

## ASSOCIATION OF SOCIAL WORK BOARDS CANDIDATE RULES AGREEMENT

Please read the following exam rules agreement before signing digitally. Contact the test administrator if you have any questions.

### Prior to the Exam

- I will not take personal items, including but not limited to, cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other head coverings), bags, coats, books, notes, pens, pencils, food or drink into the testing room. I must store all personal items in a secure area as indicated by the test administrator or return them to my vehicle. All electronic devices must be turned off before storing them in a locker. I will be asked to pat my back pockets and turn out my front pockets to ensure nothing is in them. The test center is not responsible for lost, stolen or misplaced personal items. **Studying is NOT allowed in the test center. Visitors, children, spouses, family or friends are NOT allowed in the test center.**
- I understand the test administrator is allowed 30 minutes to resolve any problems that may arise (including technical, environmental issues or power failure). I have the option of continuing the exam or requesting a rescheduling of the exam for problems outside of my control taking more than 30 minutes to resolve.
- I understand that upon entering and being seated in the testing room, the test administrator will provide me with an erasable note board booklet and marker. I may not write anything on this board before the exam begins. I must return these materials to the test administrator immediately following the exam. Headphones are available at the testing station and earplugs are available upon request.
- The test administrator will log me into my assigned workstation. I will verify that I am taking the intended exam and start the exam. I will remain in my assigned seat until escorted out of the testing room by a test administrator.
- I understand that eating, drinking, or chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the exam. Any disruptive, threatening or fraudulent behavior is grounds for termination of the exam.
- I understand that the ASWB examinations are North American in scope and are based on analyses of practice in both Canada and the United States. Because of the need for consistency in all versions of the exams, spellings used on all examinations are those typically associated with the United States such as "color", "favor", "center", etc.
- I will be required to submit a signature, have my picture taken, and my palm(s) will be scanned before I enter the testing room.

### During the exam

*Audio and Video Monitoring may occur during the exam period.*

- The test administrator will monitor me continuously while I take my exam. The session may be videotaped or otherwise recorded for security or other purposes.
- Once I have entered the testing room, I may not speak to other candidates. If assistance is required, I must raise my hand to alert the test administrator.
- I understand there are no scheduled breaks during the exam. During testing, the timer will remain running during any unscheduled breaks, therefore, it is in my best interest to use the restroom or otherwise address personal needs prior to beginning my exam. I will remain in the testing center and may leave only to use those restroom facilities that are closest to the testing room.
- I am not permitted to access personal items that I stored at any time during the exam process. In the case of an emergency, I must receive permission from the test administrator prior to accessing personal items that have been stored and will be monitored while doing so.
- I am not permitted to leave the floor or building for any reason. If I am discovered to have left the floor or building, I will not be permitted to proceed with the exam and my actions will be reported to ASWB and the jurisdiction board(s), my score will be invalidated, and the exam fee will be forfeited.
- I will be required to provide identification when leaving the testing room and upon re-entering the testing room. The test administrator will escort me to my assigned work station when I return.
- If I experience any problems or have other questions or concerns, I must raise my hand and the test administrator will assist me. If I fail to immediately notify the test administrator of any adverse conditions, my recourse will be limited. The test administrator cannot answer questions related to exam content. Inquiries about an exam question(s) must be reported to ASWB.
- I understand that a Breach of Exam Security and Protocol Disclaimer (Confidentiality Statement) will be presented to me before the exam and I must agree to its terms and conditions. **If I select "DECLINE", my exam will end and the exam fee is forfeited.**

### After the exam

- When I have completed the exam (reviewed, completed a short survey, and ended my testing session) Pass or Fail will be displayed on the computer screen. Upon leaving the testing room, I must return the erasable note board booklet and marker to the test administrator. Upon check-out my palm will be scanned, and I will receive a printed unofficial score report.
- I may not remove copies of exam questions and answers from the testing center, and may not share or discuss the questions or answers seen in my exam with other candidates. If I do not follow the above rules, tamper with the computer or if I am suspected of cheating, appropriate action will be taken including a report to ASWB, the jurisdiction board(s) and invalidation of my exam results.

**Your privacy** - Your exam results will be encrypted and transmitted to Pearson VUE, ASWB, and your jurisdiction board. The test center does not retain any information other than when and where your exam was taken. The Pearson VUE Privacy Policy Statement provides additional information regarding this which you can obtain by visiting the Pearson VUE website ([www.pearsonvue.com](http://www.pearsonvue.com)) or by contacting the Pearson VUE Reservation Call Center.

*By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE, ASWB, and my jurisdiction board (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow those rules in addition to any other program rules I may have agreed to during registration for this exam.*