

## Prometric Identification Requirements and Test Center Regulations

The following is important information that you are expected to follow for taking the ABV Credential Examination at a Prometric Test Center.

### Personal Identification

You must bring two forms of identification – one photo bearing, both with a signature with you to be admitted to the examination.

### Acceptable Forms of Identification

Primary Identification (must bear a recent photo and a signature):

- Current, valid passport
- State or Government Issued ID card
- Driver's license
- Military ID card (must have picture and be signed)
- Employee ID card

Secondary Identification (must include signature):

- Any form of Primary ID
- Credit card
- ATM card
- Debit credit cards
- Military ID card (must have signature)
- Citizenship card

If a photo ID is not available, one of the IDs must contain a physical description.

### Test Center Regulations

A standardized environment is necessary to ensure that the examination you take is essentially equivalent to the examination all other candidates take. For this reason, all candidates must follow the same regulation.

- Eating, drinking, or use of tobacco is not allowed in the testing room.
- Talking or communicating with other candidates is not allowed in the testing room.
- Calculators (other than those approved by the AICPA), personal digital assistants, or other computer devices are not allowed in the testing room. Approved calculators are: Hewlett Packard HP 12C, HP 10B, HP 10b II, 17bII+, or Texas Instruments TI BAII Plus.
- You must not leave the testing room without the permission of the test center staff.
- You must show your identification to the staff to re-enter the room after any breaks.
- Scratch paper and a pencil will be provided to you.

### Reporting to the Testing Site

You should arrive at the testing center, at least 30 minutes before the scheduled appointment to allow time for check-in. When you arrive at the test site, report to the center administrator.

Friends and relatives who accompany you to the test site will not be permitted to wait in the testing area or contact you while you are taking the examination.

### Examination Security and Breaks

The following are additional security measures that will be taken at the testing site:

- You will be required to sign the log sheet each time you enter and leave the testing area.
- You will be required to read and sign an ABV Confidentiality Statement.
- You will be observed at all times while taking the examination. This observation may involve direct observation by a proctor.

A mandatory 45-minute break is scheduled between Part I and Part II for those required to take the full day exam. If you must leave the room during the examination, raise your hand to notify the administrator. Timing will not stop during such unscheduled breaks. You may be required to show the administrator your identification to be readmitted to the testing room.

### Personal Items/Reference Materials.

Please be advised that you will not be able to take **any** personal belongings into the testing room. See "Prohibited Items" list below identifying items that are prohibited in the testing center. Most test centers

provide small lockers for storage of personal possessions; however, brief cases, attaché cases, backpacks, and totes may not fit into the storage lockers.

### **Prohibited Items**

Prohibited items include, but are not limited to:

- Books
- Briefcase
- Portable Computer
- Calculator Watch
- Camera, Photographic or Scanning Device (still or video)
- Cellular Phone
- Cigarette/Tobacco Product
- Compass
- Container of any kind
- Dictionary
- Earphone
- Earplug (not provided by Test Center)
- Eraser
- Eyeglass Case
- Food or Beverage
- Handbag/Backpack/Hip Pack
- Hat or Visor (except head coverings worn for religious reasons)
- Headset or Audio Earmuffs (not provided by Testing Center)
- Jewelry – Pendant Necklace or Large Earrings
- Newspaper or Magazine
- Non-Prescription Sunglasses
- Notebook
- Notes in any written form
- Organizer / Day Planner
- Outline
- Pager / Beeper
- Pen/Pencil/Paper (not provided by Test Center)
- Pencil Sharpener
- Personal Digital Assistant or Other Electronic Device
- Plastic Bag
- Protractor
- Purse/Wallet
- Radio/Transmitter/Receiver
- Ruler/Slide Ruler
- Study Material
- Tape/Disk Recorder or Player
- Umbrella
- Watches
- Weapon of any kind

### **Candidate Misconduct**

If the test center staff suspects misconduct, a warning will be given to the candidate for any of the following situations:

- Communicating, orally or otherwise, with another candidate or person
- Copying from or looking at another candidate's materials or workstation
- Allowing another candidate to copy from or look at materials or workstation
- Giving or receiving assistance in answering examination questions or problems
- Reading examination questions or simulations aloud
- Engaging in conduct that interferes with the administration of the examination or unnecessarily disturbing staff or other candidates

Grounds for confiscation of a prohibited item and warning the candidate include:

- Possession of any prohibited item (whether or not in use) inside, or while entering or exiting the testing room
- Use of any prohibited item during a break in a manner that could result in cheating or the removal of examination questions or simulations

In addition, jackets and sweaters are also prohibited; however, if you require a separate sweater or a jacket due to room temperature, it must be worn at all times. Prometric uses a variety of procedures to prevent candidate misconduct and cheating on the examination. Test center staff is trained to watch for unusual behavior and incidents during the examination. In addition, all examination sessions are audio/videotaped to document the occurrence of any unusual activity and candidate misconduct is reported to boards of accountancy on a daily basis.

The AICPA takes candidate misconduct, including cheating on the ABV Examination, very seriously. If the AICPA determines that a candidate is culpable of misconduct or has cheated, the candidate will be subject to a variety of penalties including, but not limited to, invalidation of grades, disqualification from subsequent examination administrations, and civil and criminal penalties

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### **Grounds for Dismissal**

If you engage in misconduct or do not follow the test center regulations, the test center staff may dismiss you from the examination or you may have your scores canceled by your board of accountancy. The following are examples of behavior that will not be tolerated during the examination:

- Repeating acts of misconduct after receiving prior warning(s)
- Attempting to remove or removing examination questions from the testing room by any means.
- Copying, writing or summarizing examination questions on any material other than the scratch paper issued to you
- Tampering with computer software or hardware, or attempting to use a computer for any reason other than completing the examination session
- Intentional refusal or failure to comply with instructions of the test center staff
- Attempting to have an impersonator gain admission to the testing room or to substitute for you after a break
- Conduct that may threaten bodily harm or damage to property