

# Knowledge Exam Instructions

These instructions are to be placed in the common area so **all** candidates have an opportunity to read these instructions before going into the knowledge test area.

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

You are not allowed to leave the testing area/room until you are finished with your exam. If needed, please remember to use the restroom before entering the testing rooms.

Cell phones, smart watches, fitness monitors, Bluetooth connected, or any 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 need to 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 your exam.

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, will forfeit all testing fees, will have their test scored as a failed test attempt and will be reported to their training program, D&SDT-Headmaster and the Michigan Department of Licensing and Regulatory Affairs (LARA).

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

There will be **50 questions** presented to you, one at a time, on the computer screen. You will have a maximum of **60 minutes** to select answers A, B, C, or D for each of the 50 questions. The KTP will announce when there are 15 minutes remaining.

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** and make sure all questions are answered and then sign you out of the exam.

**DO NOT PRESS THE END EXAM BUTTON AT ANY TIME!**

*The KTP must assist you with stopping the exam.*

Once the test is ended, the KTP will collect all testing materials and direct you to your next area. All testing materials must remain in the test area at all times.

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