Pearson Check-in Procedures and Rules

Pearson check-in procedures

Pearson staff is required to follow the procedure below for each candidate:

1. Request two forms of identification (ID)
2. Check IDs – One must be picture, both need a signature.
3. Capture electronic signature and verify that signatures match
4. Capture electronic fingerprint
5. Capture digital photograph
6. Distribute candidate rules document (see below)
7. Show candidate where to store belongings
8. Offer candidate an erasable note board and pen
9. Admit candidate

There is little or NO flexibility with the rules.. Rules are listed below, and can also be found at: http://www.measurementresearch.com/testing/rules.shtml.

Candidate rules

❒ Personal items, such as calculators, cellular phones, handheld computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats, bags, coats, books and notes, are not allowed in the testing room. You must store all personal items in a locker. The locker dimensions are 18" h x 15" w x 16.5" d. Pearson Professional Centers are not responsible for lost, stolen, or misplaced personal items. Therefore, candidates should not bring personal and/or expensive items to the center

❒ The Pearson Professional Center test administrator will provide you with an erasable note board and a marker before you enter the testing room. You may not remove these items from the testing room at any time during the exam, and you must return all items to the test administrator after the exam.

❒ You may not write on the erasable note board until after the exam has been started. If you need to clean your note board during the exam, raise your hand and the test administrator will assist you.

❒ Earplugs are available from the test administrator on request.

❒ The Pearson Professional Center test administrator will log you in to your assigned workstation, verify that you are taking the correct exam and start the exam. Please remain in your assigned seat.

❒ Eating, drinking, smoking and making noise that creates a disturbance for other candidates are prohibited during the exam.

❒ To ensure security, you will be monitored at all times. Both audio and video will be recorded.

❒ To request an unscheduled break, raise your hand to get the test administrator's attention. The administrator will set your testing workstation to the break mode and restart the exam for you when you return. The exam clock will **NOT** stop while you are away.

❒ Some lengthy MRA exams (more than four hours long) include a mandatory 30-60 minute

break. The break will begin when you complete the first section of the exam. Raise your hand when you have completed the first section to get the test administrator's attention. The administrator will set your testing workstation to the break mode and restart the exam for you when you return. The exam clock **WILL** stop while you are away for a mandatory break.

❒ You must leave the testing room for all breaks. When you leave the testing room, you will be fingerprinted, and you will be fingerprinted again before you re-enter the testing room.

❒ When returning from a mandatory break, the administration will log you in to your assigned workstation, verify that you are taking the second section and start the exam.

❒ If you have questions or concerns at any time during the exam, raise your hand and the test administrator will assist you as long as other candidates are not disturbed. The test administrator will not answer exam-specific questions.

❒ If you have concerns about any of the questions as you work on the exam, you can make a note on the erasable board or mark an item for review onscreen. You'll have an opportunity to enter comments in the exam, and these comments will be provided to MRA.

❒ If you experience hardware or software problems or distractions that affect your ability to take the exam, notify the test administrator immediately by raising your hand.

❒ After you finish the exam, you may be asked to complete an optional, onscreen evaluation. After completing the evaluation, raise your hand. The test administrator will come to your workstation and ensure your exam has ended properly. You must return the erasable note board and marker to the test administrator. Do not leave these items at your testing workstation. You will be fingerprinted when you leave the testing room.

❒ Please note that you will NOT receive a score report at the end of the exam. You will receive your score report from your Board after completing the exam. Exam data is automatically encrypted and transferred electronically to a secure facility. From there, it is forwarded to MRA. Pearson Professional Centers do not have access to the exam data.

❒ If you have questions about the examination, please contact MRA.

❒ If you do not follow the above rules, if you tamper with the computer or if you are suspected of cheating, appropriate action will be taken. This may include invalidation of your exam results.