

Component 1: Content Knowledge  
Assessment Center Policy and Guidelines

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Version 1.2

**NATIONAL BOARD**  

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*for Professional Teaching Standards®*

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# Key Features of the Assessment Center

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You will be able to complete your Component 1: Content Knowledge assessment center exercises during the authorized testing window for your assessment cycle. Please note, the following assessment center features are designed to make it easier for you to schedule, prepare for, and complete your computer-based assessment:

- Computer-based assessments for all certificate areas are administered by Pearson VUE in computer-based Pearson Professional Centers.
- You can schedule, cancel, and reschedule assessment center appointments online through your National Board account or by telephone through Pearson VUE Customer Service.
- You may take an online tour of a Pearson Professional Center on the Pearson VUE website.
- You may access the tutorial on the Pearson VUE website to prepare for the assessment center experience.

You are encouraged to read this publication carefully and refer to the following websites for up-to-date information about National Board assessment center policies:

[www.nbpts.org/certification/candidate-center/assessment-center-testing/](http://www.nbpts.org/certification/candidate-center/assessment-center-testing/)

National Board website

[www.pearsonvue.com/nbpts](http://www.pearsonvue.com/nbpts)

Pearson VUE website for National Board Certification candidates

# About the Computer-based Assessment

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The Component 1: Content Knowledge assessment component is a computer-based assessment administered at a testing center. In the computer-based assessment, you must demonstrate knowledge of and pedagogical practices for teaching your content area. You must demonstrate knowledge of developmentally appropriate content, which is necessary for teaching across the full age range and ability level of your chosen certificate area. This is assessed through the completion of constructed response item (CRIs) exercises and selected response items (SRIs).

The assessment center exercises may cover the entire developmental age range included in the certificate. You are expected to demonstrate knowledge of developmentally appropriate content necessary to teach across the full age range and ability level of the certificate area. For additional information about the exercises for your certificate area, refer to the assessment center exercise descriptions and the sample exercises in the *Component 1: Content Knowledge Sample Items and Scoring Rubrics*, available on the National Board website ([www.nbpts.org/certification/candidate-center/first-time-and-returning-candidate-resources/](http://www.nbpts.org/certification/candidate-center/first-time-and-returning-candidate-resources/)).

This publication includes information about the constructed response exercises **and** the selected response items that make up your assessment center exam.

The following table provides an overview of the assessment center process and the location of information to complete each step.

<b>Step-by-Step Overview of the Assessment Center Process</b>	<b>Page</b>
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# Before Scheduling Your Assessment Center Appointment

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## Receiving Approval to Test

Once assessment centers are ready to accept appointments for your assessment cycle, you will receive an email confirming that you are eligible to schedule your assessment center appointment.

**IMPORTANT:** The first and last names in your National Board account must exactly\* match the first and last names on the photo ID you bring to the assessment center (see "Identification Requirements"). If the names do not match, you will not be admitted to the assessment center and you will be considered absent. (\*Minor discrepancies may be allowed; see page 10 for additional information.)

## Type of Change

## How to Change

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Candidate Name

**To change the name on your account**, send a detailed request using the [National Board web form](#) on the National Board's Contact Us page. (Please DO NOT include a copy of your ID.) Allow up to 10 business days for processing.

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Mailing Address

Update your account information online in the [National Board Candidate Management System](#) (NBCMS). Click the My Profile link in the left-hand navigation menu, then click Update Profile.

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## Requesting Testing Accommodations

The National Board is committed to serving candidates with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the assessments. All requests for accommodations must be approved in accordance with the National Board policies and procedures. It is the policy of the National Board to comply with the Americans with Disabilities Act (ADA) of 1990 regulations governing both facilities and administration.

If you are requesting an accommodation under the ADA for the assessment center component of the National Board Certification process, you must submit your request and any supporting documentation at the time of your component purchase in your [National Board account](#). For a full list of instructions, access the [Request for Testing Accommodations Form and Instructions](#) which is available to download from the National Board website ([www.nbpts.org](http://www.nbpts.org)). Your request must be reviewed and approved **before** you schedule your assessment center appointment. Early requests will allow time for the National Board to arrange for approved accommodations.

