



Prior to Exam

Collect all cell phones, smart watches, or personal computing devices

Receive and review the Skills Checkoff Sheet

Ensure that students for testing have all skills completed and instructor signed off on skills Check student IDs to confirm identity

Sign the Skills Checkoff Sheet in the Proctor Verification location

Written Exam

Candidates must be seated one foot apart from each other.

Fill out the candidate's information on the response sheet.

There are _____ questions on the exam and you have _____ minutes to complete it.

You must make a 70% for a passing score.

Any candidate receiving less than a 70% grade will be notified by the local delivery agency and allowed to retest once more at the local delivery agency.

No talking during the exam and no cheating allowed. This will cause you to receive a failing score.

Should you have a question about an exam question, raise your hand, I will come to you and can only read the question a loud to you.

There is only one correct answer for each question. Unmarked and/or two marked answers will be counted wrong.

If you want to change your marked answer, completely erase, or if you are using an ink pen, put an X through the one you want change and mark your other choice.

Once you complete the exam, turn in both the exam and the response sheet and you can either leave the room or remain at your seat quietly.