

# Housekeeping Rules for Written & Practical Exams

## 1. Written Exam:

- a. Arrive 30 minutes before your scheduled time
- b. You will need to wear a mask and maintain social distancing.
- c. If you do not meet the requirements, you will not be allowed to enter the building.

## 2. Practical Exam:

- a. Please arrive 30 minutes before your scheduled time
- b. You will need to wear a mask and maintain social distancing.
- c. Enter the building to check in and get your exam. You will need to return to your vehicle, fill out the paperwork and wait to be called in for your exam.
- d. Recording sheets will be handed out with the exams. PLEASE use them and label your answers with the appropriate units. (i.e. lbs, lbs/ft<sup>3</sup>, in., % etc.)
- e. Please do not ask the supplemental examiners questions during the exam. They cannot answer your questions while you are performing the exam.
- f. Voluntary Suspension — As you are taking each standard if you realize that you made a mistake on your procedure you have the right to ask for a Voluntary Suspension (abort). You only have one of those per standard so use them wisely. You will restart the exam immediately with the same supplemental examiner.

- g. Failure/Re-Test - In addition to the voluntary suspension, you get two trials per standard. If you fail a standard, the supplemental examiner will take you off the floor and you will have a conference with the supplemental examiner and the coordinator to make sure you understand where you went wrong. You will then go back to the waiting area and have an opportunity to re-test with a different examiner.
- h. If you fail a standard twice, you will have to re-take the entire practical exam on another day that we are giving the test.

**WE HAVE A ZERO TOLERANCE POLICY!**

12/2021