## Candidate Instructions for ABC Web-Based Examinations

- 1. This is a closed book exam. Examinees are not allowed to utilize their own reference sources, such as books, notes or programmable calculators, for the examination. Use the *ABC Formula/Conversion Table* provided when working out calculations. You may also use the scratch paper provided. The scratch paper, *ABC Formula/Conversion Table*, and these instructions must be returned to the proctor at the conclusion of the exam.
- 2. You are not allowed to copy questions or answers from the test. Computers and cameras are not allowed in the examination site. Candidates are not allowed to take any written material from the examination site. Candidates who violate these rules may be asked to leave the site and may be disqualified from the exam.
- 3. The HELP window may be accessed online at any time during the exam by clicking on the "Help" button at the bottom of your screen. The HELP window is reproduced at the bottom of this page and shows the options available to examinees. Please review the HELP window before beginning the exam.
- 4. Read each question carefully before choosing the best answer. There is only one correct answer for each question. Unanswered questions will be counted wrong, so answer all questions. To select an answer, either click in the corresponding circle or type in the answer as indicated in the HELP window.
- 5. To go to the next unanswered item, click on the ">>" button as indicated in the HELP window. An examinee can mark questions for later review or review a specific numbered question at any time during the exam. Also, an examinee can go back and change an answer at any time during the exam.
- 6. If you would like to provide comments on any exam questions, click on the "!" button as indicated in the HELP window. This will be your only opportunity to comment on a question. Comments are accepted only for the purpose of future item bank improvement. Your score will not be adjusted and you will not be contacted regarding any submitted comments.
- 7. When you are finished with the exam, click on the "Cover" button. Check to see that you have answered all of the questions. Then click the "Finish and display results" button. Then click on "Mastery" and your score will be displayed.
- 8. After viewing your exam results click on "Exit."
- 9. If you must leave the room during the session, click on the "Cover" button. DO NOT "Exit" the exam. When you return, you will need to click on "Resume" to access the test again. You will not receive additional time to complete the examination for time lost during a break. Also, only one examinee at a time will be allowed to leave the room during testing.
- 10. Any attempts to cheat on any examination will result in the immediate termination of your examination. Furthermore, candidates are absolutely prohibited from recording examination content in any format. Candidates who violate the security of any examination will have their examinations terminated and may face additional consequences from the certification board or agency.

