

WHAT YOU NEED TO KNOW BEFORE ARRIVING AT THE PROMETRIC TEST SITE

Arrive early, you must arrive at the test center at least 30 minutes prior to the scheduled appointment time for your examination. This allows time to sign in, have your digital photograph taken, review the security and test center policies and be seated at your work station. Arriving for your scheduled testing appointment anytime after the scheduled start time may result in your being denied permission to test, and you will not receive a refund. Be sure to arrive at least 30 minutes prior to your scheduled appointment to avoid forfeiting all fees for the examination section.

You must bring your Notice to Schedule (NTS) with you. Your NTS contains an “Examination Password” that you will enter on the computer as part of the log in process. You will not be admitted into the test center without the NTS and you will forfeit all examination fees for that section.

Personal Identification presented at the test center must include the same name that appears on your application and NTS. Do not change the spelling and do not change the order of your name on applications or when making appointments. If your name is different from your identifications at check in, you will not be permitted to test.

You are required to present two forms of identification, one must contain a recent photograph, when you arrive to take your examination. Each form of identification must bear your signature and must not be expired. If you do not present acceptable identification, you will not be permitted to take your examination and you will forfeit all examination fees for that section.

You must present one of the following primary forms of identification:

- A valid (not expired) state or territory issued driver’s license with photograph and signature
- A valid (not expired) state or territory issued identification card with recent photograph and signature (Candidates who do not drive may have an identification card issued by the agency which also issues driver licenses.)
- A valid (not expired) government issued passport with a recent photograph and signature
- A United States military identification card with recent photograph and signature.

Your secondary form of identification may be one of the following (or another item from the list above):

- A valid (not expired) credit card
- A bank ATM card
- A debit card

The following are UNACCEPTABLE forms of identification:

- A draft classification card
- A Social Security card
- A student identification card
- A United States permanent residence card (green card)

Your examination should begin within 30 minutes of the scheduled start time. If circumstances arise that delay your session more than 30 minutes, you will be given the choice to continue waiting or rescheduling your appointment.

You must place all personal belongings, such as a purse or cell phone, in the storage lockers provided by the test center. You will be given the key to your locker which must be returned to the test center staff prior to your departure. The lockers are very small and not intended to hold large items. Do not bring anything to the test center unless it is absolutely necessary. Test center personnel will not be responsible for lost or stolen items.

You must keep your identification with you at all times. If you leave the testing room for any reason, you will be required to show your identification to be readmitted.

You will have a digital photograph taken of your face. If the digital camera equipment is not working, a Polaroid picture will be taken.

You will be required to sign the test center log book. Each time you exit and re-enter the testing room, you will be required to sign the log book and present your identification.

You will be required to sign a Confidentiality and Break Policy Statement, if you do not accept the terms of the following statement, your test will be terminated and your test fees will be forfeited.

Confidentiality and Break Policy Statement

I hereby certify that I will respect the confidentiality of the Uniform CPA Examination. I attest that I will NOT:

- *Divulge the nature or content of any Uniform CPA Examination question or answer under any circumstance*
- *Engage in any unauthorized communication during testing*
- *Refer to unauthorized materials or use unauthorized equipment during testing*
- *Remove or attempt to remove any Uniform CPA Examination materials, notes, or any other items from the examination room*

I understand that I am required to report to the AICPA any examination question disclosures or solicitations for disclosure of which I am aware.

I understand that breaks are only allowed between testlets. I understand that I will be asked to complete any open testlet/simulation before leaving the testing room for a break.

In addition, I understand that failure to comply with this attestation may result in invalidation of my grades, disqualification from future examinations, expulsion from the testing facility and possible civil or criminal penalties.

You will be escorted to a workstation by test center staff. You must remain in your seat during the examination, except when authorized to get up and leave the testing room.

Scratch paper and pencils will be provided to you. You will be required to return the scratch paper to the test center staff when your examination is complete. If you need additional scratch paper, you may request it from the test center staff, but you must first turn in the original sheets of paper you received in order to get a new supply. You must not bring any other paper or pencils to the workstation in the testing room.

Notify the test center staff if:

- a) You experience a problem with your computer
- b) An error message appears on the computer screen (do not clear the message)
- c) You need additional scratch paper or pencils
- d) You need the test center staff or any other reason

When you finish the examination, leave the testing room quietly, turn in your scratch paper and sign the test center log book. The test center staff will dismiss you after completing all necessary procedures.

Specific questions about the Examination should be faxed to the AICPA Examination team at 201-938-3443.

This procedure is designed to assure you that all technically accurate answers will be considered during grading. Your fax should include the precise nature of your concern, the rationale, and if possible, references. It should also include your candidate examination section identification number. Your fax must be received by the AICPA within four days of completing the referenced examination section. This will ensure that all comments are received and reviewed in a timely manner and before grades are released to NASBA. The AICPA cannot respond personally to candidates who fax concerns, however, every fax received by the deadline will be reviewed and considered.

Questions or Comments about the Test Center Environment, the Test Center Staff or other issues not directly related to the content of the examination, should be directed to the Board of Accountancy no later than ten business days from the date of your examination. When appropriate, you will receive a written response from the board.