ASWB Examination Candidate Handbook

CONTENTS

Introduction	2
About ASWB	2
Preparing to take the ASWB examination	5
Make sure you are eligible	5
Register for the exam	6
Authorization to Test	8
Schedule your exam	9
Take the exam	12
Examination security	15
ASWB Security Tip Line	16
Monitoring of results	16
After the exam	16
Index	20

This icon shows helpful tips!

This icon shows how to avoid extra fees.

This icon shows timely items.

Copyright © 2018 Association of Social Work Boards

INTRODUCTION

This handbook was designed to help you register for and take the ASWB social work licensing examinations. This is not a complicated process, but it is important that you follow the registration steps carefully. Missing a step, or making a mistake during registration, may result in additional fees and can delay your examination or prevent you from taking it entirely.

Read through this handbook before you start to register—it will make the examination process easier for you and for the people who will be helping you along the way. If you have additional questions, you may call ASWB Candidate Services at 888.579.3926.

Finally, congratulations on your efforts to become a licensed social worker. In the midst of the paperwork involved in applying for and receiving your jurisdiction's license, it's easy to forget that what you're doing is very important—not only to you but also to the people you will be serving.

ABOUT ASWB

The Association of Social Work Boards (ASWB) is the nonprofit organization composed of the social work regulatory boards and colleges of all 50 U.S. states, the District of Columbia, the U.S. territories of the Virgin Islands and Guam, the U.S. Commonwealth of the Northern Mariana Islands, and all 10 Canadian provinces. Our mission is to strengthen protection of the public by providing support and services to the social work regulatory community to advance safe, competent, and ethical practices. ASWB is also a central resource for information on the legal regulation of the social work profession.

ASWB owns and maintains the social work licensing examinations that are used to test a social worker's competence to practice ethically and safely. Exams are administered throughout the year at secure test centers in North America and abroad. Licensing exists to provide state and provincial governments with a way to verify that a social worker has the skills and knowledge necessary to provide a safe level of practice. Licensing also establishes social work practice as a separate and distinct branch of mental health services and gives governments a way to monitor the professional conduct of social workers.

ABOUT THE EXAMINATIONS

The ASWB examinations are one of the elements used by social work regulatory bodies across the United States and in some Canadian provinces in making licensing decisions. Other factors, such as education and, often, supervised experience, are also included in licensing requirements. The examinations themselves are developed from surveys of social work practitioners conducted by ASWB every five to seven years. The results of those surveys shape not only the actual questions that appear on the examinations, but also the very need for a particular examination within a specific scope of practice.

The examinations are carefully developed and maintained by ASWB and its Examination Committee, following standards developed jointly by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education.

There are five categories of examination, each based on education and practice experience.

- Associate*
- Bachelors
- Masters
- Advanced Generalist
- Clinical

*A special note on the Associate examination: This examination has been developed for use by jurisdictions that issue licenses to applicants who do not possess a social work degree.

EXAM CONTENT OUTLINES

The exam content outlines reflect the structure and content areas of the exam. The Associate and Bachelors exams share the same content outline.

Each ASWB examination contains 170 multiple-choice questions; 20 of these questions are non-scored items that are being pretested for possible inclusion as scored questions on a future ASWB examination. Your performance on the pretest items will not affect your score on the examination — only the 150 remaining items will count toward your score. The pretest and scored items will be mixed together on the examination. You should try to answer all 170 questions.

You will have four hours to complete the examination, which is administered on a Pearson VUE computer. This testing program will allow you to move freely through the test, change answers, mark questions for later attention, skip questions, and review questions. Taking the examination requires little or no computer experience, and you will be able to take a brief tutorial to help you become comfortable with the testing equipment. The tutorial will not affect the amount of time allowed to take the test—your four hours will begin when you start the ASWB examination.

Some boards require additional examinations as part of the licensure process. Check with your state, provincial, or territorial social work board if you are unsure whether the ASWB examination is the only examination you need to take. Access the list of regulatory boards.

EXAM CONTENT

The ASWB examinations are multiple-choice tests designed to measure the minimum competency acceptable to practice social work within a given scope of practice at entry to practice. They are developed from a regularly updated survey of the actual practice of social workers across North America, in a variety of settings and representing demographic variables. Test questions are written by item writers who have been selected to reflect racial, ethnic, gender, geographic, and practice-setting diversity. An Examination Committee, composed of content experts from a variety of practice settings and balanced for diversity, reviews and selects questions to be placed on the ASWB examinations.

The Association of Social Work Boards also works to ensure that the examinations are fair measures of competency regardless of the race or gender of the test-taker. As part of this effort, every test item undergoes statistical analysis and, if warranted, sensitivity review by a group of expert social work professionals. If such analysis demonstrates the potential for any race or gender bias, the item is deleted. Results over several years have shown that ASWB exams are statistically free from race and gender bias.

