



# NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES®

sponsored by the National Society of Professional Engineers

1420 King Street, Alexandria, Virginia 22314-2794

888-476-4238 or 703-548-1518

www.nicet.org

## 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 sharpened #2 pencils (The Proctor will NOT have a supply of pencils nor is it a guarantee that there will be a sharpener in the testing room)
- A soft eraser suitable for cleanly erasing incorrect markings on the answer sheet.
- Calculators: A complete listing of all acceptable calculators can be found on our website, [http://www.nicet.org/candidates/allowable\\_calculators.pdf](http://www.nicet.org/candidates/allowable_calculators.pdf). Any device having a QWERTY keypad arrangement similar to a typewriter or keyboard is prohibited. Devices with communication capabilities are prohibited. These include but are not limited to cameras; cell phones; desktop, hand-help, laptop, and palmtop computers; databanks; data collectors; organizers; pagers or beepers; PDAs; radios; headsets; tape players; portable fax machines; calculator watches; reproduction equipment; electronic dictionaries; electronic translators; and recorders. Laptops, palmtops, camera phones, cell phones, and pagers are not permitted in the testing room. Devices will be confiscated by your proctor and returned to NICET.
- References: Only materials allowed are the "Selected General References" and the "Relevant Standard" sheets in the back of each program detail manual. A complete listing can be found on our website, [http://www.nicet.org/candidates/allowable\\_reference\\_material.pdf](http://www.nicet.org/candidates/allowable_reference_material.pdf). Hand written technical notes are no longer permissible. The NICET proctor has the right to refuse use of any reference material. If this happens - refer to challenge process contained within your Examination Instruction Booklet given to you upon sign in at the testing location.

### REPORTING TIME

- Try to be at the testing location (room) prior to the Reporting Time given in your Confirmation Notice. This will allow for an orderly sign-in, test issuance and reading of announcements by the proctor that must be accomplished before testing can start.
- If you are more than 60 minutes late reporting to examination center - you will not be allowed to test.

### SIGNING-IN

- As directed by the proctor, you will be required to show your photo identification and to place your signature on the Sign-In Roster as well as on the front page of your Examination Instruction Booklet. You will be asked to sign the Statement of Understanding as well as acknowledging you have received your complete examination package. PLEASE READ THE INSTRUCTION BOOKLET THOROUGHLY AS MANY PROCEDURES HAVE CHANGED. If you fail to bring your identification - you will NOT be issued an examination.
- Move to your assigned seat; arrange your materials, but **DO NOT OPEN YOUR EXAM ENVELOP UNTIL INSTRUCTED TO DO SO BY THE PROCTOR.**

### EXAM COMPLETION TIME

- The completion time for your examination will be given on the first page of your examination.
- If your completion time exceeds 180 minutes - a mandatory one-hour lunch break will be included in your reported time.
- Please note: The maximum exam time that you could receive is 420 minutes (unless other arrangements have been made by NICET).

## 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, identification 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 and could result in an amended score report.

### **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. **MANY INSTRUCTIONS HAVE CHANGED SO PLEASE READ THIS DOCUMENT THOROUGHLY.**
- Upon completion of your examination, you should take your examination materials - UNSEALED - the proctor. After the proctor verifies the materials are complete you are then required to seal your examination in the extra envelope provided and seal with the red security seal. It is your responsibility to make sure the proctor signs your Examination Instruction page verifying such.

### **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.
- 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 by passed 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 on your examination is determined to be generous for the average test taker. Getting stalled on a problem could result in less than a comfortable amount of time to solving the remaining questions.
- Work element exams have a printed 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 could 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 title.

### **CHALLENGES**

- Examination questions you cannot answer because of a missing figure, unreadable text, question uses outdated standards, you were not allowed to use a specific reference 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 efforts 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 an 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.
- 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.

- The Institute's test questions are registered with the U.S. Patent and Trademark Office as copyrighted materials owned by the National Society of Professional Engineers. Unauthorized use of NSPE/NICET copyright protected material by any entity, individual, company or group other than NSPE or NICET is strictly prohibited under U.S. Federal Law, and will be subject to legal prosecution. Removal of any examination materials from the testing room, duplication in any manner of the contents of the examinations, or divulging the contents of examinations to others in any manner, is expressly forbidden. Cheating in any form is a violation of the NICET Code of Ethics and will not be tolerated. Sanctions include but may not be limited to invalidation of test results, forfeiture of all testing fees, loss of testing privileges, suspension or revocation of NICET certification and legal prosecution.

### **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 5<sup>th</sup> business day after the originally selected 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 pre-established for the testing 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 the 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 14 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, which should be used only if you have last minute examination administration questions and you cannot get through to the NICET exam section (888-476-4238).
- 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 whoever answers will most likely not know anything about NICET in general or anything about the scheduled NICET testing.



## **NICET Test Center Reference Materials (Paper-and-Pencil Exams)**

The following guidelines apply to NICET's paper-and-pencil Work Element examinations.

### **Materials Allowed In NICET Test Sites**

Applicants may bring the following reference materials into NICET test centers: standards; publications listed on the "Relevant Standards" and "Selected General References" pages in the Program Detail Manual; textbooks related to the general knowledge areas of grammar, writing, communications, mathematics, science, and engineering technology; and other publications that are not in violation of the "Materials Not Allowed" listing below.

Photocopied materials are allowable, as long as NICET can clearly identify the original publication by title, author and/or publisher. Personal test-taking guidance notes are allowable, as long as they are type-written, and do not contain any of the below-prohibited information.

### **Materials Not Allowed In NICET Test Sites**

The following materials are not to be used in completing NICET work element certification examinations. Proctors may confiscate any such materials found at an examination candidate test site. Use and/or possession of any such materials by a candidate inside a NICET test site may be considered an act of cheating and a violation of the NICET Code of Ethics.

- Preparatory and/or training manuals specifically addressing NICET certification.
- Practice or sample tests of any kind.
- Handbooks and/or training manuals with practice/sample tests.
- Questions and answers of any kind.
- Loose-leaf printed text, charts/tables, formulas/equations, etc. with no specific publication reference, author(s), and/or publisher.
- Loose-leaf blank paper.
- Hand-written notes of any kind.