



ASCP-BOC 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). • Accessories: watches, bracelets, wallets, purses, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases. Miscellaneous Items: books and/or 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 have no writing on your arms and/or 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.
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:
 - terminating your test.
 - invalidating your test results.
 - disqualifying you from taking the test at a future date.
2. **Workstation:**
 - **Login:** The TA will log you in to your assigned workstation.
 - **Verify Exam:** You will verify the test you are taking is the one you registered to take.
 - **Remain Seated:** You must remain in your assigned seat until escorted out of the testing room by the TA.
3. If you need to clean your note board 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 and all items **must be returned** to the TA after the exam.
5. **Audio & Video Monitoring:**
 - You will be monitored at all times.
 - Both audio and video will be recorded.

DURING THE EXAM

1. You **may not** access educational, test preparation or study materials at any time during the exam.
 - If you are suspected of cheating or accessing notes, study, educational or test material at any point during your exam, the TA will stop you exam and document the behavior.
2. **Prohibited:** eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates is strictly prohibited.
3. **TA Assistance:**
 - **Raise your hand** if you experience any problems or distractions, or if you have questions, and the TA will assist you.
 - **Raise your hand for** assistance if you experience hardware or software problems that affect your ability to take the exam.
 - The TA **cannot** assist with questions relate to test 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.
 - **Break Mode:** The TA will set your workstation to the 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:**
 - 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.
 - Personal Items **you may not access** during any break include, but are not limited to, the following: mobile phones, test notes, and study guides.
5. **After the break:**
 - **Reentering the testing room:** Upon reentering the testing rom your palm vein image will be taken again to verify your identity.
 - **Restarting the exam:** The TA will restart the 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.
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 test questions or answers you saw or viewed during the taking of the test.
6. Exam data is automatically encrypted and transferred to the ASCP BOC. Pearson Professional Centers do not have access to the exam data or score.
TEST RESULTS
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 in the ASCP BOC Candidate Rules Agreement.

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