



TAKING A NICET EXAMINATION

WHAT TO BRING WITH YOU

- Your Confirmation Notice (or Examination Change Notice) and a photo identification such as a driver's license or employer issued badge.
- At least two #2 pencils. (The Proctor will NOT have a supply of pencils.)
- A soft eraser suitable for cleanly erasing incorrect markings on answer sheet.
- A calculator. Can be programmable. Must have its own power source.
- Laptops are not permitted.
- References: texts, handbooks, standards, specifications, technical notes. Technical notes must be contained in a binder such as a 3-ring binder, i.e., no loose sheets allowed.

REPORTING TIME

- Try to be at the test location (room) prior to the **Reporting Time** given in your **Confirmation Notice**. This will allow for orderly sign-in, test issuance, and reading of announcements by the proctor that must be accomplished before testing can start.

SIGNING-IN

- As directed by the proctor, you will be required to place your signature on the Sign-In Roster in order to be issued your exam envelope(s).
- Move to your assigned seat, arrange your materials, but **DO NOT OPEN YOUR EXAM ENVELOPE UNTIL INSTRUCTED TO DO SO BY THE PROCTOR**.

EXAM COMPLETION TIME

- The completion time for your exam will be given on the first page of your examination.
- The completion time includes a mandatory one-hour lunch break.
- If you are taking both parts of the Part A/B Examination, you will have a morning completion time (3hrs) for the Part A and an afternoon completion time (3hrs) for the Part B.

INSTRUCTIONS FROM PROCTOR

The proctor will announce a number of procedures dealing with exam administration. Be especially attentive to the following:

- Failure to fully blacken in the circles that are recording your exam number and your selected answers will result in misscoring and a lengthy delay in receiving correct score results. Therefore, carefully read the directions on the answer sheet.
- The Institute reviews all challenges to questions on the exam, as long as they are made in accordance with the procedure described by the proctor. Decisions reached on challenges are not routinely conveyed to the challengers; however, score adjustments are automatically made when a challenge is ruled to be valid.

EXAM INSTRUCTIONS

- This is a necessary step prior to the start of testing. Take the time to carefully read the special instructions that accompany your exam. If you are taking Part B of the two-part examination, special instructions will appear among your test questions.

TAKING THE TEST

- Scoring is done on the basis of points received for correct answers. There is no penalty for incorrect answers, so try to answer all questions. (This advice does not apply for the Specialized Technology section of Part B exams since only certain questions will be scored.)
- Your test is a computer printout that will be destroyed upon its return to the Institute (but only after challenges are addressed). Feel free to mark up your exam, particularly if you wish to highlight bypassed questions that you intend to return to.
- Time management of your exam is crucial. Do not permit yourself to become "hung up" on a question. **MOVE ON TO THE NEXT QUESTION** after highlighting the "hung-up" question so that you can find it quickly if you have time at the end of the exam.
(The completion time given has been determined as generous for the average test taker, but getting stalled on a problem can result in less than a comfortable amount of time to solve the remaining questions.)
- If taking a work element exam, note that above each question is printed the code number of the work element, its title, and the time allocated to complete the question. Typically, there are five questions applicable to a given work element (but there can be as many as ten questions). Use the titles to assist in making the mental adjustment to the topic of the work element you are addressing as you move from one to the next as signaled by a change in the code number and title.

TAKING A NICET EXAMINATION, continued

CHALLENGES

- Examination questions you cannot answer because of a missing figure, unreadable text, question uses outdated standard, etc. **SHOULD BE CHALLENGED.**
- A successful challenge results in correct answer credit for the question, thus it is poor test management to avoid filling out a challenge form.
- Time spent on writing a challenge is more likely to be productive than time spent on a question for which the correct answer is not immediately obvious.
- The perceived need to challenge "too many" questions is not a basis for abandoning your testing effort since unanswered questions are automatically scored as incorrectly answered.

TEST SECURITY

- The proctor has the authority to dismiss any examinee from the testing room and confiscate examinations due to improprieties such as impersonating the examinee of record, creating a disturbance, aiding another examinee, receiving help from another examinee, looking at another examinee's answer sheet, attempting to remove exam materials, and making notes about the test content.
- Divulging exam content in any manner is prohibited. Actions by NICET include certification revocation and being barred from further testing.
- If there are reasonable grounds to believe that the integrity of any NICET certification examination has been breached, NICET may, at its discretion, require the taking of a replacement examination before examination results are considered official.

EXAM RESCHEDULING

- If a situation develops which prevents you from taking your exam as scheduled, you **MUST** submit the Examination Rescheduling Request form to NICET by the 5th business day after the originally scheduled exam. Depending on how far in advance you submit the request form, you may have to pay a rescheduling fee. NICET strongly recommends that, in addition to submitting the Examination Rescheduling Request form, you contact the Institute by telephone at 888-476-4238 (or 703-548-1518), ext. 115, as soon as you are certain that you wish to reschedule your exam.
- If the number of examinees for a test session is below the minimum number preestablished for the session, NICET reserves the right to cancel the session and reschedule the affected examinees as quickly as possible.
- If the test session must be canceled because of a weather condition or insurmountable problems in regard to exam availability, test room availability, or proctor availability, NICET will contact examinees as quickly as possible and arrange a replacement test date. Although rare, the potential exists for a cancellation to occur as late as the actual day of the exam.

NOTIFICATION OF SCORES

- Your Examination Score Report will normally be mailed to you within 18 days from the date of the examination. Telephone inquiries regarding actual scores will **NOT** be responded to.

CONTACTING THE PROCTOR

- Your **CONFIRMATION NOTICE** contains a daytime telephone number for the proctor that should be used only if you have last minute examination administration questions and you cannot get through to the NICET Exam Section (1-888-IS-NICET, ext 115).
- Do not telephone the proctor when seeking NICET information - the proctor is **NOT** a NICET resource person.
- Do not place a telephone call to the general telephone number of the test center because whomever answers will most likely not know anything about NICET in general nor anything about the scheduled NICET testing.