# Scheduling Your Assessment Center Appointment

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## Planning Ahead to Secure the Date

You can schedule your assessment center appointment either online through your National Board account or by telephone. See "Scheduling Considerations for Certificate-Specific Special Cases" for additional information.

**Schedule early!** Because some assessment centers fill up early, you are encouraged to schedule your appointment as far in advance as possible. You must schedule your appointment at least one business day (24 hours) in advance of your testing date; however, you are strongly encouraged to schedule your appointment at least 30 days in advance of your desired testing date. Appointment dates in May and June are particularly popular; therefore, you should plan ahead to ensure that you are able to secure an appointment within your testing window.

Before scheduling your appointment, you may select your first and second choice assessment center locations. You can access a list of Pearson Professional Centers by selecting "Find a Test Center" at the Pearson VUE website ([www.pearsonvue.com/NBPTS](http://www.pearsonvue.com/NBPTS)).



### To schedule your assessment center appointment online:

Log into your National Board [account](#) and click the "Schedule Your Exam" button located on your Certification Dashboard.

**Available 24 hours a day, 7 days a week.**

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### To schedule your assessment center appointment by telephone:

Call Pearson VUE Customer Service at (888) 288-3028 Monday–Friday, 7:00 a.m.–7:00 p.m. central time (excluding holidays).

After you have made your appointment, you will receive a confirmation that includes the date and time of your appointment as well as directions to the assessment center. If you provided an email address when you scheduled your appointment, the confirmation will be sent by email; otherwise, it will be sent via U.S. mail. Check your confirmation to make sure that all information provided is correct. If you identify any discrepancies with your appointment information or have not received the confirmation 48 hours in advance of your appointment, contact Pearson VUE at (888) 288-3028.

## Scheduling Considerations

**Candidates with approved testing accommodations.** You may schedule your assessment center appointment *after* you have received a confirmation of your approved testing accommodations in your [National Board account](#). Refer to the [Request for Testing Accommodations Form and Instructions](#) on the National Board website for testing accommodations scheduling considerations.

## Changing Your Appointment

### Rescheduling Your Appointment One Business Day In Advance

If you wish to change the date, time, or location of your assessment center appointment, you may reschedule your appointment via your National Board account or by calling Pearson VUE Customer Service at (888) 288-3028.

**The deadline for rescheduling your assessment center appointment is one business day (24 hours) before your scheduled appointment time.** For example, if your appointment is scheduled for 3:00 p.m. on Monday, you must reschedule your appointment before 3:00 p.m. on the previous Friday. There is no fee for rescheduling an appointment if you meet this 24-hour requirement; however, dates, times, and locations may be limited.

If you have been approved for testing accommodations and you have questions about rescheduling your testing appointment, contact the Accommodations Program Coordinator by telephone.

### Canceling Your Appointment

You may cancel an existing assessment center appointment via your National Board account or by calling Pearson VUE Customer Service at (888) 288-3028. The deadline for canceling your assessment center appointment is one business day (24 hours) before your scheduled testing time. For example, if your appointment is scheduled for 3:00 p.m. on Monday, you must cancel your appointment **before** 3:00 p.m. on the previous Friday.

Canceling your appointment will NOT cancel your eligibility in the testing year in which you apply, but to maintain your eligibility, you must reschedule an appointment within your authorized testing window.

### Rescheduling Your Appointment If You Do Not Cancel One Business Day in Advance

If you do not cancel one business day (24 hours) before your scheduled assessment center appointment, you will forfeit your opportunity to test, will need to have your testing file reinstated, and will be charged a \$175 fee which must be paid no later than August 30. To request reinstatement, send a detailed request to Customer Support using the [National Board web form](#) on the National Board's Contact Us page.

Note: If you arrive for your scheduled appointment and are not permitted to test (due to invalid ID or similar issues), you will need to be reinstated before you will be able to reschedule your appointment.

