WHAT YOU NEED TO KNOW BEFORE ARRIVING AT THE PROMETRIC TEST SITE

Arrive Early

You must arrive at the test center at least 30 minutes before the scheduled appointment time for your examination. This allows time to sign in, undergo scanning via hand-held metal detector wand, have your digital photograph and fingerprint taken, review the security and test center policies and be seated at your workstation. Arriving for your scheduled testing appointment anytime after the scheduled start time may result in your being denied permission to test, and you will not receive a refund. Be sure to arrive at least 30 minutes before your scheduled appointment time to avoid forfeiting all fees for the examination section.

In addition, the appointment time on your confirmation notice will reflect examination testing time plus 30 minutes. The additional 30 minutes is allocated to the examination log-in and survey. **For example, the testing time for Auditing and Attestation is 4 hours; the appointment time will be for 4.5 hours.** The additional 30 minutes is the time allowed to enter your examination section identification number (Launch Code), read the introductory screens, and complete the survey at the end of the examination. It is not additional testing time.

YOU MUST BRING YOUR NOTICE TO SCHEDULE (NTS) WITH YOU

Your NTS includes an examination "Launch Code (Password)" that you will enter on the computer as a part of the login process. Be sure to take the correct NTS with you. You will not be admitted into the test center without the NTS and you will forfeit all examination fees for that section.

Personal Identification

The Uniform CPA Examination employs very strict security measures. One level of security involves your identification. **The same form of your name must appear on your application, NTS and on the identification you present at the test center.** Do not change the spelling and do not change the order of your name on applications or when making appointments. If your name is different from your identifications at check-in, you will not be permitted to test.

Note: The middle initial can be substituted for the middle name (e.g., the NTS reads Michael A. Smith, but the name on the candidate's license reads Michael Albert Smith), or vice versa. Truncated (shortened) names are allowable on a candidate's driver's license, as long as the name on the signature ID exactly matches the name on the NTS.

You are required to present two forms of identification when you arrive to take your examination, one of which must contain a recent photograph. Each form of identification must bear your signature and must not be expired. If you do not present acceptable identification, you will not be permitted to take your examination and you will forfeit all examination fees for that section.

You must present one of the following **primary forms** of identification:

- A valid (not expired) driver's license with photo and signature issued by one of the fifty U.S. states or by a U.S. territory
- Valid (not expired) driver's license with photo and signature issued by a foreign government authority, that is printed in English to the extent necessary to compare your name with the one on the NTS and confirm that it is a valid driver's license (examples are driver's licenses issued by Canadian, Australian, New Zealand and British authorities, and from countries that retain English as an official language)
- Valid (not expired) Passport with photo and signature issued by the U.S. government
- Valid (not expired) government-issued Passport (for non-U.S. citizens) with a photo that has your name exactly matching the Name or Passport Name field that appears on your NTS. If your Passport is not signed, you **must** provide a secondary identification with a signature. Non-U.S. citizens whose signature is not required on the Passport and/or driver's license should complete an I.D. signature waiver prior to taking the examination. E-mail nasbastore@nasba.org for instructions on completing an I.D. signature waiver.

- Valid state identification card issued by one of the fifty U.S. states or by a U.S. territory. (If you do not drive, you may have an identification card issued by the agency that also issues driver's licenses)
- Valid U.S. Military identification

Your **secondary forms** of identification must include candidate's signature & may be one of the following.

- An additional government-issued identification from the above listing
- Accountancy board-issued identification (if provided by board)
- Valid credit card
- Bank automated teller machine (ATM) card
- Bank debit card

The following are <u>unacceptable</u> forms of identification:

- A draft classification card
- A Social Security card
- A student identification card
- A U.S. permanent residency card (green card)

At the Test Center

The staff at each test center has been trained in the procedures specific to the Uniform CPA Examination. Center personnel will guide you through the steps that have been developed by the boards of accountancy, NASBA and the AICPA.

1. **You must arrive at the test center at least 30 minutes before your scheduled appointment.** If you arrive after your scheduled appointment time, you may forfeit your appointment and examination fees. Arrive early and be sure to have your correct NTS and required identification. You will not be admitted to the examination without the correct NTS and required identification.

2. **Your examination should begin within 30 minutes of the scheduled start time.** If circumstances arise, other than candidate error which delays your session more than 30 minutes, you will be given the choice of continuing to wait or rescheduling your appointment.

3. **You must place personal belongings, such as a purse or cell phone, in the storage lockers provided by the test center.** You will be given the key to your locker which must be returned to the test center staff when you leave. The lockers are very small and are not intended to hold large items. Do not bring anything to the test center unless it is absolutely necessary. Test center personnel will not be responsible for lost or stolen items.

4. **You may bring soft, foam earplugs with no strings attached for your use.** TCAs will inspect the earplugs.

5. **Your ID will be scanned/swiped in the combined magnetic strip and 2d barcode reader.** The ID will then be placed on a flatbed scanner which captures an electronic image of the photo ID and uses optical character recognition (OCR) to compare printed and encoded data.

