

## ***Instructions Sheet for Candidates***

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The following actions are not permitted and will be reported by the examination proctor to Scantron and may result in dismissal from the examination and/or other disciplinary action from the testing program:

- **Giving or receiving unauthorized assistance on the exam**
- **Removing items such as this dry-erase board and/or scratch paper from the testing center**
- **Conversing with, distracting or disrupting other test takers during the testing session**

### ***Prohibited Items:***

- You may not bring ANY personal items into the testing room, including watches, pens, cell phone, etc. (See confirmation notice email for a full list.)
- Personal items must be left outside of the exam room AT YOUR OWN RISK. If the proctor determines that you have in your possession during the exam any prohibited items, they may be demanded and held by Scantron testing staff and/or sent to Scantron for inspection.
- You may be asked to turn pockets inside out, as well as show that nothing is hidden under shirt sleeves and the hems of pant legs. Also note that most sites record testing sessions.
- Candidates caught with prohibited items in the exam room risk exam invalidation, disciplinary action, assessment of monetary damages and/or legal liability.

### ***Breaks:***

- Only one Scantron tester is allowed outside of the examination room at a time for breaks. This unscheduled break time will be deducted from your overall exam time.
- Personal items are not accessible during unscheduled breaks.
- Leaving the supervised testing area once the examination has begun is not permitted UNLESS you are taking a multi-part exam and you have received permission to take your scheduled break.

### ***Please Note:***

- Computer-based testing facilities offer exam services to multiple agencies. There may be other individuals in the testing room with you who are sitting for exams from different organizations. The rules for their exam may be slightly different than the rules for your exam in terms of exam time, and what is and is not allowed at their station.
- If you experience technical difficulties, inform the proctor right away. If a delay exceeds 30 minutes, you may request to reschedule to another date if you are unable to wait any longer.
- Alert the proctor immediately if you have any concerns about the following:
  - > Noise
  - > Temperature
  - > The testing computer
  - > Or, if the testing environment becomes unacceptable for any other reason

### ***Score Reports:***

- If your examination offers immediate scoring, make sure to click on the printer icon on the top right corner of the score report to print the report.
- If your examination does not offer immediate scoring, scores will be communicated after the close of the testing window. Check your candidate handbook for score reporting time frames.

***Scantron welcomes your feedback regarding your testing experience  
To contact Scantron, call (919) 572-6880 between the hours of 8:30am and 5:30pm Eastern Time.  
We can be reached vis email at [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com).***