

NORTH CAROLINA HILB EXAM REVIEW PROCEDURES AND NON-DISCLOSURE

N.C.G.S. State Agency Licensing Boards

§ 93B-8. Examination procedures.

(c) Each applicant who takes an examination given by any occupational licensing board, and does not pass such examination, shall have the privilege to review his examination in the presence of the board or a representative of the board. Except as provided in this subsection, an occupational licensing board shall not be required to disclose the contents of any examination or of any questions which have appeared thereon, or which may appear thereon in the future.

If you fail the exam, you may attend an exam review at any scheduled OSFM Exam Review posted on the web page <https://www.ncosfm.gov/licensing-cert/home-inspector-licensure-board-hilb/hilb-exam-schedule> Bring an original signed copy of this form to the Exam Review with you.

Purpose of the review

To allow the candidate to review the questions they answered incorrectly and to provide an opportunity for the candidate to explain why they believe the answer they selected is correct. If the candidate feels that there is an error in the question or the answer choices provided, the candidate may challenge the test item by completing the provided Examination Review Sheet. If a candidate chooses to challenge a question, an explanation must be provided. The Exam Review Sheet will be reviewed by Board staff or other subject matter experts (SMEs).

THIS IS NOT AN EXAM PREP (GROUP STUDY) FOR THE HILB EXAM.

Scheduling a review

You must notify Rich Hall in advance by email rich.hall@ncdoi.gov if you want to attend an exam review. You must submit your request no later than 5:00 pm **three (3) business days prior** to the scheduled OSFM exam review date posted on the web page. **Example:** Exam Review Day: Monday
Last day to schedule: Previous Wednesday, 5:00 pm.

Review Location

See reverse side for directions.

Review Check-In

The exam review begins at 9:00 am. Late arrivals will be granted a review based on arrival time and proctor availability. You may not have the full 2 hours to review. Be early!

You will be required to present a government issued form of ID at check-in. If you do not have a government issued ID, you will not be allowed to review. If you did **not** make an appointment in advance, you will **not** be allowed to participate in an exam review (No walk-ins).

During the review

Cell phones and other electronic devices must be turned off and placed in the appropriate basket (except medical), as well as sunglasses and keys. Nothing else is allowed on the table except a drink. You will be presented with only those questions you incorrectly answered during the examination. You will **not** be given the correct answer. You will **not** be permitted to bring in or remove any notes from the review session. You will have 2 hours to complete your review. If you need to use the restroom, notify the review proctor. If you leave the room without permission, your review will be terminated.

After your review

Sign the top of the review form. Turn in all paperwork and pencils provided to you. Leave the room quietly and proceed to the front desk to sign out. You will be notified within 30 days whether any credits were applied to your exam score as a result of your challenge(s).

Directions

Free parking is permitted in the front parking lot at 1429 Rock Quarry Road, Suite 105, Raleigh

From I-40W - Exit 300

Turn right at the traffic signal onto Rock Quarry Road.

Stay in the right lane.

Turn right at the next light.

You should see 1429 on the side of the building

From I-40E - Exit 300

Turn left at the traffic signal onto Rock Quarry Road.

Go through the traffic signal.

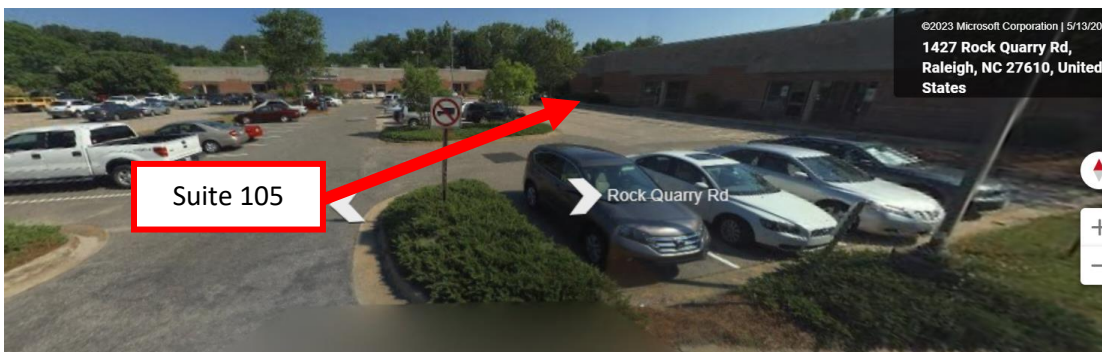
Stay in the right lane.

Turn right at the next light.

You should see 1429 on the side of the building

Entering the OSFM Building

Come to the front entrance of the OSFM section of the building.



Let the receptionist know you are attending an Exam Review and sign in the visitor log. They will provide direction. You will be required to go through a checkpoint (no knives, guns, other weapons).

For questions about the exam review contact:

Rich Hall, rich.hall@ncdoi.gov