

**Testing Environment**

- ☐ Ensure all cell phones and other electronic devices are turned off or placed in silent mode.
- ☐ Seat candidates at least one foot apart.
- ☐ Ensure the testing environment is free from unnecessary distractions and interruptions.

**Prior to Exam**

- ☐ Receive and review the Skills Checkoff Sheet.
- ☐ Verify that all candidates have completed all skills on the Skills Checkoff Sheet and that the Instructor has signed the Skills Checkoff Sheet.
- ☐ Verify each candidate's identity using a valid photo ID.
- ☐ Sign the Skills Checkoff Sheet in the Proctor Verification section.

**Written Exam**

- ☐ Instruct candidates to complete all required information on the response sheet.

***Read the following instructions to candidates:***

- ☐ This exam contains \_\_\_\_\_ questions. You will have \_\_\_\_\_ minutes to complete the exam.
- ☐ A minimum score of 70% is required to pass.
- ☐ Candidates who score below 70% will be notified by the local delivery agency and permitted one additional retest.
- ☐ Talking or cheating during the exam is prohibited and will result in a failing score.
- ☐ If you have a question about an exam item, raise your hand. I may read the question aloud but cannot interpret or explain it.
- ☐ If you need to leave the testing area to use the restroom or take a break, turn your exam and response sheet face down, raise your hand, and wait for permission from the proctor before leaving.
- ☐ There is only one correct answer for each question. Unanswered questions or questions with more than one answer marked will be counted as incorrect.
- ☐ If you encounter a True False question, select "A" for True and "B" for False.
- ☐ If you need to change an answer, completely erase your original selection. If using ink, place an "X" through the original selection and clearly mark your new answer.
- ☐ When you have completed the exam, turn in both the exam and response sheet. You may then leave the room or remain quietly at your seat.