

# PAPER KNOWLEDGE TEST INSTRUCTIONS

To be placed in the waiting/sign in area so all candidates have an opportunity to read these instructions before going to the knowledge test portion their exam. A laminated copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during his/her electronic knowledge test.

**YOU ARE NOT ALLOWED TO LEAVE THE KNOWLEDGE TESTING AREA/ROOM UNTIL FINISHED WITH YOUR KNOWLEDGE TEST. PLEASE REMEMBER TO USE THE RESTROOM BEFORE ENTERING THE TESTING ROOMS, IF NEEDED.**

**CELL PHONES, SMART WATCHES, FITNESS MONITORS AND ANY OTHER ELECTRONIC DEVICES MUST BE TURNED OFF (NOT ON VIBRATE OR MUTE) DURING KNOWLEDGE TESTING.**

**USAGE OF CELL PHONES, SMART WATCHES, FITNESS MONITORS OR ANY OTHER ELECTRONIC DEVICES (TABLET, LAPTOP, I-POD, ETC.) IS NOT ALLOWED IN THE TESTING AREAS AND THESE ITEMS ARE NOT ALLOWED TO BE NEAR OR ON YOUR PERSON (IN POCKET, ON WRIST, ETC.) DURING TESTING. ANY PERSONAL BELONGINGS (PURSE, BAGS, CELL PHONES, SMART WATCHES, FITNESS MONITORS, LAPTOPS, TABLETS, ETC.) NEED TO BE PLACED IN THE DESIGNATED AREA INSIDE THE TESTING ROOM WHEN YOU ENTER. DEVICES AND BELONGINGS MAY BE COLLECTED WHEN YOU LEAVE THE TEST AREA AFTER COMPLETING AN EXAM COMPONENT.**

**ANYONE USING A CELL PHONE, SMART WATCH, FITNESS MONITOR OR ANY OTHER ELECTRONIC DEVICE (TEXTING/GOOGLE SEARCHING/ETC.) OR NAVIGATING AWAY FROM THE KNOWLEDGE TEST (GOOGLE SEARCHING, EMAIL, ETC.) DURING TESTING WILL BE ASKED TO LEAVE THE TEST SITE, WILL FORFEIT ALL TESTING FEES, WILL HAVE THEIR TEST SCORED AS A FAILED TEST AND WILL BE REPORTED TO THE ARIZONA NCIA BOARD OF EXAMINERS. YOU WOULD NOT BE PERMITTED TO RETEST WITHOUT A LETTER FROM THE NCIA BOARD ALLOWING A RETEST.**

Make only 62 marks on your quick score answer form. DO NOT fill in any other bubbles on your Quick Score Answer form, except questions 1 through 62 at the bottom of the scan form marking either A, B, C or D. Be sure to make your marks clear and dark and stay within the bubble. Use only a #2 pencil.

**No bubbles** will be filled in on your Quick Score Answer form for your name. Each answer form is individualized and preprinted with your name and ID number, so you do not need to make any marks at the top of the quick score answer form. **Please** just be sure that your name is spelled correctly on the top of your Quick Score Answer form. Tell the KTP if any name or ID number correction needs to be made.

Double check that the **Knowledge Test Number** printed on the top of your Quick Score Answer Form matches the Knowledge Test number printed on your Knowledge Test booklet. Tell the KTP if these numbers do not match.

**DO NOT** make any marks in your Knowledge Test booklet. **Scratch paper is not allowed.** If necessary, you may do math calculations, etc., inside the "red bordered area" on the backside of your Quick Score Answer form. If you need a calculator, please quietly approach the Knowledge Test Proctor and one will be provided for your use.

You will have a maximum of 90 minutes to complete the Knowledge Test. The KTP will tell you when there are 15 minutes remaining.

When you are finished with the exam **double check** the marks you have made on your Quick Score Answer form and then quietly bring your test booklet and Quick Score Answer form to the KTP. You are free to leave the facility when done with your exam.

Please remember to take any personal belongings with you when you leave the knowledge test room. Exit the room quietly.

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