Once you have been reinstated, you can reschedule your appointment via your National Board account or by calling Pearson VUE Customer Service at (888) 288-3028.



### **Not Testing Within Your Authorized Testing Window**

You will fail to test within your authorized testing window if you

1. cancel your assessment center appointment without rescheduling within your authorized testing window;
2. schedule your appointment, do not show up, and are unable to reschedule your appointment in the current testing window;
3. schedule your appointment, show up and are not permitted to test (due to invalid ID or similar issues), and are unable to reschedule your appointment in the current testing window; or
4. fail to schedule your appointment.

If you fail to test within your authorized testing window, you will forfeit the fees paid and will receive a NS (not scorable) on your score report for Component 1. Additionally, this assessment year will count toward your 5-year window to pursue certification and you will be required to pay to retake the component.

### **Withdrawing Your Candidacy**

If you choose to withdraw your candidacy and have an assessment center appointment scheduled, you must first cancel your appointment. You will be responsible for withdrawing via your National Board account. If the withdrawal deadline has passed, you will not be eligible for a refund of the component fees paid.

# Preparing for the Testing Experience

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## Reviewing the Exercises

To become familiar with the content of the assessment center exam, review the exercise and selected response item descriptions for your certificate area in the *Component 1: Content Knowledge Sample Items and Scoring Rubrics* available at the National Board website.

## Accessing Online Preparation Tools

The Pearson VUE website ([www.pearsonvue.com/nbpts](http://www.pearsonvue.com/nbpts)) offers the following resources to help you become familiar with the administration of the assessment center exam:

**What to expect in a Pearson VUE test center.** The online tour provides descriptions of assessment center procedures and a short video of a Pearson Professional Center testing session.

**National Board Web Tutorial (under Scheduling and Testing Information).** This online tool contains representative National Board exam content and navigation functions designed to help you prepare for the assessment center experience. The tool is interactive, so you can experience how to navigate in the exam. The National Board web tutorial can be accessed through your web browser. This tutorial will not require you to download anything to your local drive. Look for the link to access this tutorial using your computer or handheld device.

**Note:** All candidates **are highly encouraged to view the National Board web tutorial** before their assessment center appointment. Those taking the Mathematics or Science exams may want to practice using the exam calculator.

# What to Expect on the Test Day

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## Reporting to the Assessment Center

Plan to arrive at the assessment center **at least 30 minutes before** your scheduled appointment time. Friends or relatives who accompany you will not be permitted to wait in the assessment center or contact you while you are testing.

If you arrive at the assessment center more than **30 minutes after** the scheduled start of your appointment, you may not be admitted to the assessment center. If you are not admitted, you will be considered absent (see the absentee policy below).

Be prepared for varying room temperatures. You may wish to dress in layers to adjust to fluctuations in temperature or other environmental issues that the assessment center administrators cannot control.

## Assessment Center Attendance Policies

- **Late Arrivals:** It is essential that you report to your assessment center appointment no later than the appointment time listed on your confirmation letter. If you arrive more than 30 minutes after your scheduled appointment time, you may not be admitted to the assessment center. If you are not admitted to the assessment center because you arrived late, you will be considered absent (see the absentee policy below).
- **Absentees:** If you miss your assessment center appointment, are not permitted to test (due to invalid ID or similar issues), or fail to cancel at least one business day (24 hours) prior to your appointment, you will be considered absent or a “no show”. In this case, you must have your eligibility reinstated before you can schedule a new appointment. For complete information about the reinstatement process, refer to Rescheduling Your Appointment If You Do Not Cancel One Business Day in Advance on page 6 of this document.
- **Center Cancellation or Delay:** On occasion, weather conditions or other circumstances beyond the assessment center administrators' control (such as a fire drill, power outage, etc.) may cause a cancellation of or a delayed start to the assessment center appointment. In the event of a cancellation, you will be contacted by phone and allowed to reschedule your appointment. If a delay extends beyond 30 minutes, you will be given the option to wait or reschedule your appointment.