10 STEPS TO LICENSURE*

1. **Contact your social work regulatory board to request a license application.**
   View the list of regulatory boards.

2. **Submit your application to your social work board.**

3. **Receive approval to register for the ASWB examination from your social work board.**
   Special testing arrangements must be requested and approved before registering with ASWB.

4. **Register with ASWB for the appropriate ASWB examination.**
   Associate, Bachelors, Masters, Advanced Generalist, or Clinical.
   Call 888.579.3926, fax, mail, or register online.

5. **Receive the ASWB Authorization to Test via email or mail.**
   Retain your Authorization to Test for future reference.

6. **Make an examination appointment: Contact Pearson VUE, ASWB's testing contractor.**

   Scheduling online? Prefer to call? 877.884.9537 (for test centers in U.S., Canada & U.S. territories)

   For test centers outside the U.S. or Canada: Visit https://wsr.pearsonvue.com/ASWB or call the regional number listed for your area.

   Have approved special testing arrangements? Call Pearson VUE at 800.466.0450.

7. **Receive an email confirmation of your testing appointment within 24 hours from Pearson VUE.**
   If you do not receive your appointment confirmation, immediately call Pearson VUE at 877.884.9537.

8. **Bring two valid forms of acceptable ID to the test center on your test day.**
   You will not be permitted to test and your registration fee will be forfeited if you do not have proper IDs.

9. **Take the ASWB examination and receive your unofficial score report.**
   Retain this report for your records—it cannot be duplicated! A passing score is required to receive a license. Your social work board receives your official score report within two weeks.

10. **Receive your license from the social work board in the jurisdiction in which you applied.**

*Please note that there is some variation in the way jurisdictions handle licensing applications. The procedures outlined here serve as a general guideline only. This is a very brief outline of the steps. Please read this entire handbook for details.

PREPARING TO TAKE THE ASWB EXAMINATION

Taking an ASWB examination involves three general steps:

1. Obtain your social work board's approval to sit for the exam
2. Register to take the examination with ASWB
3. Make an appointment with Pearson VUE to take the test **after** you have received your Authorization to Test email from ASWB

The registration and appointment processes are fairly simple, provided you get organized before making the necessary calls or going online. Your registration experience will go much more smoothly if you are prepared to supply the information needed. The printable registration form mirrors the phone registration process. You may find it helpful to fill out this form to use as a reference before making your registration call or registering online.

Below is a more detailed description of the entire process, from beginning to test day.

MAKE SURE YOU ARE ELIGIBLE

The first thing you need to know is whether you are eligible to take the social work licensing examination. In all jurisdictions, your board will inform you of your eligibility to sit for the ASWB examination after you have submitted your licensing application. There may be variations in how eligibility to take the exam is established. Most jurisdictions assess application and/or licensing fees that are in addition to examination costs paid to ASWB. These fees are assessed by and payable to the licensing board at different points in the licensing process, depending on the jurisdiction. Communication with your board is therefore essential.

Please note, if you have a disability and require special testing accommodations, you must request and receive approval for special accommodations **before** registering to take the examination.

EXAM CATEGORIES

The ASWB examinations are administered in five categories—Associate, Bachelors, Masters, Advanced Generalist, and Clinical. Each is designed to measure entry-level competence at a specific level of education and experience. The board in your jurisdiction will tell you which exam category you have been approved to take.

REFUNDS

Refunds are not given for any reason. In addition, payment of a US$30 processing fee will be required from all candidates who change examination categories after initial registration with ASWB.

DISABILITY ACCOMMODATIONS

If you have a disability, you may be eligible to receive testing accommodations. To arrange for special accommodations, you must submit a disability accommodation form to ASWB and receive approval for the accommodation request. Forms are available for download. See the instructions on the form for proper submission of the application. Please note: The forms used by ASWB may be in addition to disability accommodation forms required by your jurisdiction. If you do not have information from your jurisdiction on how to request special accommodations, you should contact the board for more information. You must be approved for disability accommodations **before** registering with ASWB for an examination.

US$30 fee for changes to registration.

ENGLISH AS A SECOND LANGUAGE ARRANGEMENTS

Some jurisdictions allow special arrangements for candidates whose first language is not English. Check with your board to see if such arrangements are allowed. You must be approved for ESL arrangements **before** registering with ASWB for the examination.

REGISTER FOR THE EXAM WITH ASWB

There are four ways to register for the ASWB examinations:

- Call 888.579.3926
- fax
- mail
- register online

Regardless of how you register, you will need to pay your examination fee at the time you register. The fee for the examinations is **NONREFUNDABLE**. We accept Mastercard, Visa, and Discover credit cards, as well as money orders and certified checks for mail-in registrations. **Cash and personal checks are not accepted.**

When you register, you will be asked a series of questions. The information you provide helps ASWB verify your eligibility and supplies the association with important demographic data that will assist in the continued maintenance and improvement of the examinations and other ASWB programs.

