



What to Expect – General Registration and Testing Process:

1. Review your candidate handbook prior to applying for an examination. Failure to follow the instructions can cause a delay of your examination registration.
2. Complete the exam registration and pay your testing fee. You must register with your full name as it appears on your current government-issued photo identification. In order to receive important messages about your testing session, be sure to provide a current telephone number and ensure that your email program will accept emails from the scantron.com domain.
3. Schedule a testing session. As early as 30 days prior to the testing window, Scantron will email you a Notice to Schedule (NTS), which will provide instructions for scheduling your testing session. This NTS will provide the link for the online scheduling system. Candidates must submit their scheduling request no later than two (2) days prior to their preferred test date during the testing window. However, we recommend that you schedule your exam as soon as possible. Seats are available on a first come, first served basis, so seating will become more limited near the middle and end of the testing window.
4. You will receive an email confirming the exact test location, date, and time. You must bring your printed confirmation email with you to the test site. If you do not receive this confirmation within 24 hours of scheduling your exam, call Scantron immediately. You must also bring photo identification with signature to the test site. Your first and last name on the confirmation notice must match the first and last name on your identification exactly. Acceptable forms of identification include a driver's license, passport, and government-issued identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and any identification with no photo.
5. Plan to arrive at the testing center at least 15 minutes prior to the start of the test session. Those who arrive late for testing sessions may not be permitted to test.
6. Sit for the examination.
7. Wait for the examination results. See your candidate handbook for scoring information and policies.

Examination Rules

Scantron follows industry standard testing rules as outlined below.

Prohibited Items

Candidates are expressly prohibited from bringing the following items to the test site:

- Cameras, cell phones, optical readers, or any electronic devices that include the ability to photograph, photocopy, or otherwise copy or record test materials
- Notes, books, dictionaries, or language dictionaries
- Book bags or luggage
- Purses or handbags
- iPods, MP3 players, tablets, headphones, or pagers
- Calculators (except as expressly permitted by the test sponsor – see your candidate handbook), computers, PDAs, or any electronic devices with one or more memories
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Google and smart glasses (any glasses with any electronics)
- Watches, smart devices, and other jewelry except wedding or engagement rings
- Weapons
- Medicine, including cough drops (except as expressly permitted in advance)
- Food and beverage
- Coats and Jackets

Please note: Hats, hoods, or other headwear are not permitted in the examination room unless required for religious purposes. All items are subject to inspection by the proctor if suspicious behavior is detected. Sweaters and sweatshirts **without pockets or hoods** are permitted to be worn.

If the proctor determines that you have brought any prohibited items to the test site, those items may be demanded and held by Scantron testing staff. Scantron reserves the right to review the memory of any electronic device to determine whether any test materials have been photographed or otherwise copied. If the review determines that any test materials are in the memory of any such device, Scantron reserves the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of the review and any applicable deletions, Scantron will return your device to you, but will not be responsible for the deletion of any materials that may result from our review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of our policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your device and/or the deletion of any materials. Scantron, the examination site, and the test administration staff are not liable for lost or damaged items brought to the examination site. Any aides for candidates with an injury or disability e.g. canes, crutches, slings, wheelchairs etc. may also be inspected.

Demo Test

Scantron offers a free online tutorial and demo test to familiarize candidates with the computer-based testing environment. The online demonstration and tutorial are accessible anytime, anywhere, through any computer with internet access. Candidates may access the tutorial and demo at this link:

<https://www.scantron.com/preparing-for-your-test/>

Please note: This demo is not intended to be a review of specific examination content.

How to Study

Candidates are encouraged to prepare for the examination by using resources such as those listed in candidate handbooks.

Plan your review methods well in advance of the examination. Think about the study method that is best for you (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids). It may also be helpful to use materials given to you during training activities related to your work.