## Identification Requirements

You must bring personal identification that includes a recent photograph and your signature.

**IMPORTANT:** To gain admission to the assessment center, your first and last names on the ID must match the names in your National Board account. If the names do not match, you will not be admitted to the assessment center and you will be considered absent or a “no show” (see absentee policy above). Recent name changes may be accepted with legal documents such as a marriage certificate or name change document. Note: Only original and certified copies generated by a court or records office will be accepted. No documents will be accepted if the ID is expired.

Acceptable forms of identification include non-expired forms of the following:

- government-issued driver's license with photograph and signature
- passport with photograph and signature
- state identification with photograph and signature
- national identification with photograph and signature

- military identification with photograph and signature
- Alien Registration Card (green card, permanent resident visa)

*Unacceptable* forms of identification include any expired ID, draft classification cards, credit cards of any kind, Social Security cards, student IDs, notary-prepared letters or documents, employee identification cards, learner's permits or any temporary identification cards, and automated teller machine (ATM) cards.

Minor name discrepancies may be allowed at the assessment center (for example, a one- letter difference or a transposed first and last name, a variation of a given name [e.g., Mike vs. Michael, Sue vs. Suzanne, middle name vs. maiden name]). If the first and last names on your photo ID do not exactly match the first and last names that appear in your National Board account, call the National Board immediately at 1-800-22TEACH.

## **Candidate Rules and Non-Disclosure Agreements**

When you arrive at the assessment center, you will be required to attest to the *National Board Candidate Rules Agreement and Non-Disclosure Agreement (NDA)*. The language contained in these documents can be found at the end of this document. If you do not agree, you will not be permitted to take the assessment. In the agreement, you commit to maintaining the full confidentiality of all assessment content information, specifically agreeing not to reproduce or disclose any content information, in whole or in part, to any person or entity. Failure to adhere to this agreement will subject you to serious consequences, up to and including legal prosecution.

After attesting to the *National Board Candidate Rules Agreement and Non-Disclosure Agreement*, you will complete the following initial procedures:

1. Upon arriving at the assessment center, you will be required to show your valid, government-issued photo ID with signature.
2. After checking in, you will be asked to provide a digital signature. You will also be photographed and have your palm vein electronically scanned and recorded. This quick, safe procedure authenticates your identity using state-of-the-art palm pattern recognition. These processes are for identification purposes only. The information is kept secure and confidential and is not shared with any organization.
3. If you are taking an exam that requires or allows you to record some or all of your responses in a response booklet, you will be given a response booklet and envelope. (Refer to "Certificate-Specific Requirements" on page 11 to see which exams require or allow the use of response booklets.) You will then be asked to handwrite your National Board ID number on the response booklet and fill in your name with a No. 2 pencil. Do NOT use pen to write on the response booklet.

It is your responsibility to comply with all assessment center rules and procedures, and failure to do so can result in the cancellation or disqualification of your assessment center exam. If this should be necessary, you will not receive a score report or a refund of your fees. Please refer to the *National Board Candidate Rules Agreement* at the end of this document for a complete list of testing center rules.

**IMPORTANT NOTICE REGARDING CONFIDENTIALITY:** You must read the National Board's Policies in the *Guide to National Board Certification*, available at the National Board website. To ensure fairness for all, you should protect the integrity of the assessment by keeping all content information confidential and by reporting anyone in violation of this agreement to the National Board at 1-800-22TEACH. Assessment Center testing violations can also be reported at [www.pearsonvue.com/contact/security/](http://www.pearsonvue.com/contact/security/).

## Materials Permitted in the Testing Center

You are permitted to bring only the following materials into the testing room:

- photo identification
- response booklet (see "Response Booklets for Mathematics and Music" below)
- No. 2 pencil (provided at the assessment center for candidates who will use response booklets)
- note board and marker (provided to candidates at the assessment center)
- minor comfort aids, such as cough drops/glucose tablets, eyeglasses, hearing aids, an insulin pump attached to your body, a pillow or cushion, tissues (See the [Request for Testing Accommodations Form and Instructions](#) on the National Board website for more information about bringing minor comfort aids into the testing room.)