FEES

- Associate, Bachelors, or Masters exam registration: US$230
- Advanced Generalist or Clinical exam registration: US$260
- Changes to exam registration: US$30

Optional items available:

- Exam guide, print version: US$20 (plus shipping); e-book, US$15
- Online practice test: US$85

YOU MUST SUPPLY THE FOLLOWING INFORMATION WHEN REGISTERING OR REGISTERING TO RETEST

- First and last names as they appear on a valid, government-issued, nonexpired, photo-bearing ID and secondary ID—this is the name that will be used on your Authorization to Test (Acceptable IDs)
- Address
- Phone numbers (work, home, and mobile)
- Email address
- Date of birth
- Social Security (U.S.)/Social Insurance (Canada) number
- Jurisdiction where you are applying for licensure (only one jurisdiction may be selected)
- Examination requested (Associate, Bachelors, Masters, Advanced Generalist, Clinical)
- Registration fee payment (including credit card and CID number, expiration date, cardholder name, billing ZIP/postal code)
- Gender with which you identify
- Race/ethnicity
- Current primary position
- Years in practice since highest social work degree earned
- First/native language
- Citizenship status
- School(s) from which degree(s) was/were earned, including school code(s)
- Academic major(s)
- Degree(s) earned
- Year(s) degree(s) was/were earned
- Special testing arrangements, if applicable. (You MUST indicate whether you have been approved for any disability accommodations or ESL arrangements. Failure to do this may result in forfeiture of your exam fee. Any special testing arrangements must be approved **before** you register to take the examination.)

BY PHONE

Call ASWB Candidate Services toll free at 888.579.3926.

Hours of operation:
Monday – Friday, 8:30 a.m. – 5:00 p.m. Eastern time.

Candidates who are deaf or hard of hearing may contact Candidate Services through their local Relay Service by calling 888.332.3926 (toll free).

Use the examination registration form to help you get organized. This form contains all the questions you will be asked, and space for you to fill in your responses. Having this information ready in advance will speed up your registration. Further, be sure you select the correct ASWB examination (Associate, Bachelors, Masters, Advanced Generalist, Clinical) for your category of licensure. Changing your examination registration at a later date will result in a US$30 processing fee.

Provided that all the required information has been supplied, at the end of the call you will be informed that your registration has been accepted.

ONLINE

Register for an examination online (credit card payment only).

MAIL OR FAX

Use the examination registration form, and fax it to 540.829.0142, or send it by mail to ASWB Candidate Services, P.O. Box 1508, Culpeper, VA 22701. Payment for mailed registrations may be made by credit card, certified check, or money order—payment for faxed registrations may be made only by credit card. Certified checks and money orders should be made payable to ASWB**. Cash and personal checks are not accepted.**

AUTHORIZATION TO TEST

Once your registration is complete, ASWB will send you an Authorization to Test email within two business days to the email address you provided. The email will contain information you need to schedule a test appointment. **(Retain your Authorization to Test for future reference.)**

If you have been approved for special testing arrangements, the special arrangements will be included in the Authorization to Test. Information about scheduling an appointment with Pearson VUE will also be in the email.

If you do not have an email address or you do not provide one when registering, the above information will be sent to you by U.S. mail. Allow 7–10 business days for delivery.

If you do not receive your Authorization to Test email or letter, please notify ASWB immediately.

When you arrive at the testing center, you must present two IDs to test—one from the primary list and one from the secondary list, or two from the primary list. The first and last names on both IDs must match the name on the Authorization to Test from ASWB.

PRIMARY ID Must contain your name, a permanently affixed photo, a signature, and cannot be expired.	**SECONDARY ID** Must contain your name and signature and cannot be expired.
Driver's license Passport Military ID Permanent Resident Visa/Green Card Government-issued ID	Any form of ID on the primary list Credit or debit card Social Security card (U.S.) Social Insurance card (Canada) Professional license ID card Work ID Student ID
Name changes: Your name must be updated by your jurisdiction before ASWB can make a change to your Authorization to Test. If your name has changed since you registered for an exam, you must present the original marriage certificate, divorce decree, or court order with the primary ID at the test center.	

REGISTERING AND SCHEDULING TIPS

Know what exam you're taking. ASWB offers five different examinations, and it is your responsibility to know which examination you must take for the category of licensure you are seeking. If you don't know, call your jurisdiction's regulatory board before you register. The jurisdiction informs ASWB about the exam category that you are approved to take. Be sure you are approved for the correct exam category.

Write down or print out information. Have paper and a pen available when you call ASWB to register and later when you contact Pearson VUE to make a testing appointment. Make a note of whom you talk to, telephone numbers, directions, and website addresses the representative may give you.

