

## NORTH CAROLINA HILB EXAM REVIEW PROCEDURES AND NON-DISCLOSURE

If you fail the exam, you may attend an exam review at any scheduled OSFM Exam Review posted on the web page <https://www.ncosfm.gov/licensing-cert/home-inspector-licensure-board-hilb/hilb-exam-schedule>

### Purpose of the review

To allow the candidate to review the questions they answered incorrectly and to provide an opportunity for the candidate to explain why they believe the answer they selected is correct. If the candidate feels that there is an error in the question or the answer choices provided, the candidate may challenge the test item by completing the provided Examination Review Sheet. If a candidate chooses to challenge a question, an explanation must be provided.

**THIS IS NOT AN EXAM PREP (GROUP STUDY) FOR THE HILB EXAM.**

### Scheduling a review

You must notify Katherine Vincent in advance by email [Katherine.Vincent@ncdoi.gov](mailto:Katherine.Vincent@ncdoi.gov) if you want to attend an exam review. You must submit your request no later than 5:00 pm **three (3) business days prior** to the scheduled OSFM exam review date posted on the web page. **Example:** Exam Review Day: Monday Last day to schedule: Previous Wednesday, 5:00 pm.

**IMPORTANT: If you are sick, have any flu- or covid-like symptoms, persistent coughs, or anything else that might be transmittable, please do not come to the exam review. You can reschedule at no additional cost. Email [katherine.vincent@ncdoi.gov](mailto:katherine.vincent@ncdoi.gov) or [rich.hall@ncdoi.gov](mailto:rich.hall@ncdoi.gov).**

### Review Check-In

**The exam review begins at 9:00 am.** Late arrivals will be granted a review based on arrival time and proctor availability. You may not have the full 2 hours to review. Be early!

**You will be required to present a government issued form of ID at check-in.** If you do not have a government issued ID, you will not be allowed to review. If you did **not** make an appointment in advance, you will **not** be allowed to participate in an exam review (No walk-ins).

### During the review

**Cell phones and other electronic devices must be turned off and placed in the appropriate basket (except medical), as well as sunglasses and keys.** Nothing else is allowed on the table except a drink. You will be presented with only those questions you incorrectly answered during the examination. You will **not** be given the correct answer. You will **not** be permitted to bring in or remove any notes from the review session. You will have 2 hours to complete your review. If you need to use the restroom, notify the review proctor. If you leave the room without permission, your review will be terminated.

### After your review

Sign the top of the review form. Turn in all paperwork and pencils provided to you. Leave the room quietly and proceed to the front desk to sign out.

### Directions

**Free parking is permitted in the front parking lot at 1429 Rock Quarry Road, Suite 105, Raleigh**

### From I-40W - Exit 300

Turn right at the traffic signal onto Rock Quarry Road.

Stay in the right lane.

Turn right at the next light.

You should see 1429 on the side of the building

### From I-40E - Exit 300

Turn left at the traffic signal onto Rock Quarry Road.  
Go through the traffic signal.  
Stay in the right lane.  
Turn right at the next light.  
You should see 1429 on the side of the building

### Entering the OSFM Building

Come to the front entrance of the OSFM section of the building.



Let the receptionist know you are attending an Exam Review and sign in the visitor log. They will provide direction. No weapons are allowed in the facility (no knives, guns, other weapons).

For questions about the exam review contact:  
**Katherine Vincent, [Katherine.Vincent@ncdoi.gov](mailto:Katherine.Vincent@ncdoi.gov)**