Photocopies of any materials, whether provided by the National Board or others, are not permitted. Absolutely no materials other than those listed above are permitted. Scratch paper is not allowed in testing rooms. You will receive a note board and marker that may be replaced as needed during testing but may not be removed from the testing room.

You should have nothing on your computer table except (1) note board and marker, (2) your identification, (3) a National Board approved response booklet and pencil (if applicable), and (4) assessment center-approved standard equipment.

### Online Scientific Calculator for Mathematics and Science Specialty Areas

If you are a candidate taking a Mathematics or Science exam, an online scientific calculator will be available for use during the exam. Note that no other calculators are permitted in the assessment center. You may practice using the online scientific calculator by accessing the National Board Tutorial available at the Pearson VUE website ([www.pearsonvue.com/nbpts](http://www.pearsonvue.com/nbpts)).

### Certificate-Specific Requirements

If you are a candidate in one of the following certificate areas taking one or more of the constructed response exercises listed below, read the following information to understand how the response booklet is used for applicable certificate areas.

- **Mathematics:** For EA/Mathematics and AYA/Mathematics candidates, enter your responses to ALL of the Constructed response exercises in the response booklet.
- **Music:** For EAYA/Music and EMC/Music candidates, enter your response to Constructed Response Exercise 3 only in the response booklet.

**NOTE:** The paper response booklet should NOT be used for the selected response portion of the exam.

For prompts that require the use of a response booklet, you will receive on-screen instructions to compose your answer in the response booklet. You should not use the response booklet to respond to prompts unless you receive on-screen instructions to do so. Responses are scored only if a response in the response booklet is allowed or required for that exercise. No other responses in the booklet will be considered in scoring.

At the assessment center, you will also be prompted to provide the proper identifying information on your response booklet as follows:

- Write your name and National Board ID in the spaces provided on your booklet.
- Record your responses in your booklet only when directed by the instructions on-screen. If you respond in your booklet without being directed to do so, your response will not be scored.
- When using the response booklet, identify the appropriate exercise response section by

following the directions on-screen that identify the section color and page numbers. Tabs along the outside edge of the booklet will assist you in locating the correct exercise section number and color. Graph paper is provided at the end of each exercise section.

- Write the exercise title, prompt number (if applicable), and your National Board ID number on the first page of each exercise section in which you record a response.

**IMPORTANT NOTICE REGARDING RESPONSE BOOKLETS:** Use the response booklet only when directed to do so by instructions displayed on-screen. Respond only in the section of the response booklet that matches the exercise you are taking. Extra written responses or responses provided in the wrong section of the booklet will not be scored. Write your response using a No. 2 pencil—do not use pen. Your booklet will be collected as part of the checkout process.

## Duration of Assessment Center Appointments

For all candidates, time is allotted for checking in, completing a nondisclosure agreement, and taking the computer tutorial. There will be a short break after you complete the selected response portion of the exam. The table below shows the testing session schedule.

Task	Time	Total Time of Testing Session
Non-Disclosure Agreement	5 minutes	5 minutes
Tutorial	15 minutes	20 minutes
Selected Response Items	60 minutes*	1 hour, 20 minutes
BREAK	10 minutes	1 hour, 30 minutes
First constructed response exercise	30 minutes	2 hours
Second constructed response exercise	30 minutes	2 hours, 30 minutes
Third constructed response exercise	30 minutes	3 hours

**\*The time for the selected response items will be 75 minutes for the following certificate areas: AYA and EA Mathematics, AYA and EA English Language Arts, AYA Science (Physics and Chemistry).**

## During the Testing Session

After checking you in, the assessment center administrators will explain the rules (refer to the *National Board Candidate Rules Agreement* at the end of this document for a complete list of testing center rules) and then escort you to an assigned workstation. You must remain in your assigned seat during the assessment, except during a break (as described in "Duration of Assessment Center Appointments"). If you leave the testing room for any reason, you will have an electronic palm vein image taken before leaving and again before re-entering the testing room.

