ASWB Candidate Rules Agreement

Read the following rules agreement. By continuing, you indicate your agreement. Contact ASWB or the test administrator if you have questions. These rules, in addition to Pearson test center rules and procedures, must be adhered to and apply to the entire testing process. (**Note:** Exceptions may apply when nonstandard testing arrangements have been approved in advance.)

Personal items

- I will not take any personal items into 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; eyeglasses cases; pens and pencils; barrettes and hair clips that are wider than 1/4 inch (1/2 centimeter); headbands and hairbands that are wider than 1/2 inch (1 centimeter); any jewelry that is removable and wider than 1/4 inch (1/2 centimeter); books and/or notes (unless authorized by ASWB). Layered indoor clothing is permitted (such as sweaters, sweatshirts, blazers, suit coats, and traditional garments). I will be asked to empty all pockets to ensure nothing is in them. The test center is not responsible for lost, stolen, or misplaced personal items.
- I must store all personal items in a secure area (e.g., a locker) or return them to my vehicle. I must turn off electronic devices, including cell phones and smart watches.
- I will not be allowed to eat, drink, or chew gum in the testing room. Food and drink items must be stored with my other personal items in a secure area (e.g., a locker). I understand that a drink in a spill-proof container and food are allowed only in the waiting area. In choosing a snack and consuming it, I agree to be considerate of others in the waiting room and avoid creating a disturbance. If consuming a snack leads to a disturbance, distraction, or mess, test center staff may ask me to return the snack to the locker or discard it.
- I will not access stored personal items during breaks except for a drink in a spill-proof container; a snack; medication; or comfort aids. I understand that accessing the locker for other reasons during a break may result in termination of the exam and forfeiture of the exam fee. My locker access will be monitored by the test administrator. In an emergency, I must receive permission from the test administrator before accessing other stored personal items.

Testing procedures

- I will not study in the test center.
- I understand that visitors, children, spouses, family, and friends are not allowed in the test center.
- I understand that the test administrator will provide me with an erasable booklet and marker when I enter and am seated in the testing room. I may not write anything on this booklet before the exam begins. During the exam, I may use the booklet to take notes only. I agree not to write down the exact wording of exam content.
- I understand that headphones are available at the testing station and earplugs may be available upon request.
- After 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.
- The test administrator will log me in to my assigned workstation. I will verify before starting the exam that I am taking the intended exam. I will remain in my assigned seat until escorted out of the testing room by a test administrator.
- I have read the break policy in the *ASWB Examination Guidebook*. I understand that I will be required to submit the answers to the first section of the exam and that I may then take a 10-minute break, during which the clock will stop. If I choose to skip the scheduled break, I may remain in the testing room.
- During all breaks, **I will remain in the test center building** and may leave only to use the restroom facilities that are closest to the testing room. I understand that I must leave the testing room for all breaks, unless I have a preapproved accommodation to remain in the room.
- During unscheduled breaks, the exam timer will continue running. Therefore, it is in my best interest to use the restroom or otherwise address personal needs either before beginning the exam or during my scheduled break.

- I understand that the Social Work Licensing Exams 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, U.S. spellings are used on all exams.
- When I have completed the exam (reviewed, completed a short survey, and ended my testing session), I must return the erasable booklet and marker to the test administrator. Upon checkout, my palm(s) will be scanned (if applicable).

Testing irregularities

- 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 notify the test administrator immediately of any adverse conditions, my recourse will be limited. Problems must be reported to the test administrator at the time of the occurrence and to ASWB within two business days of the occurrence.
- I understand that the test administrator is allowed **30 minutes to resolve** any problems—including technical difficulties, noise, environmental issues, or power failure—that may arise before or during the exam. If a problem outside of my control takes more than 30 minutes to resolve, I have the option of discontinuing the exam. I understand that if I choose to discontinue the exam, I must request to reschedule my exam. If I choose to continue the exam, there will be no recourse.
- The test administrator cannot answer questions related to exam content. If I have a question about an exam question, I must contact ASWB.

Exam security

- I will be required to submit a signature before I enter the testing room.
- I understand that test administrators will conduct security procedures that may include a photograph, a palm vein scan, and the use of infrared and metal detection wands.
- I understand that if I want to waive the wand scan due to medical reasons, I must request a waiver by emailing specialists@aswb.org and receive approval prior to my appointment. I understand that testing can be denied if I refuse to be photographed or scanned without an approved waiver.
- I understand that I must agree to the terms and conditions of a confidentiality statement that will be presented to me before the exam. **If I select "DECLINE," my exam will end, and the exam fee will be forfeited.**
- The test administrator will monitor me continuously while I take the exam. The session may be videotaped or otherwise recorded for security or other purposes.
- I understand that any distracting, disruptive, threatening, or fraudulent behavior while at the test center may result in termination of the exam and forfeiture of the exam fee.
- **I am not permitted to leave the test center 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. My actions will be reported to ASWB and the jurisdictional board, my score will be invalidated, and the exam fee will be forfeited.
- I will be required to provide identification and/or have my palms scanned when leaving and reentering the testing room for breaks. The test administrator will escort me to my assigned workstation when I return.
- I may not remove copies of exam questions or answers from the test center, and I may not share or discuss the questions or answers seen in my exam with anyone. If I do not follow the above rules, if I tamper with the computer, or if I am suspected of cheating, appropriate action will be taken. Consequences for violations may include being reported to ASWB and the jurisdictional board and having my exam results invalidated.

Your privacy: Your exam results, personal data, and test responses will be encrypted and transmitted to Pearson, ASWB, and your jurisdictional board. The test center does not retain any information other than when and where your exam was taken. The Pearson Privacy Policy Statement provides additional information. You can obtain it by visiting the Pearson website (pearsonvue.com) or by contacting Pearson by phone.

By continuing my registration, 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, ASWB, and my jurisdictional board (any of which may be outside of the country in which I am testing). I understand the information provided above and I agree to follow these rules in addition to any other program rules I may have agreed to during registration for this exam.

Name (Please print): _____ Date: _____

Signature: _____ Exam: _____