

## ASWB Candidate Rules Agreement

Please read the following before continuing to register for your examination. By continuing your registration, you indicate your agreement to the rules below. The rules apply to the entire testing process. **Note:** Exceptions may apply when nonstandard testing arrangements have been approved in advance.

### Personal items

- I will secure any personal items, including cell phones or other electronic devices, watches, bulky or noisy jewelry, outerwear, or study materials before entering 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 secure area (e.g., a locker or locker bag) 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 or locker bag). I understand that consuming 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 locker bag or discard it.
- I will not access stored personal items at any time during the exam except for a drink in a spill-proof container and a snack. I understand that accessing the locker or locker bag for other reasons during the exam may result in termination of the exam and forfeiture of the examination fee. My locker or locker bag access will be monitored by the test center administrator. In an emergency, I must receive permission from the test center administrator before accessing other stored personal items.

### Testing procedures

- I will not study in the test center.
- Visitors, children, spouses, family, and friends are **NOT** allowed in the test center.
- I understand that the test center administrator will provide me with an erasable noteboard and marker when I enter and am seated in the testing room. I may not write anything on this noteboard before the exam begins. During the exam, I may use the noteboard 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 are available upon request.
- After I have entered the testing room, I may not speak to other candidates. If assistance is required, I must notify the test center administrator.
- The test center administrator will give me a unique password for signing in and out of my exam. I will verify before starting the exam that I am taking the intended exam.
- I understand that there are no scheduled breaks during the exam. During testing, the timer will continue during any unscheduled breaks; therefore, it is in my best interest to use the restroom or otherwise address personal needs before beginning the exam. **I will remain in the test center and may leave only to use the restroom facilities that are closest to the testing room.**
- I understand that the ASWB examinations 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 examinations.

- When I have completed the exam (reviewed, completed a short survey, and ended my testing session), I must return the erasable noteboard and marker to the test center administrator.
- **I will receive my score on the screen, and my unofficial score report will be available in my PSI portal.** If I do not receive my score report, I must contact ASWB within two business days.

### Testing irregularities

- If I experience any problems or have other questions or concerns, I must notify the test center administrator for assistance. If I fail to immediately notify the test center administrator of any adverse conditions, my recourse will be limited. Problems must be reported to the test center administrator at the time of the occurrence and to ASWB within two business days of the occurrence. If I fail to immediately notify the test center administrator of any adverse conditions, my recourse will be limited.
- I understand that the test center 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 center administrator cannot answer questions related to exam content. If I have a question about an exam question, I must contact ASWB.

### Examination security

- I will be required to sign the PSI security procedures agreement before I enter the testing room.
- 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 center 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 examination 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 when leaving the testing room and upon reentering the testing room.
- 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 PSI, ASWB, and your jurisdictional board. The test center does not retain any information other than when and where your exam was taken. The PSI Privacy Policy provides additional information. You can obtain it by visiting the PSI website ([psiexams.com](http://psiexams.com)) or by contacting PSI by phone.

***By continuing my registration, I give PSI my explicit consent to retain and transmit my personal data and test responses to PSI, 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.***