**IMPORTANT NOTES ON BREAK TIMING:** The scheduled break is timed by the computer. If you take longer than the 10 minutes allowed, the time is deducted from the subsequent exercise. You may take unscheduled breaks during the exam, but you should be aware that the exam clock is not stopped while you are out of the room. You are not allowed to leave the test center during the test. If you do so, you will not be allowed back in to continue testing. You are responsible for tracking your scheduled break time. The Test Administrator will not tell you when your break is over.

Every reasonable effort is made to minimize noise and other distractions in the testing room. If necessary, headsets or earplugs will be available to reduce ambient noise. Because the assessment center you attend may deliver tests other than those related to National Board Certification, it is possible that other test takers may be starting and finishing their exams at different times.

### **Taking the Assessment**

During the assessment, if you need assistance with the screen's brightness or contrast, experience computer problems, or need another note board or marker, raise your hand to notify assessment center administrators.

### **Selected Response Items (SRIs)**

There will be approximately 45 selected response items (SRIs) to complete. The number of questions is displayed in the upper right corner of the screen. If there are 45 questions and you are on the second question, you will see "2 of 45." This indicates that you are viewing the second of 45 questions.

For the SRIs, you will be allotted a total of 60 minutes or 75 minutes depending on the certificate area (See Duration of Assessment Center Appointments section above). At any point in the test, you can see how much time you have remaining on the clock in the upper right corner of the screen.

Each SRI is a multiple-choice question, and you will be asked to select the **best** answer. You can select the answer (i.e., A, B, C, or D) by pressing the corresponding letter on the keyboard, using the mouse to click the button next to the letter, or using the Tab key to move through the options and then pressing the spacebar to select an option. **You should try to select a response for every question.** You are not penalized for guessing on SRIs.

You are allowed only one answer for each selected response item. If you select the letter A and then select the letter C, your first answer will be removed. The last selection you make is your recorded answer. You are not penalized for changing answers.

You can move to any question of the exam by using the Navigator button in the lower right corner of the screen. The Navigator screen will display a list of the question numbers, the status of each question (i.e. incomplete, complete, unseen), and the questions you have flagged for review. You are not penalized for using the Navigator to view or answer SRIs out of order.

You can flag questions that you may want to return to later by clicking the Flag for Review button in the upper right hand corner. Once selected, the image of the flag will be highlighted. Questions you flag for review will also be highlighted on the Navigator screen. You can select questions for review whether or not you have answered them. You can flag questions for review by also using the Tab key to move through the options and then press the spacebar to select, or hold down the Alt key and press the letter F. If you wish to remove the flag from a question, click on the Flag for Review button again and the highlighted flag will disappear.

For Mathematics and Science exams, a scientific calculator will appear when you click on the calculator icon.

### **Constructed Response Exercises**

For the constructed response portion of the exam, there will be 3 exercises. Each exercise will consist of one or more prompts or questions. The number of prompts is displayed in the upper right corner of the screen. For exercises with a single prompt, the display will read "Prompt 1 of 1." For exercises with multiple prompts, the display will read "Prompt 1 of 4," "Prompt 2 of 4," and so on.

For each constructed response exercise, you may minimize the display of the running time up until the point where the five-minute warning appears. From that point forward, the running time will

remain visible on-screen. This pop-up will occur with 5 minutes remaining in the selected response portion of the exam.

Each exercise will consist of one or more prompts or questions designed to elicit evidence of your content knowledge related to the focus of the exercise. A scenario or student profile may be presented for you to consider before you respond to a prompt or set of prompts within an exercise. The exercises may ask you to provide a specific number of examples as part of your response. You should submit only the number of examples requested because scoring assessors will only evaluate the number requested. Assessors will be looking for the depth and quality of your examples.

