

ABPath Candidate Rules Agreement

Please review and sign the following rules agreement. Contact the TA if you have any questions. The term "TA" will be used in this document to mean test administrator, invigilator, and proctor.

- 1. Personal items:** Personal items are not permitted in the testing room. This includes but is not limited to mobile phones and other electronic devices; watches; purses and bags; wallets; firearms and other weapons; hats and other non-religious head coverings; coats and jackets; eyeglass cases; pens and pencils; barrettes and hair clips that are larger than 1/4 inch (1/2 centimeter) wide; headbands and hairbands that are larger than 1/2 inch (1 centimeter) wide; any jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide; books and/or notes. Layered indoor clothing is permitted (such as sweaters, sweatshirts, blazers, suit coats, and traditional garments).

You must store all personal items in a secure area as indicated by the TA or return them to your vehicle. All electronic devices must be turned off before you store them. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. The test center is not responsible for lost, stolen, or misplaced personal items.
- 2. Studying:** Studying is not allowed in the test center. ABPath permits studying before your test and during scheduled breaks, but you must leave the test center building to review any test notes or study guides.
- 3. Test center security:** To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded. **Visitors, children, spouses, family, or friends are not allowed in the test center.**
- 4. Inappropriate behavior:** Any disruptive, threatening, or fraudulent behavior may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date. In addition, should such conduct pose a threat or constitute a crime, Pearson may disclose such information to law enforcement.
- 5. Identification data and check-in process:** During the check-in process, the TA may collect your digital photograph and/or digital signature. Pearson does this to verify your identity and protect the security and integrity of the test. The identification requirements used during the check-in process are defined by ABPath, and the TA has no flexibility to alter this process. If you want to request a waiver of the photograph due to religious reasons, you may need to request and be granted a waiver of such requirements from ABPath in advance of your test.

If there are discrepancies during the check-in process, you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee.
- 6. Pat-down process:** Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, and waistline) and allow the TA to scan your torso and up with a scanning device to show there is nothing hidden on your body. The TA will not touch you or anything on your person. If you want to request a waiver of the wand scan due to religious or medical reasons, you will need to request and be granted a waiver of such requirements from ABPath in advance of your test.

You will be asked to empty your pockets for the purpose of allowing the TA to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have no writing on your arms.
- 7. Testing room materials:** The TA will provide any materials authorized by ABPath (such as a laminated booklet) for taking notes or making calculations during the test. **You may not remove any of these materials from the testing room or begin writing on your booklet until your test has been started.** If you need new or additional materials during the test, you must raise your hand. The TA will collect any used materials before providing new ones. Once you are finished testing, you must return all items and materials to the TA immediately.
- 8. Assigned workstation:** Upon entering the testing room, the TA will log you into your assigned workstation. You will verify that you are taking the correct test. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.
- 9. Disturbances in the testing room:** Once you have entered the testing room, you may not communicate with other candidates. Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.
- 10. Non-disclosure agreement:** The ABPath Honor Code will be presented to you before the test begins. You must read, acknowledge, and agree to the terms and conditions of such document within the specified time limit in order to begin your test. Should you not agree, your test session will immediately end. You will not be permitted to proceed with taking the test, and you may forfeit your test fee.

11. **Breaks:** Break policies are established by ABPath. Some tests may include **scheduled breaks** and, if so allowed, instructions will appear on the computer screen at the appropriate time. Per ABPath's policy, the test time stops during scheduled breaks. If you take an **unscheduled break** at any other time or if you take a break during a test in which ABPath has not scheduled a break, the test time will **not** stop.
- You must leave the testing room for all breaks.** The TA will put your workstation into break mode, and you must take your ID with you when you leave the room. You must follow all the appropriate check-in and check-out processes as defined by ABPath. This includes the need to show your ID when leaving and re-entering the testing room.
- Before re-entering the testing room, you will be asked to pat yourself down again (for example: arms, legs, and waistline) and allow the TA to scan your torso and up with a scanning device to show there is nothing hidden on your body. Unless otherwise instructed, the TA will escort you to your assigned workstation and resume the test so that you may continue testing.
12. **Accessing personal items:** During any break, **you must receive permission from the TA prior to accessing personal items that have been stored** (with the exception of comfort aids, medication, drinks, and food, which you may access without permission). During scheduled breaks only, you may access any personal items. If you want to use a mobile phone or review test notes or study guides during a scheduled break, you must leave the test center building.
13. **Leaving the building:** You may leave the test center building during scheduled breaks only.
14. **Requesting assistance:** If you experience any problems, encounter any distractions, or have other questions or concerns, you must raise your hand immediately, and the TA will assist you. The TA cannot answer questions related to test content. If you have concerns about a test question or image, make a note of the question number (if available) in order for the question to be reviewed.
15. **Survey:** After you finish the test, you will be asked to complete an optional onscreen survey. You may provide feedback about the test in the survey, and ABPath will review it.
16. **Completing the test:** Unless otherwise instructed, you must raise your hand after you have completed the test. The TA will come to your workstation and verify that your test session has ended properly. After the TA escorts you from the testing room, they will provide a printout with information about when you can expect your test results. To receive this printout, you must present your ID again to the TA and return any and all materials given to you prior to the beginning of your test. You must not leave any materials at your workstation after you have completed your test.
17. **Test confidentiality:** You may not remove copies of test questions or answers from the test center. You may not share or discuss with anyone all or any of the test questions or answers you saw during the test. If you do not abide by these rules, if you tamper with the computer, or if you are suspected of cheating, appropriate action will be taken, including the possibility of ABPath taking appropriate action against you.

Your Privacy: Your test results will be encrypted and transmitted to Pearson and ABPath. The test center does not retain any information other than when and where your test was taken. The Pearson Privacy and Cookies Policy provides additional information, which you can obtain by visiting the Pearson website at www.pearsonvue.com or by contacting Pearson Customer Service.

By signing below or providing a digital signature:

- I give Pearson my explicit consent to retain and transmit my personal data and test responses to Pearson located in the US and to ABPath (either of which may be outside of the country in which I am testing).
- I understand the information provided above and agree to follow these rules in addition to any other program rules I may have agreed to during my registration for this test.
- I understand that if I do not follow the rules or I am suspected of cheating or tampering with the computer this will be reported to Pearson and ABPath. I acknowledge and understand that my test may be invalidated, ABPath may take other action such as decertifying me, and I will not be refunded my test fee.

Name (Please print): _____

Date: _____

Signature: _____

Test: _____