



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 (this also includes testing thru ONVUE via check-in). 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 (ID) 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 will receive from Pearson VUE for your scheduled test session; OR,
 - A current and valid ID card with your imprinted name and your signature, such as a credit card, library card, employee ID card, and so forth. **The name on both of your IDs must match the name on this letter. If there is any major difference between your name on this letter and on your IDs, contact NICET immediately -- BEFORE SCHEDULING YOUR EXAM. Otherwise, you may not be admitted to your scheduled test session and all fees paid will be forfeited. Military ID's will not be accepted.**
- When arriving at your Pearson VUE testing platform (in center and/or ONVUE), you may expect the following admission procedures:
 - Distribution and collection of the examination rules and agreement.
 - Request for one form of ID and either the confirmation notice from Pearson VUE or a second form of ID.
 - Verification of identification(s) presented.
 - Verification of the confirmation notice presented.
 - At testing centers recording of the candidate's signature and verification against ID.
 - At Pearson Vue Testing Centers a scan of applicant's palm This biometric procedure works by scanning the veins on the inside of the hand to create a digital template that represents the candidate's unique palm vein pattern.
 - For OnVUE testing photographs of your testing environment.
 - Photographing of the candidate.
 - If applicable, candidates may be asked to present glasses/eyewear for visual inspection to verify that the eyewear contains no electronic components. Pearson's Test administrators (TAs) will ask candidates wearing glasses to remove the glasses and show them (not hand them over) for better viewing. TAs 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 room. Candidates

must store any recording devices, including those embedded in eyewear, with personal items in provided lockers or place them in their vehicles to continue with the check-in process.

- Personal belongings are not permitted. Unauthorized materials such as, but not limited to, electronic devices (cell phones, laptops), hats, coats, purses, wallets, watches, bags, pens, notebooks, and so on, are not allowed in the test room. The TA will either ask you to return these items to your vehicle or secure them in provided lockers for the duration of the test session.
- An erasable note board and dry-erase pen will be provided during the test session as scratch paper. For ONVUE candidates – these are electronic. These items will be collected as they are filled and/or at the end of the test session -- whichever occurs first.
- As you move thru your examination, make sure each of your answer options has been saved before moving to the next question.
- For ONVUE candidates - you are NOT allowed to leave the camera area for any reason. If you do your examination will be revoked, a failure score will be issued, and all fees are forfeited.
- Calculators are not permitted. An on-screen calculator will be provided during the exam as a pull-down option. For a preview of the on-screen calculator and its functions, please visit <https://www.nicet.org/certification-programs/electrical-and-mechanical-systems/cbt-calculator-preview>. Some testing centers have handheld scientific calculators that can be requested at check in, but they are limited in quantities and are on first come first serve basis.
- If reference materials are permitted, you will find a complete listing of acceptable references for this examination on NICET's website, <http://www.nicet.org/cbtreferences>. PLEASE NOTE: Handwritten notes **are not** permitted within the reference pages. You should check this reference page **EACH TIME YOU TEST** <https://www.nicet.org/exams/references/>
- For OnVUE testing, you should review the remote proctoring webpage thoroughly for system requirements, rules and regulations, tips on testing thru a remote platform, etc., <https://www.nicet.org/exams/remote/>

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

TAKING THE TEST

You will be allowed 10 minutes at the beginning of the test session to complete a basic tutorial on how to view and answer test questions, use pull-down menus, mark questions for review, mark questions with comments to be reviewed by NICET staff, etc. **This tutorial will not extend your actual examination time.** Total examination time can be found on the program page for your certification at www.nicet.org. If you experience problems with your testing session, you should ALWAYS file an incident report with Pearson Vue.

If you would like to view the online tutorial about the computer testing interface before your test session, please visit Pearson VUE's website, <http://pearsonvue.com/athena/>.

All candidates are required to sign an NDA (Non-Disclosure Agreement) to begin your examination. **Failure to accept will result in a failed score and fee's will be forfeited.**

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

Scoring is done based on 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 can 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. Test questions are based on the standard editions listed on each program page; therefore, candidates are strongly urged to bring acceptable references to the testing center (if any) of these published year editions to the exam. Note: candidates may bring older or newer editions—instead of the editions listed above—at their own risk. Exam comments that are made based on other published edition years, will not be reviewed until the next maintenance cycle.

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 but not limited to 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, talking out loud, leaving the camera area for onvue testing for any reason, etc..

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

Rescheduling your NICET exam has never been easier and in most cases does not incur any additional fees. Additional fees may apply if rescheduling is attempted within 24 hours of the appointment time, the eligibility window expires, or there is less than 24 hours until the eligibility expires.

The best way to reschedule your exam is to login to your NICET account and “click “Schedule in the left side navigation then “Schedule with Pearson VUE” for the exam you want to reschedule.

Created: 6/30/2021

Status: Confirmed (waiting for results)

You are scheduled to take this exam:

Exam Date: Tue, Feb 01, 2022

Exam Time: 05:30:00 PM

Location:

Pearson Professional Centers-Alexandria VA

1900 North Beauregard Street, Suite 12, Alexandria, VA, 22311, USA

 Schedule with Pearson VUE

Then click the exam name to view the appointment then “Reschedule” on the right side of the screen.

Caution: Just like the original scheduling process there are several screens, agreements, and confirmations. The process is not complete until you click the “Confirm Reschedule” button, see the notice: “Your Appointment is Rescheduled” and receive a confirmation email. **Failure to complete the process and missing your appointment does incur a rescheduling fee.**

You may also call Pearson VUE at 1-866-880-0048 to reschedule. However, significant wait times can occur.

Candidates who are testing using the online remote proctored (ONVUE) option may rescheduling their appointment date/time right up until their appointment without incurring additional fees. Just follow the same process as detailed above.

If you need to reschedule under the 24-hour mark, or after your eligibility window expires, email your request to test@nicet.org. We will then respond with the rescheduling process. Please provide your name as it appears in your candidate account and your NICET ID.

The current examination fee can be found on NICET's [Fees page](#).

Refunds cannot be issued if an exam date was scheduled. If no test date was scheduled, then monies will be issued back to payment method used minus the processing fee. NICET will not be responsible for notifying you that your employer has transferred your exam fee to another employee; you must contact your former employer.

Notification of Scores

An Unofficial Examination Score Report will be provided to you at the Pearson VUE testing center. Through the ONVUE platform, instructions will be given how to access your Unofficial Score Report. Your Official Pearson Vue Examination Score Report will be available through your candidate portal 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. (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.