



ASCP BOC/Pearson VUE - Candidate Test Center Procedures

IMPORTANT: Please review the detailed information regarding your certification examination at the Pearson Test Center.

AT THE TEST CENTER
1. No Visitors (i.e. children, spouses, family or friends) are allowed in the test center.
2. No Studying is allowed in the test center.
3. No personal items are allowed in the testing room. This includes, but is not limited to: <ul style="list-style-type: none">• Electronic Devices: (i.e., mobile phones, Bluetooth devices, hand-held computers/personal digital assistants (PDAs), pagers or other electronic devices).• Furnishings: (i.e., watches, bracelets, wallets, purses, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases).• Miscellaneous Items: (i.e., books, notes, pens, pencils, firearms or other weapons).
4. Store personal items in provided locker. <ul style="list-style-type: none">• You must store your personal items in a secure area (a locker) as indicated by the Test Administrator (TA) or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your application fee. <i>Pearson Professional Centers are not responsible for lost, stolen or misplaced personal items.</i>• All Electronic devices must be turned off before storing them in a locker.
CHECK-IN PROCESS
1. The TA may collect your digital photograph, digital signature, and/or your palm vein image.
2. The TA may ask you to roll up your sleeves to verify that you do not have writing on your arms and/or to check for electronic devices.
3. If you have hair that covers your ears, the TA may ask you to show your ears to verify that no Bluetooth devices are present.
4. If there are discrepancies during the check-in process, you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee.
BEFORE YOU ENTER THE TESTING ROOM
1. The TA will ask you to: <ul style="list-style-type: none">• Pat yourself down (for example: arms, legs, waistline) to show there is nothing hidden on your body.• Empty your pockets for the purpose of allowing the TA to verify that nothing is in them.
2. The TA will provide you with: <ul style="list-style-type: none">• An erasable note board, marker and calculator (if you do not have one). You may not write on the erasable note board until after the exam has started.• For the Technologist in Blood Banking or the Specialist in Blood Banking examinations you will be given an ASCP-BOC Blood Bank Panel Booklet and pencil.
3. Personal Calculator: You may bring your own calculator into the testing room as long as it is not programmable, is not stored in a case, does not have a printing mechanism, and does have its own power supply. The TA will check all calculators and have you place the calculator in your locker if it does not meet these criteria.
IN THE TESTING ROOM
1. No communication with other candidates is allowed. Any disruptive, threatening or fraudulent behavior in the testing room may be grounds for: <ul style="list-style-type: none">• terminating your test.• invalidating your test results.• disqualifying you from taking the test at a future date.
2. Workstation: <ul style="list-style-type: none">• Login: The TA will log you in to your assigned workstation.

<ul style="list-style-type: none"> • Verify Exam: You will verify the test you are taking is the one you registered to take. • Start Exam: Once you have verified that it is the correct exam, the TA will start your exam. • Remain Seated: you must remain in your assigned seat until escorted out of the testing room by the TA.
3. If you need a clean note board, or a replacement pencil, marker, or calculator, raise your hand and the TA will assist you.
4. You may not remove any materials given to you by the TA from the testing room at any time during the exam. All items must be returned to the TA after the exam.
5. Audio & Video Monitoring: <ul style="list-style-type: none"> • You will be monitored at all times. • Both audio and video will be recorded.
DURING THE EXAM
1. You may not access educational, exam preparation or study materials at any time during the exam. <ul style="list-style-type: none"> • If you are suspected of cheating or accessing notes, study, educational, or test material at any point during your exam, the TA will stop your exam and document the behavior before you may resume testing.
2. Eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates is strictly prohibited .
3. TA Assistance: <ul style="list-style-type: none"> • Raise your hand if you experience any problems or distractions, or if you have questions. • Raise your hand if you experience hardware or software problems that affect your ability to take the exam. • The TA cannot assist with questions related to exam content. If you have questions about the exam, contact the ASCP-BOC post examination.
TAKING A BREAK
1. If you wish to take a break, raise your hand to get the TA's attention. <ul style="list-style-type: none"> • Break Mode: The TA will set your workstation to break mode. • The exam clock will not stop while you are away from the testing workstation.
2. You must leave the testing room for all breaks.
3. You may not remove any materials given to you by the TA from the testing room at any time during the exam.
4. Accessing personal items during the break: <ul style="list-style-type: none"> • You MUST get permission from the TA before accessing personal items that have been stored prior to the exam with the exception of comfort aids, medication, and food. • You may not access personal items during any break including, but not limited to, mobile phones, test notes, and study materials.
5. After the break: <ul style="list-style-type: none"> • Reentering the testing room: Upon reentering the testing room, your palm vein image will be taken again to verify your identity. • Restarting the exam: The TA will restart your exam when you return from break.
POST EXAMINATION
1. Preliminary Pass/Fail: After you finish the exam a preliminary "Pass" or "Fail" will briefly display on the computer screen. You may access official results within four business-days of completion.
2. Onscreen Evaluation: You will be asked to complete an optional, onscreen evaluation.
3. Ending the Exam: Once you have completed the evaluation, raise your hand. The TA will come to your workstation and ensure your exam has ended properly.
4. You may not remove any materials given to you by the TA from the testing room at any time during the exam. <ul style="list-style-type: none"> • All material given to you by the TA must be returned to the TA after the exam.
5. You may not share or discuss any of the exam questions or answers you saw during the taking of the exam.
6. Exam data is automatically encrypted and transferred to the ASCP-BOC. Pearson Professional Centers do not have access to your exam data or score.

EXAM RESULTS

The ASCP-BOC reserves the right to cancel/withhold a test result if there is any discrepancy in, or falsification of, a test taker's identification and/or the test taker violates any of the above ASCP-BOC Candidate Rules Agreement.

If the above rules are not followed, the computer is tampered with, or you are suspected of cheating, appropriate action will be taken. This may include invalidation of your exam results.

CANDIDATE STATEMENT

By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE and to the exam sponsor (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow the Rules. If I do not follow the Rules, or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and the exam sponsor, my exam may be invalidated, the sponsor may take other action such as decertifying me, and I will not be refunded my exam fee.

August 2021