

Knowledge Exam Instructions

These instructions are to be placed in the common area so **all** candidates can read them before entering the knowledge test area.

A laminated copy is to be placed by each knowledge test station so the candidate may refer back to these directions during their knowledge exam.

You cannot leave the knowledge testing area/room until you finish your knowledge exam. Please remember to use the restroom before entering the testing rooms if needed.

Cell phones, smart watches, fitness monitors, Bluetooth-connected devices, or other electronic devices (tablet, laptop, iPod, etc.) **MUST BE TURNED OFF** and are not allowed to be used or near or on your person (in pockets, on wrist, etc.) during testing. All personal belongings must be placed in the designated area inside the testing room. Devices and personal belongings must be collected when you leave the test area after completing an exam component.

Anyone using an unapproved electronic device (texting/Google searching/etc.) or any other form of cheating during testing will be asked to leave the test site, forfeit all testing fees, have their exam scored as a failed test attempt, and be reported to D&SDT-Headmaster, their training program and the Arizona NCIA Board of Examiners.

The Knowledge Test Proctor (KTP) will ask you if you have any questions before your Knowledge Exam is started.

The questions will be presented to you on the computer screen, one at a time. You will have **60 minutes** to select answers A, B, C, or D for each question. The KTP will announce when 15 minutes are remaining.

- Scratch paper and basic calculators **are not allowed**.
- Foreign language translation dictionaries, translators, the use of language translators that are not pre-approved (*for example, Google translate, etc.*), and electronic dictionaries **are not allowed**.

If you have any issues with the computer, please quietly alert the Knowledge Test Proctor (KTP).

When you believe you are finished with your exam, double-check all your answers. Then, quietly alert the KTP that you are finished.

The KTP **MUST COME TO YOU**, ensure all questions are answered, and log you out of the exam.

DO NOT PRESS THE 'End Exam' BUTTON AT ANY TIME!
The KTP must assist you with ending the exam.

Once the test ends, the KTP will collect all testing materials, and you are free to leave the test site. All testing materials must remain in the test area at all times.

Pick up any of your personal belongings as you quietly exit the room.