

Title 134 Examination Day Security Procedures

1. **Permitted Materials** - The only materials an examinee is permitted to bring with them to the examination are:
 - a. A government-issued photo identification
 - b. The admission card or receipt
2. **Late Admissions are Prohibited**-No late admissions to the examination room will be allowed.
3. **Examination Instructions**-A proctor will provide the instructions for the examination.
4. **Answering Questions**-The proctor will not answer any questions concerning examination content during the examination.
5. **Examination Flaws**-If an examinee thinks a test item is misprinted or incorrect, the examinee will be told to answer the question as it reads.
6. **Leaving the Examination Room**
 - a. **Temporary leave**-Examinees may be permitted to go to the restroom unescorted one at a time. A proctor must hold the examinee's cellphone, test book, sheet, and/or answer sheet during the examinee's absence. No additional testing time will be allowed.
 - b. **Permanent leave**-If an examinee must leave the examination because of an emergency or illness, the examinee's test materials will be collected. To ensure proper security of test materials, examinees are discouraged from leaving during the last 10 minutes of the testing time.
7. **Communications**-Examinees must not communicate with anyone other than the proctor after the examination questions have been distributed.
8. **Observers**-No persons are allowed in the examination room other than the examinees, Board members, Department staff, designated proctors, or their representatives administering the examination.
9. **Disruptive Behavior is Prohibited**-An examinee who exhibits disruptive behavior or interferes with testing for other examinees will be removed from the examination room after failure to comply with one warning.
10. **Irregular Behavior that is Prohibited**-An examinee who is suspected of giving, copying, or otherwise receiving, unauthorized information about the contents of the examination will be removed from the examination room and have their application returned as unacceptable.