If you schedule your testing appointment online, you must complete all four steps (listed at right).

Keep your registration materials together in one place. You will be receiving an Authorization to Test email from ASWB, as well as other materials from your regulatory board. Make sure these documents are well organized and easily retrieved.

Making an appointment to test requires 4 STEPS to complete

STEP 1 – Confirm Personal Information

STEP 2 – Agree to Policies

STEP 3 – Submit Order

STEP 4 – Summary

Be sure to print your receipt for reference!

Provide an email address when scheduling your testing appointment. If you provide a valid email address when scheduling by phone or online, you will receive an email confirmation of the appointment from Pearson VUE Scheduling within 24 hours. The email will include testing information and directions to the test center. Remember to check your email and any spam filters for this information—you are responsible for keeping track of this material. If you do not receive your confirmation email, contact Pearson VUE immediately and request that it be sent again.

SCHEDULE YOUR EXAM WITH PEARSON VUE

Before you may schedule an appointment to test with Pearson VUE, you must receive your official ASWB Authorization to Test via email or mail. Because of the volume of examinations administered through the test centers, it is wise to schedule your examination date as far in advance as possible. This will help to ensure that you get the location, date, and time that you want and are able to take the test within the time limits of your authorization. (Exam fees are forfeited if you do not schedule an appointment and test by the expiration date listed on your Authorization to Test.)

Your Authorization to Test is good for one examination only and may be valid for up to one year. Please note, however, that your Authorization to Test may also contain an earlier expiration date, if required by your jurisdiction.

Any discrepancies between your jurisdictional deadline and your authorization to test expiration date should be reported to ASWB. You cannot schedule an examination after this

expiration date without first contacting your jurisdiction's board and ASWB. Changes will result in a processing fee of US$30.

Pearson VUE offers ASWB candidates testing centers worldwide. Most test centers are open Monday–Friday during customary business hours, and many centers are open on Saturday. Search for test centers.

Candidates scheduling an appointment to test in the United States, Canada, and U.S. territories may make a testing appointment online at https://wsr.pearsonvue.com/ASWB 24 hours a day, or by calling 877.884.9537. Call center hours are 8:00 a.m. to 11:00 p.m. Eastern time, Monday–Friday; 8:00 a.m. to 5:00 p.m. Eastern time on Saturday; and 10:00 a.m. to 4:00 p.m. Eastern time on Sunday.

Candidates scheduling an appointment to test in other countries may schedule online at https://wsr.pearsonvue.com/ASWB or by phone. (View regional phone numbers.)

Testing appointments for candidates with special testing arrangements must be made by calling Pearson VUE at 800.466.0450. Call center hours are Monday–Friday, 8:00 a.m. to 7:00 p.m. Eastern time. Please inform the representative that you are calling to schedule an ASWB social work exam.

When you call Pearson VUE to make your appointment, you will need to supply the following information:

- Your name as it appears on your Authorization to Test, the mailing address you provided at the time of registration, and your date of birth. Providing the candidate ID number or authorization number from the Authorization to Test is not required; however, it is helpful in scheduling your test appointment.
- Name of the examination—Associate, Bachelors, Masters, Advanced Generalist, or Clinical exam
- The test center you have chosen or the city and state or country where you would like to test
- Telephone number and email address—where you can be reached or where a message can be left

When you make a testing appointment, you will be given an appointment date and time, the test center address, test center phone number, general information about testing procedures, and cancellation policies. Write down this information, along with the name of the person you spoke to, and confirm your appointment before your scheduled test date.

If you schedule your testing appointment online, you must complete all four steps (listed at right).

If you provide a valid email address when scheduling by phone or online, you will receive an email confirmation of the appointment from Pearson VUE Scheduling within 24 hours. The email will include testing information and directions to the test center. **If you do not receive your confirmation email, it is your responsibility contact Pearson VUE immediately and request that it be sent again.**

Making an appointment to test requires 4 STEPS to complete

STEP 1 – Confirm Personal Information

STEP 2 – Agree to Policies

STEP 3 – Submit Order

STEP 4 – Summary

Be sure to print your receipt for reference!

CANCELING OR CHANGING AN APPOINTMENT

If you need to cancel or change your testing appointment, it is your responsibility to follow the cancellation/change guidelines listed here. If you do not follow these guidelines, you will forfeit your examination fee and Authorization to Test.

