

Applicants' Bulletin

Scheduling Exams

Once an applicant completes the application, pays the fees and receives authorization, the **applicant** needs to schedule the exam.

- **Contact the test site** within 60 days of the date of Letter of Authorization.
- Bring your Letter of Authorization and photo-ID when you go to the test site.
- Bring **number-two** pencils with you.
- Bring code books, reference manuals and other published materials, if taking an open-book examination.
- The test site will provide necessary test materials and instructions before the exam begins.

If you require special accommodation in accordance with the Americans with Disabilities Act, you must notify the Building Codes Division (BCD) and the test site as soon as possible.

Developing the Exam

BCD makes every effort to ensure that all questions are fair, reasonable and pertinent to your discipline.

- The exam outline and test were developed by a committee of people from your discipline considered to be subject matter experts by their peers.
- BCD evaluates examination questions and test results to ensure the questions are reliable measurements of the knowledge, skills and abilities needed in your discipline to protect the public's safety and welfare.
- The standard for a passing score is set by statute.

The Exam

- Exam outline is mailed to you on **approval** of your application; please take time to review it.
- The questions are multiple choice, with each question having the same value and importance as the others.
- If you have difficulty with a question, skip it and come back later.
- Choose an answer for each question, as unanswered questions will be scored as incorrect.
- It is beneficial to review your answer sheets before turning them in.

Check-in Procedure

- The proctor will ask for your authorization letter and photo ID.
- Candidates arriving late may be checked in until such time as any candidate has completed the exam.
- Check-in procedures for late arrivals are identical to other candidates, except the applicant must stop working on the exam at the same time as all other candidates.
- Boxes, briefcases, purses, or other containers must be placed under the table and not referred to once you begin the examination.
- Calculators with alphabetic keypads, printing capabilities or that have memory are not permitted for use during the exam. Calculators are to be noiseless.

- Only books and materials on the approved reference list are allowed in the exam room. Possession of any materials not on the list will be considered a breach of security and will be confiscated. You also may be dismissed from the examination.
- beepers, cellular phones or other communication devices are not allowed in the exam room.

Anyone observed writing in a book or on any reference materials will have those items confiscated and will be disqualified from completing the examination.

Testing

- Do not open the examination materials until instructed to do so.
- Please refer to the front cover of your exam booklet. Be aware of the time allotted to complete your exam, as you will not be given any extra time to mark answers on your answer sheet after the time specified.
- Make certain your answer sheet is completed properly using only number-two pencils.
- Proctors are not allowed, nor qualified, to answer questions on examination content.
- If you challenge a question and/or answer, please complete the Question/Comment Form provided for that purpose. Be sure to include your name, exam identification number as well as each question number, and how you answered it. Write your comments clearly to justify your arguments.

Reporting of score

- You will be notified by mail within 2 weeks of the date BCD receives your exam to grade.
- If you passed your exam, the necessary form to obtain your license or certificate will be included with your notice.
- If you failed, you will be mailed the necessary form to complete in order to re-test.
- You may review your test by calling BCD's licensing/certification section to schedule a review appointment at BCD's Salem office.

Canceling of score

All questions are the intellectual property of the State of Oregon. Scores will be canceled when BCD has reason to believe any of the following conditions exist:

- the candidate has shared questions with any other person, including instructors or prospective candidates;
- during the examination, the candidate worked with another candidate;
- during the examination, the candidate displayed behavior which the proctor considered disruptive to another candidate; or
- the candidate brought unauthorized materials or exam aids into the exam room.