6. **You will have a digital photograph taken of your face.** (If the digital camera equipment is not working, a Polaroid picture will be taken.) Note: A photograph is required to test.

7. **All candidates will be scanned via hand-held metal detector wand prior to each entry into the test room, including returns from breaks.** Candidates will be required to turn their pockets out, and the scan will be done immediately afterward.

8. **PLEASE NOTE: A biometric fingerprint-capturing system will be used and is required to test. You will also be asked to provide a fingerprint before and after breaks. If for physical/medical reasons your fingerprint will not be available, you must contact your state board of accountancy or their designated agent PRIOR to your appointment.**

9. Effective January 2, 2013, in lieu of scratch paper and pencils, candidates will be provided with two double sided, laminated, colored sheets called "noteboards," as well as a fine point marker for making notations. You will be directed to write your examination Launch Code (from your NTS) on your noteboards. You will be required to return the noteboards to the test center staff when your examination is complete. If you need additional writing space, you may request

additional noteboards from the test center staff, but you must first turn in the original noteboards you received in order to get a new supply. You must not bring any paper or pencils to the workstation in the testing room.

10. **You will be escorted to a workstation by test center staff.** You must remain in your seat during the examination, except when authorized to get up and leave the testing room.

11. **Once you enter your Launch Code, you must proceed through the subsequent introductory examination screens without delay.** There is a **10-minute** time limit to read and proceed through the introductory screens and, if the **10-minute** time limit is exceeded, the test session will automatically terminate. In this case, you must leave the test center, forfeit fees, reapply to test in the next test window, and receive a score of 0.

12. **If you encounter ANY computer problem, report it immediately to test center staff.**

13. **When you finish the examination, leave the testing room quietly, turn in your two noteboards, and sign the test center log book.** The test center staff will dismiss you after completing all necessary procedures.

14. Keep the Confirmation of Attendance form you receive after the examination as it provides valuable contact information. As directed on this form, report any examination incidents/concerns in writing to the addresses/Fax numbers provided.

Examination Confidentiality and Break Policy

Before you begin your examination, you will be required to accept the terms of the following confidentiality and break policy statement. If you do not accept the statement, your test will be terminated and your test fees will be forfeited.

Policy Statement and Agreement Regarding Exam Confidentiality and the Taking of *Breaks*

I hereby agree that I will maintain the confidentiality of the Uniform CPA Examination. In addition, I agree that I will not:

- *Divulge the nature or content of any Uniform CPA Examination question or answer under any circumstance*
- *Engage in any unauthorized communication during testing*
- *Refer to unauthorized materials or use unauthorized equipment during testing; or*
- *Remove or attempt to remove any Uniform CPA Examination materials, notes, or any other items from the examination room.*

I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of test materials and equipment, and the accuracy of scoring and score reporting, will be limited to score correction or test retake at no additional fee. I waive any and all right to all other claims.

I further agree to report to the AICPA any examination question disclosures, or solicitations for disclosure of which I become aware. I affirm that I have had the opportunity to read the Candidate Bulletin and I agree to all of its terms and conditions. I understand that breaks are only allowed between testlets. I understand that I will be asked to complete any open testlet before leaving the testing room for a break.

In addition, I understand that failure to comply with this Policy Statement and Agreement may result in invalidation of my grades, disqualification from future examinations, expulsion from the testing facility and possible civil or criminal penalties. ( ) I ACCEPT ( ) I DECLINE

Reporting Examination Concerns

Problems, Questions or Comments about Your Test Experience

During your examination session, report equipment/functionality issues or environmental disruptions/distractions to test center staff without delay. After completing your examination, if you feel that the circumstances surrounding your test administration prevented you from performing at a level consistent with your knowledge and skills; or, if you have a question or concern about the test, you must notify NASBA at candidatecare@nasba.org **no later than five business days from the date of your examination to document your concern.**

Comments about Examination Content
If you believe you have identified a problem with a multiple-choice question, a task-based simulation, or a written communication task, you should contact the AICPA Examinations Team either by fax at 609-671-2922 or by mail at *AICPA Examinations Team, Princeton South Corporate Center, 100 Princeton South, Suite 200, Ewing, NJ 08628*. Your fax or letter must be received by the AICPA **within four days of testing to ensure a timely review**. Do NOT include the exact wording or attempt to outline the multiple-choice question, task-based simulation, or written communication task. Rather, provide enough information to allow the AICPA to identify the item; for example – "multiple-choice question number 18 in the second testlet" or "the Interest Expense tab in the first task-based simulation." You should include the nature of your concern, the rationale, and, if possible, references. Be sure to include your examination section identification number in your fax or letter. The AICPA reviews every fax and letter received by the deadline; however, the AICPA is unable to respond directly to candidates.

Questions or Comments about the Test Center Environment, the Test Center Staff or other issues not directly related to the content of the examination should be directed to the Board of Accountancy no later than ten business days from the date of your examination. When appropriate, you will receive a written response from the board.