unprofessional behavior, 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. NCEES will conduct an analysis each exam administration to identify incidents of copying or collusion.

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.

NCEES Response to Testing Errors, Disruptions in Testing, and Potential Compromises

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, 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. All testing accommodations must be approved by NCEES for *each* exam administration. Information about accommodations and the process for requesting accommodations are posted on the NCEES Web site.

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

Current exam specifications, study materials, scoring methods, and other exam information are available at **ncees.org** or by calling NCEES at 800-250-3196.