- If your appointment is scheduled at a test center in the United States, Canada, or the U.S. territories, you may cancel or change your appointment by contacting Pearson VUE 24 hours prior to the appointment time online at https://wsr.pearsonvue.com/ASWB or by phone at 877.884.9537. Call center hours are 8:00 a.m. to 11:00 p.m. Eastern time, Monday–Friday; 8:00 a.m. to 5:00 p.m. Eastern time on Saturday; and 10:00 a.m. to 4:00 p.m. Eastern time on Sunday.
- If your appointment is scheduled **outside the U.S., Canada, or the U.S. territories**, you may cancel 24 hours prior to the appointment time at https://wsr.pearsonvue.com/ASWB or by calling the regional call centers listed online.
- If your test appointment was made with **special testing arrangements**, you may cancel or change your appointment by contacting Pearson VUE 24 hours prior to the appointment time at 800.466.0450 between the hours of 8:00 a.m. and 7:00 p.m. Eastern time, Monday–Friday. If you are scheduled to test on a Monday or Tuesday, you must call before 7:00 p.m. Eastern time Friday before your appointment. If your testing accommodations include assistive personnel (reader, scribe, or sign language interpreter) we request that you provide two business days' notice to cancel or reschedule your appointment.

If you cancel or change your testing appointment online, please be sure to complete all four steps listed in the box on page 10. You will receive an email confirmation of the appointment cancellation/change from Pearson VUE Scheduling within 24 hours. If you do not receive this confirmation email, it is your responsibility to contact Pearson VUE immediately and request that it be sent again.

It is also your responsibility to keep the confirmation email you receive from Pearson VUE or to keep a record of the date, time, and the name of the representative you spoke to if you canceled or changed your appointment by phone.

Be aware that while your Authorization to Test may be valid for up to one year, an earlier expiration date may be required by a particular state, province, or territory. If your Authorization to Test contains a board-imposed expiration date, you may not take the examination after this expiration date.

CHANGES TO REGISTRATION

Changes made to the ASWB examination registration will result in a US$30 processing fee.

REFUNDS

Examination fees will not be refunded. You may reschedule your examination date without additional charge if you follow the applicable guidelines. (See Canceling or Changing an Appointment, above.) Cancellations will not result in a refund.

NO-SHOWS, LATE ARRIVALS, AND LATE CANCELLATIONS

If you do not show up for your examination at the scheduled time and have not canceled 24 hours prior to the appointment, you will forfeit your examination fee and Authorization to Test. You will not be permitted to schedule another examination date until you have first reregistered with ASWB and paid for another examination.

You will not be seated if you arrive late for your appointment. Late arrivals are treated as no-shows.

Test-takers who do not cancel at least 24 hours in advance of a scheduled appointment will be treated as no-shows.

EXCUSED ABSENCES

It is possible to have your absence or late arrival excused by ASWB if circumstances beyond your control make it impossible for you to keep your examination appointment. ASWB may excuse absences because of illness (either you or an immediate family member), death in the immediate family, or disabling traffic accident.

All requests for excused absences must be made in writing, accompanied by supporting documentation, and submitted to ASWB within 30 days after the missed examination appointment. Where applicable, excuses must contain the original signature of the health care practitioner and be on official letterhead. Stamped signatures will not be accepted. Copies and faxes will not be accepted. If you think your absence might qualify as an excused absence, you should call ASWB at 888.579.3926 **IMMEDIATELY** after the missed examination appointment for further details.

You may register at the reduced fee of US$150 up to one year after receiving approval for the excused absence. If your absence is not excused by ASWB, you will be required to reregister and pay the full examination fee (page 6) before you will be allowed to take the examination.

INCLEMENT WEATHER/NATURAL DISASTERS

Test centers may be closed or may experience delays during severe weather, natural disasters, or other emergencies. For information on test center closings, call Pearson VUE at 877.884.9537. Examination appointments that the test center cancels in such circumstances may be rescheduled at no cost. Contact ASWB for rescheduling information. If the test center is open and you do not arrive on time for your appointment, you will forfeit your exam fee.

TAKE THE EXAM

The Association of Social Work Boards has contracted with Pearson VUE for test administration and delivery. Through Pearson VUE, candidates for the ASWB examinations are allowed access to a network of testing centers. Most test centers are open Monday through Friday during customary business hours, with many centers open on Saturday.

It is a good idea to locate your testing center a few days before your appointment to minimize unwelcome surprises on test day.

Remember, it is YOUR responsibility to locate the test center and arrive on time—late arrivals are treated as no-shows, and exam fees are forfeited. Providing a valid email address when you schedule your appointment ensures that you will receive a confirmation email with your appointment information and detailed directions to the test center. It is your responsibility to contact Pearson VUE if you do not receive this email within 24 hours of scheduling your exam.

Bring two IDs to the test center—one primary and one secondary, or two primary. The first and last names on your IDs must match your name as it appears on your Authorization to Test from ASWB. You will need to keep your photo ID with you at all times during your testing session. (Refer to page 8 for the list of proper IDs.)

