

# WEBTEST® 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 OF EXAMINERS ALLOWING A RETEST.**

There are 62 questions on your Knowledge Test. The questions will be presented to you on the screen. You will have a maximum of 90 minutes to complete the Knowledge Test. **You will be informed when there are 15 minutes remaining.**

If you need a calculator, please quietly approach the Knowledge Test Proctor and one will be provided for your use. ***No scratch paper is allowed.***

**If you have any issues with the computer, please raise your hand and the Knowledge Test Proctor (KTP) will come assist you.**

**When you are finished with your exam, please raise your hand, to let the KTP know you are done, and s(he) will come and log you out of the Knowledge test.**

**DO NOT PRESS THE "STOP" BUTTON AT ANY TIME!**  
***This is a step the KTP must assist you with.***

Please remember to take any personal belongings with you when you leave the knowledge test room. Exit the room quietly. You are free to leave the facility when finished with your exam.

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