

CERTIFICATION PROGRAM

EXAM INSTRUCTIONS - INDIVIDUAL



Individual exams are conducted under the auspices of the HSCG. All rules and responsibilities contained in this document must be adhered to in order for the exam to be valid and recognized for “HSCG Certification. Failure to comply with the rules will cause the exam results to be invalid.

If the exam cannot be given on the agreed upon date, with the approved Proctor and Test Location, the Member is to immediately notify HSCG Certification by email to evaluate the situation.

BEFORE THE EXAM

- 1) Gather your supplies: pens, pencils, and 4-function (add/subtract/multiply/divide) nonprogrammable calculator. This is a closed book exam. Space is provided on the exam for notes and calculations. Bring a photo ID.
- 2) Upon arriving at test facility, locate the Proctor and sign the “Attendance Sheet”. Proctor will check your ID and provide you these instructions. Please review before entering test area.
- 3) At Proctor’s instructions, enter test area and select a seat. Place only your pens, pencils, and calculators on the desk.
- 4) If the Proctor will be monitoring you at all times, then all other items need to be placed on the floor. If the Proctor will monitor you on a periodic basis, for instance every 10 minutes, then your other items cannot be with you and need to be stowed outside of the test area.
- 5) No electronic devices (other than calculators) are permitted on the desk. Turn off cell phones and pagers.

DURING THE EXAM

- 1) The allotted time for the exam is 1 hour for Basic and Advanced Exams, 3 hours for Expert and Master Exams. The exam time starts when the Proctor hands out the exam. The Proctor will keep track of the time and notify you when the time is up.
- 2) Clearly cross out any answers you do not want considered. If you cannot clearly mark the answer you think is correct, make a note of which answer is the correct one.
- 3) When completed, follow the Proctor’s instructions on how to turn in your exam.
- 4) Talking to anyone other than the Proctor during the exam is not permitted.

AT THE END OF THE EXAM

- 1) When the exam time is up, follow the Proctor’s instructions on how to turn in your exam.
- 2) Fill out the certification Survey”. If there were any issues with the questions and answers on the exam, then provide a description on the “Question Issues” document. Return all these documents to the Proctor who will include them in the mailing. The Proctor has to account for all these documents so please return them to the Proctor.
- 3) The Proctor will return documents via mail to HSCG Certification. A pre-paid envelope has been provided by HSCG.
- 4) Within 30 days of receipt of exam, the HSCG will notify the Member, via email, of their grade.