On the day you are scheduled to test, plan to arrive 30 minutes early to allow yourself plenty of time to check in and become familiar with the surroundings. You must supply test center personnel with the proper IDs when you sign in. Because you paid for the examination when you registered with ASWB, no further payment will be required at check-in. **Your photo will be taken, the palm of your hand(s) will be scanned, and you will be required to electronically sign a Candidate Rules Agreement. Testing can be denied if this form is not signed or if you refuse to be photographed or have your palm scanned.** View the Candidate Rules Agreement. Online tours of a Pearson Professional Center and a video of what to expect during your testing experience at a center can be viewed at https://wsr.pearsonvue.com/ASWB.

You will not be allowed to test and will forfeit your examination fee without proper identification.

After you have checked in, you will be escorted into the testing room at your reserved time. This room will contain several stations with a computer monitor, keyboard, mouse, and headphones at each station. Testing center staff will seat you. Other test-takers will be in the examination room with you, and they may enter and leave the room while you are taking your test. These individuals may be taking the ASWB examinations or other examinations administered by Pearson VUE. Test center personnel may monitor the testing room by walking through the room while you are taking the test. Testing sessions are also audio and video recorded.

Earplugs are available by request from test center personnel.

You will begin by taking a brief on-screen tutorial about the operation of the testing equipment. This tutorial is not a part of your four-hour testing time. The testing clock starts when you begin the actual test.

You may take short breaks during the four-hour test at your discretion, but testing time does not stop for breaks. If you need to take a break, you must raise your hand for assistance from the proctor, who will escort you out of the testing room. You will need to take your photo ID

with you on breaks. Your palm will be scanned each time you leave the testing room and return from a break. You may leave the testing room during breaks only to use the closest restroom.

TEST-DAY TIPS

Arrive early. Arrive **30 minutes before** your scheduled appointment time. Appointment times are scheduled for 30 minutes more than the test time of four hours to allow check-in, tutorial, survey, and check-out. If you are late, you will not be allowed to test and will forfeit the exam fee.

Bring the *RIGHT* IDs. You will be asked to provide a non-expired, government-issued photo identification (for example, a driver's license)—and the first and last names on the ID must match the name on the Authorization to Test you received from ASWB. Bring a non-expired secondary ID that has the same name as well as signature. Improper ID problems can result in the forfeiture of your examination fee. View the list of acceptable IDs.

Get a good night's sleep. Cramming for a licensure examination the night before test day probably won't help your performance, and you may be too tired to do your best.

Know where the test site is. Directions to the test center will be provided in your email reservation confirmation, or you may call the test center for directions using the number provided when you scheduled your appointment. It is a good idea to visit the test site before your test day to know where the site is and how long it will take you to get there. Remember: rush-hour traffic, road construction, and weather conditions can increase travel time.

Wear comfortable clothes, and dress in layers. Test-site temperatures can vary, sometimes even while you are taking your test. Dressing in layers will allow you to remain as comfortable as possible.

Consider leaving personal items (including watches) at home. Outerwear must be stored in your locker. Test center staff may ask you to remove large jewelry and have you store that in your locker as well.

Be prepared to stay at the test site. Although you are allowed to take short breaks (remember, the clock continues to run), you will not be allowed to leave the test site. Trips to your car, another floor, or another building are not allowed. This behavior will be reported to ASWB and could result in the shutdown of your exam or invalidation of your test score. Eating is not allowed unless you have been approved for this as part of a disability accommodation.

Pay attention to the on-screen tutorial. Before you begin your test, you will take a tutorial on the operation of the testing program. This tutorial will not affect the amount of time you have to take the actual test. Make sure you are familiar with the computer before you begin your examination.

Report problems when they happen. If you experience problems with the computer hardware or software, have problems with the facility or noise, or experience other difficulties, tell test center staff immediately. You must allow test center staff at least 30 minutes to correct any problems. If the problem continues for more than 30 minutes, you have the choice to stay until the problem is corrected or to have your appointment rescheduled. The Association of Social Work Boards cannot help to resolve a problem that has not been reported to the test center staff at the time it occurs. Problems must be reported to ASWB within two business days.

For more information, download the complete Candidate Rules Agreement.

REMEMBER

- Take two IDs—primary and secondary, or two primary—with you to the testing center (View the list of acceptable IDs)
- Arrive at least 30 minutes early for your appointment at the test center
- You have four hours to take the exam
- The pre-examination tutorial does not count against your four-hour time limit
- You may take short breaks without leaving the test center; however, once your four hours of testing time has begun, it won't be paused for breaks
- Read the Candidate Rules Agreement carefully; it is an important security measure that helps keep ASWB's examinations secure and reliable

DO NOT SHARE EXAMINATION INFORMATION

When you take an ASWB examination, you agree to not disclose information about test items and answers in any format, including social media. This includes talking about test items with your colleagues, supervisors, mentors, or teachers.