After you complete your three constructed response items and leave the assessment center, take a few minutes to write some notes about your responses. Record as much information as you can recall about the content, focus, and organization of your work for your personal records (**remember that you signed an ethics clause not to disclose or share any information with anyone**). This documentation may help you interpret your scores.

### **Completing Your Assessment Center Appointment**

Before you leave the testing room, the assessment center administrators will:

- collect your note board and marker and all testing materials, including (if applicable) your response booklet,
- ask you to sign the Response Booklet Envelope and the Booklet Agreement Form (if applicable), and
- scan and record your palm vein.

### **Reporting Assessment Center Problems**

In the event that there are any disruptions in your assessment center testing session, for which you are not responsible, your remedies will be limited to an opportunity for retest, subject to the approval of the National Board, and any other claims or remedies will be waived.

Before leaving the assessment center, you may immediately report any problems or incidents to the assessment center administrator, who is required to file a report of the incident. While it is important that you notify the assessment center administrator of any problems, **you must also notify the National Board in writing within seven business days** of attending your assessment center appointment of any complaints or problems that might result in a deviation from required testing procedures. **If you do not submit your complaint to the National Board in writing within seven business days, you will not be able to appeal your score based on that complaint.**

To report an assessment center problem to the National Board, detail the situation in writing and submit your complaint using the [National Board web form](#) on the National Board's Contact Us page.

To report suspected cheating or breaches of confidentiality, call National Board at 1-800-22TEACH (83224). Assessment Center testing violations can also be reported at [www.pearsonvue.com/contact/security/](http://www.pearsonvue.com/contact/security/).



# National Board Candidate Rules Agreement

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- I will not take the following types of personal items into the testing room: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other head coverings), bags, coats, books and notes. Studying is not allowed in the test center.
- I will store these items in a secure area indicated by the administrator. Cellular phones, pagers, and other electronic devices must be turned off prior to placing them in the designated secure area. The testing center is not responsible for lost, stolen, or misplaced personal items.
- If I am given a note board or exam-specific materials, I will not use them until after the exam has started. I will not remove these items from the testing room at any time during the exam, and I will return them to the administrator immediately after the exam.
- The administrator will log me in to my assigned workstation, verify that I am taking the intended exam, and start the exam. I will sit in my assigned seat until escorted out by a Test Administrator. I understand that eating, drinking, smoking, chewing gum, and making noise that creates a disturbance for other candidates are prohibited during the exam.
- I understand that a Non-Disclosure Agreement will be presented to me before the exam and I must agree to its terms and conditions within the specified time limit in order to take the exam or else I will forfeit my exam fees.
- The administrator will monitor me continuously while I take my exam. The session may be videotaped or otherwise recorded for security or other purposes.
- If I experience problems that affect my ability to take the exam, I will notify the administrator immediately.
- The administrator cannot answer questions related to exam content. If I have questions of this nature, I will contact the National Board after I leave the testing center.
- My exam may include **scheduled breaks**, and instructions will appear on the computer screen at the appropriate time. The administrator will set my workstation to the break mode, and I will take my ID with me when I leave the room. I must leave the room for all breaks and will have my palm vein captured when I leave the room and before I re-enter the room. The administrator will check my ID before I return to my seat and will then restart my exam. If I take an **unscheduled break** at any other time, the exam timer will **not** be stopped.
- While I am taking a **scheduled break or an unscheduled break**, I am NOT allowed access to personal items other than medication required at a specific time and with the approval of the test administrator. Items not permitted include but are not limited to: cellular phones, exam notes and study guides, unless specifically permitted by the National Board. I am also NOT allowed to exit the building. If I exit the building, I will not be readmitted for the remainder of my exam.
- I will not try to remove copies of exam questions and answers from the testing center, and I will not share or discuss the questions or answers seen in my exam with other candidates.
- After the exam ends, the administrator will come to my workstation and ensure my exam has ended properly, and I will receive a printed confirmation that I attended my assessment center appointment. I will receive the printed confirmation after returning the note board and other materials to the administrator.

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