

Association of Social Work Boards Candidate Rules Agreement

Please read the following Candidate Rules Agreement before signing digitally. Contact the test administrator if you have any questions. The rules below apply to the entire testing process.

- I will not take any personal items, including, but not limited to, cell phones or other electronic devices, watches, bulky or noisy jewelry, outerwear, study materials, etc., into the testing room. 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 locker as indicated by the test administrator or return them to my vehicle. 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, I will return the sealed bag to the test administrator for inspection before opening the bag.
- I am not permitted to access personal items that I stored at any time during the exam process. Accessing the locker during the exam may result in termination of the exam and forfeiture of the examination fee. In the case of an emergency, I must receive permission from the test administrator before accessing personal items that have been stored and will be monitored while doing so.
- I understand that only drinks are allowed in the waiting area without an accommodation. I will not be allowed to eat, drink, or chew gum in the testing room. I understand that food is not allowed unless I have been approved for special accommodations. If approved, I must eat in the waiting area of the testing center. Food and drink items must be stored in my locker, and I must be monitored by the test administrator when accessing my locker.
- Studying is NOT allowed in the test center. Visitors, children, spouses, family, and friends are NOT allowed in the test center.
- I understand that the test administrator is allowed **30 minutes to resolve** any problems that may arise before or during the exam (including technical, noise, 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. Problems must be reported to the test administrator at the time of occurrence and to ASWB within 2 business days of the occurrence. If I fail to immediately notify the test administrator of any adverse conditions, my recourse will be limited.
- I will be required to submit a signature, have my picture taken, and allow my palm(s) to be scanned before I enter the testing room.
- I understand that the test administrator will provide me with an erasable noteboard booklet and marker when I enter and am seated in the testing room. 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 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 understand that I must agree to the terms and conditions of a Breach of Exam Security and Protocol Disclaimer (Confidentiality Statement) that will be presented to me before the exam. **If I select “DECLINE,” my exam will end, and the exam fee is forfeited.**
- 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.

ASSOCIATION OF SOCIAL WORK BOARDS CANDIDATE RULES AGREEMENT (CONTINUED)

- 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 that any distracting, disruptive, threatening, or fraudulent behavior while at the test center is grounds for termination of the exam and forfeiture of the examination fee.
- I understand that 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 before 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 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 and my actions will be reported to ASWB and the jurisdiction board, 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 reentering the testing room, and my palm may be scanned. The test administrator will escort me to my assigned workstation 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.
- 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 noteboard booklet and marker to the test administrator. Upon checkout, my palm(s) will be scanned.
- **I will receive a printed unofficial score report before leaving the test center.**
- I may not remove copies of exam questions or answers from the testing center, and I may not share or discuss the questions or answers seen in my exam with other candidates. 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, including a report to ASWB, the jurisdiction board, 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. You can obtain it by visiting the Pearson VUE website (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 (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.