EXAMINATION SECURITY

The ASWB social work examinations are high-stakes licensure tests that can affect a person's ability to practice social work. Violating exam security is a serious offense and ASWB strictly enforces security measures at its examination sites. Many of the rules—from the identification requirements to not being able to take personal items in and out of the testing room—exist to protect the content and administration of the social work licensing exams. By enforcing these guidelines, ASWB can provide a secure testing environment and a reliable examination program.

You will be required to store all personal items in a locker as indicated by the test administrator or return them to your vehicle. You will not be permitted to access personal items stored at any time during the exam. Accessing the locker during the exam may result in termination of the exam and forfeiture of the examination fee. Electronic devices, including cell phones, smart watches, etc., must be turned off and sealed in a plastic bag provided by the test center before storing them in a locker. Upon completion of the exam, you must return the sealed bag to the test administrator for inspection before opening the bag.

You will not be allowed to eat, drink, or chew gum in the testing room. Short breaks are allowed, but the exam clock will not stop. You may eat in the waiting area of the testing center **only** if you have been approved for this accommodation.

You will not be allowed to bring material into or take materials from the testing room. You will not be allowed to consult any study materials at any point during the test. Test center staff will supply you with an erasable note board booklet and marker; earplugs are available upon request. The erasable note board booklet and marker you receive from the test center staff must be returned when you complete the exam. If these items are not returned, ASWB will be notified and your actions may be reported to your jurisdiction's board. Your exam score will be invalidated.

Access to the testing room is restricted to test center personnel and examinees. You will not be allowed to leave the test center during your exam.

Be sure to read the Candidate Rules Agreement, which you will be required to sign before taking the exam.

Test security is taken very seriously, and your behavior at the test center will be monitored. Surveillance cameras run continuously in the testing room, as well as in other areas of the center. Test center staff monitor security by walking through the testing room. If you take breaks, keep them short. Do not leave the test center. Keep restroom visits brief. Be courteous to other test-takers at the test site. Do not discuss examination questions with others, including study groups, in person, via email, or by posting on Internet forums or through social media, etc., as these actions violate the Confidentiality Statement you signed before taking the exam.

Any suspected violations of these rules, as well as other irregularities, are reported to Pearson VUE and ASWB for investigation. Candidates who are found to have violated security will have their examination scores invalidated, will be reported to their board, and may face a range of administrative, civil, and criminal charges.

ASWB SECURITY TIP LINE

Unauthorized possession, reproduction, publication, or disclosure of any examination materials, including storing or disclosing examination questions to any person or entity by any means before, during, or after the examination is prohibited by copyright laws. A violation of this type can result in a civil prosecution, criminal prosecution, and/or ASWB informing all social work licensing boards.

If you are aware of or have observed an attempt to compromise the confidentiality of the examination, please contact ASWB at security@aswb.org or by phone toll free at 800.225.6880, ext. 3003.

MONITORING OF RESULTS

To ensure the validity of each individual examination, ASWB and its test contractor conduct continual systematic statistical reviews of test scores. Data forensics are used to detect irregularities that raise questions about the validity of each score.

If there is any indication of irregularity, your official score report may be delayed pending further review and investigation. If further investigation finds evidence that your behavior during the test was questionable or your test results are questionable, ASWB reserves the right to invalidate your score, inform the jurisdiction for which you tested, and take appropriate actions as described in the Examination Security section of this handbook.

AFTER THE EXAM

After you have completed your examination and the brief exit survey that follows, your examination will be scored.

You will receive a printed unofficial score report before you leave the testing center. This is the only document you will receive regarding your score. **Please retain a copy of this unofficial score report for your records—the report cannot be duplicated.**

Your official test results will be forwarded to ASWB and the social work board in the jurisdiction in which you are applying for licensure. **Allow up to two weeks for your board to receive your score.**

EXAM SCORING

All ASWB examination scores are reported as pass/fail, with the number of questions needed to pass the examination and the number of questions answered correctly shown. If you have passed the ASWB examination, you have achieved a passing score in all jurisdictions for the same examination category. The same applies to failing scores.

Because the ASWB examinations are North American examinations with North American passing scores, and because test questions change from one test administration to the next, statistical adjustments must be made to account for small differences in the overall difficulty of individual examinations.

Examination scores cannot be altered by ASWB, its contractor, or a social work board. You must wait at least 90 days between taking any ASWB examinations, regardless of whether you have passed or failed.

IF YOU FAIL THE EXAM

Candidates who fail an ASWB examination will be supplied with diagnostic information outlining their performance on the test. Please note that some jurisdictions limit the number of times a candidate may retake an ASWB examination. In all cases, you must wait 90 days before taking another ASWB examination. You will need to register and pay the full examination fee again to retake the examination. You will not be able to register again until ASWB receives your results, which typically takes less than two weeks.

