



TAKING A STANDARD MODEL/CBT NICET EXAMINATION

When to Arrive at the Test Center

You are required to arrive at the test center 30 minutes before your start time. If you appear 15 minutes after the start of the examination, you are considered a no-show and will not be allowed to test. Testing fees are forfeited.

What to Bring With You

Please review carefully:

- **You must provide two forms of identification at Check-In.** One ID must be a valid government-issued ID with your photograph, your signature, and a valid expiration date. The other must be either: The confirmation notice that you receive from Pearson VUE for your exam session; OR a valid ID card with your imprinted name and your signature, such as a credit card, library card, Social Security card, employee ID card, etc.
- **The name on your IDs must match the name on your confirmation letter.** If there are any discrepancies between this letter and your IDs, **you should contact NICET immediately.** Otherwise you may not be admitted to your scheduled testing session, you will be considered a No Show and all fees will be forfeited.
- **If reference material is permitted, you will find a complete listing of acceptable reference materials for this exam on NICET's website, <http://www.nicet.org/cbtreferences>.** Reference titles must match exactly or they will not be permitted for use. Please contact NICET directly with any questions and/or concerns.
- **You will be required to leave all personal belongings** such as electronic devices, purses, wallets, watches, bags, pens, notebooks, etc. in a secured locker provided by the testing center.
- If applicable, you may be asked to present glasses and eyewear for visual inspection. Test Administrators (TA's) will ask candidates wearing glasses to remove the glasses and show them (not hand them over) for better viewing. TA's will not be allowed to touch the glasses, even if a candidate offers, for legal and liability reasons. Eyeglasses passing inspection will be allowed in the test center. Candidates must store any recording devices, including those embedded in eyewear, with personal items or place them in their vehicles to continue with the check-in process.
- **Calculators are not permitted.** An on-screen calculator will be provided during the exam.
- **Wear comfortable, layered clothing.** Testing Center temperatures can vary.

If you have any further questions and/or concerns, please contact NICET Customer Services at 1-888-476-4238 or e-mail test@nicet.org.

Check In

When arriving at your Pearson VUE testing center, the following admission steps will be taken:

Distribution and collection of the examination rules agreement

- Request for one form of identification (ID) and confirmation letter or second form of ID
- Verification of identification(s) presented
- Check of confirmation letter presented
- Capture of the applicant's signature and verification against ID
- Capture of applicant's palm vein. This biometric procedure works by scanning the veins inside your hand to create a digital template that represents your vein pattern.

- Capture of photograph
- If applicable, candidates may be asked to present glasses/eyewear for visual inspection
- Personal belongings are not permitted. Unauthorized materials such as – but not limited to electronic devices (cell phones, laptops), purses, wallets, watches, bags, pens, notebooks, and so on – are not allowed in the test center. The TA will either ask you to return these items to your car or leave them with the TA for the duration of the test day.
- An erasable note board and pen will be provided during the exam as scratch paper. It will be collected at the end of testing.
- As you move thru your examination, make sure your answer option has been saved prior to moving to the next question.
- Calculators are not permitted. An on-screen calculator will be available during the exam as a pull-down menu. For a preview of the on-screen calculator and its functions, please visit <http://www.nicet.org/cbtcalculator.cfm>.
- If reference materials are permitted, you will find a complete listing of acceptable reference materials for this exam on NICET’s website, <http://www.nicet.org/cbtreferences>.

If check-in is successful, the candidate will be permitted to enter the test center.

TAKING THE TEST

Prior to starting the exam a brief tutorial is offered. The tutorial provides the candidates with the opportunity to become familiar with navigating through the computer-based examination. The first section of the tutorial introduces Pearson VUE. The second section of the tutorial provides a practice examination. PLEASE NOTE: This tutorial WILL NOT extend your examination time.

In addition to the tutorial, a non-disclosure agreement will display on screen. Failure to respond within the allotted time or accept the terms and conditions will result in a forfeit of fees and an end to your examination session.

Once the non-disclosure agreement is accepted, the examination instructions will be displayed on the computer screen.

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.

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 you have navigated through each question once you will receive a review screen, which will allow you to see “incomplete” questions. At that point you can return to “incomplete” questions.

COMMENTS

Candidates are able to provide comments regarding the testing center and the exam itself.

Administrative Comments: Comments will be directed to our testing staff who will work with the vendor to address any concerns.

Technical Comments: Comments regarding exam questions will be accepted and presented to the technical Committee for consideration.

All comments will be taken into advisement with the appropriate committee upon receipt and review.

Test Security

The test administrator has the authority to dismiss any examinee from the testing 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 test, 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.

Rescheduling an Exam

- Prior to 24 hours before your scheduled testing appointment, you may do so by calling Pearson VUE or by visiting their web site <http://www.pearsonvue.com/nicet/>.
- From that time until 5 business days after the testing date, you may reschedule your exam by submitting a rescheduling form (www.nicet.org/cbtrescheduling) to reschedule@nicet.org with the appropriate rescheduling fee.
- After that, your original exam application will be cancelled and you will be required to submit a new exam application with the full testing fee to schedule a new appointment. Application forms and current fees are available at <http://www.nicet.org>.
- If you do not schedule your exam before your testing window expires, you may request another 3-month testing window by submitting a rescheduling form (www.nicet.org/cbtrescheduling) to NICET with the appropriate rescheduling fee. To do this, you must contact NICET within five (5) business days after the last day of your original testing window.

Notification of Scores

An Unofficial Examination Score Report will be provided to you at the Pearson VUE testing center. Your Official Pearson Vue Examination Score Report will be mailed to you within 14 days from the date of the examination. Telephone inquiries regarding actual scores will NOT be responded to.

CONTACTING PEARSON VUE

To schedule your exam, please go to the Pearson VUE website at: <http://www.pearsonvue.com/nicet/> and follow the system prompts to find the time and location that will work best for you. If you have difficulties you may call Pearson VUE at 866-880-0048 or NICET at 888-476-4238, ext. 110. (Please have your NICET ID and the Exam Information from this notice available when you contact Pearson VUE or NICET.) If you are candidate that is requiring ADA accommodations, you must contact NICET first prior to scheduling your examination with Pearson VUE.