DIFFICULTIES AND REMEDIES

Although rare, software problems and power outages do occur. Candidates must allow test center staff at least 30 minutes to correct any test delivery, administration, or environmental difficulties. If the problem continues for more than 30 minutes, **you** have the choice to stay until the problem is corrected or to have your appointment rescheduled. Difficulties must be reported to ASWB within TWO business days of the occurrence.

If you experience a problem with the testing software, computer equipment, test facility, or other equipment during the test, or if you fail to receive a printout of your unofficial score, the problem must be reported to Pearson VUE test center staff at the time it occurs. Test center staff must confirm the problem and be given the opportunity to solve it. If you do not notify the test center staff of a problem at the time it occurs, ASWB will not be able to verify the problem and recourse will be limited.

In addition to reporting a problem to Pearson VUE staff, you must notify ASWB Candidate Services at 888.579.3926 within TWO business days of the occurrence.

ASWB and its testing vendor make every effort to ensure that all aspects of examination registration and administration are handled properly and that the results of each examination reflect the performance of the candidate. In the unlikely event that an error occurs in registration, administration (including disruptions at the test center that lead to delays), or

reporting, ASWB and/or its testing vendor will correct the error, if possible, within a reasonable time period. If the problem cannot be corrected within a reasonable time, ASWB and/or its testing vendor may permit the affected candidate to retest at no additional fee. If a retest is determined to be the most appropriate remedy, the examination will be administered in its entirety and no credit will be given for any portion of the previous examination administration. THESE ARE THE EXCLUSIVE REMEDIES AVAILABLE TO CANDIDATES.

OFFICIAL SCORE TRANSFERS AND DUPLICATE SCORE REPORTS

Official Score Transfer US$40

Your official passing score may be transferred to another jurisdiction.

- Request it online
- Call 888.579.3926
- Mail or fax the Official Score Transfer Request form to ASWB

Be sure you have started the application process with the new jurisdiction before requesting a score transfer.

If your name has changed since you took the ASWB exam, name change documentation is required for an Official Score Transfer or a Duplicate Score Report. Legal documentation accepted: marriage certificate, divorce decree, or a court order.

EXAM PREPARATION

Because the ASWB examinations are designed to measure entry-level practice competencies, test content reflects what you are expected to know and what professional social workers within a given scope of practice are already doing. This does not mean that preparation is unnecessary, but most candidates find that preparation for the ASWB examinations involves reviewing areas of practice that they might not use frequently, rather than learning something completely unfamiliar.

EXAM CONTENT OUTLINES

View the exam content outlines.

EXAM GUIDE & ONLINE PRACTICE TESTS

Exam guide

The *ASWB Guide to the Social Work Exams, 2nd Edition* provides an in-depth look at how the exams are built and the type of questions you can expect on the exams. It contains content outlines and suggested references for all exam categories.

- **Print version:** US$20 plus shipping
- **E-book**: US$15

Online Practice Test

The online practice tests are full-length tests with 170 multiple-choice questions; the software is modeled on the testing software used to administer the social work exams. ASWB's online practice tests use test questions retired from past exams. The 30-day access includes one opportunity to take the online practice test, receive diagnostic information, and time to review the questions, answers, and rationales.

Online practice tests are available for the Bachelors, Masters, and Clinical exams.

Online practice tests are US$85 each and are available to registered candidates only.

You may order a practice test online, by calling 888.579.3926, or when you register for the exam by phone.

INDEX

Absences 12
Advanced Generalist examination 5
Appointment
  Arriving late for 11
  canceling 11
  changing 11
ASWB
  About 2
Authorization to Test 8, 9
Bachelors examination 5
Breaks 13, 14
Clinical examination 5
Disability accommodations 6, 7, 14
Dress 14
English as a second language
  Testing arrangements for 6, 7
Exam Guide 18
Examinations
  About 2
  Categories 5
  Content 3
  Eligibility for 5
  Fees for 6
  Number of questions 3
  Pretest questions 3
  Score report 16, 18
  Scoring 17
  Security 15
Failing the examination 17
Identification
  Acceptable forms of 8
  Name on 8, 14
Inclement weather 12
Masters examination 5
Monitoring of results 16
Natural disasters 12
No shows *See* absences
Online Practice Tests 19
Refunds 5, 6, 11
Registration 6
  by fax 8
  by mail 8
  Changing 6, 7, 11
  Information required for 7
  Online 8
  Phone 7
Remedies 17
Scores 17
  Report, duplicate 18
  Transfers 18
  Unofficial report at test site 16
Security 15
Software problems 14, 17
Survey 16
Technical problems 14, 17
Test centers 12
  Check-in 13
  Locations 12
Tips 9, 14
Tutorial 3, 13, 14
Waiting period
  between exams 17
Weather 12