

## Candidate Rules Agreement for TX Educator Certification Examination Program

Please review the following exam rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean Test Administrator, Supervisor, or Proctor.

1.	Personal items, including but not limited to, mobile phones, hand-held computers, personal digital assistants (PDAs) or other electronic devices, pagers, watches, large jewelry, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, books, notes, pens, pencils, and food or drink are <b>not</b> allowed in the testing room (or may require inspection prior to being allowed in the testing room). If you wear eyeglasses you will be asked to remove them for visual inspection. You must store all personal items in a secure area as indicated by the TA or return them to your vehicle. All electronic devices must be turned off before storing them. You will be asked to empty your pockets and ensure nothing is in them. The test center is not responsible for lost, stolen, or misplaced personal items.
2.	Visitors, children, spouses, family, or friends are <b>not</b> allowed in the test center, including the waiting room.
3.	As part of the identity verification process, your digital signature and digital photograph will be collected. A scan of your palm vein pattern may also be collected. These will only be used for the purpose of identity verification. If you do not allow your digital signature, digital photograph, and when applicable, your palm vein pattern to be taken, you will not be allowed to test and you will not receive a refund or credit of any kind.
4.	Prior to being admitted to the testing room, whether initially or after any breaks, you will be asked to complete security steps, such as lifting your hair, pushing up your sleeves, turning out your pockets, or patting yourself down, to verify that you do not have any unauthorized materials on your person.
5.	Upon entering and being seated in the testing room, the TA will provide you with a noteboard booklet and erasable pen (for making notes or calculations) and any other materials allowed for your specific exam. You may not remove these items from the testing room. <b>You may not write in your noteboard booklet until you have completed the Compliance Agreement.</b> If you do, your booklet will be removed and replaced with a clean one. <b>If you time out of the Compliance Agreement because you were writing in your booklet (“brain-dumping”), you will not be allowed to test, and you will not be eligible for a refund or credit of any kind.</b> If you need new or additional materials during the exam, you should raise your hand. You are only allowed one noteboard booklet at a time. However, if you fill your noteboard booklet and need a replacement, raise your hand and a TA will collect your used booklet and give you a new one. You must return all materials to the TA immediately following the exam.
6.	The TA will log you into your assigned workstation. You will verify with the TA that the exam on the screen is the exam you are scheduled to take. The TA will start your exam session and you will follow the onscreen instructions. You will remain in your assigned seat until escorted out of the testing room by a TA.
7.	Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior may be grounds for termination of the exam or voiding of your results, and/or other actions as deemed appropriate by Pearson, the Texas Education Agency (TEA), or the State Board of Educator Certification (SBEC).
8.	You understand that actions such as eating, drinking, chewing gum, or making noise that create a disturbance for other candidates are prohibited during the exam.
9.	To ensure a high level of security throughout your testing experience, a TA will be monitoring you during your entire exam. Both audio and video recording may be used.
10.	Break policies may vary between exams; however, you must leave the testing room to take a break. Raise your hand to indicate that you want to take a break. You will need to show identification and you may have your palm vein image captured when leaving or re-entering the testing room. You may also need to complete additional security checks before re-entering the testing room such as lifting your hair, pushing up your sleeves, turning out your pockets, or patting yourself down. After finishing your break, the TA will escort you back to your assigned workstation where you will be able to continue the exam. An unscheduled break is a voluntary break that you initiate during an exam. When taking an unscheduled break, the exam time will not stop, and the TA will set your workstation to break mode. A scheduled break is an automatic break that you do not initiate; it is built into the exam you are taking. If your exam includes a scheduled break, instructions will appear on the computer screen at the appropriate time and will indicate how long of a break is allowed. During either an unscheduled or scheduled break, you may not leave the test center. You are not permitted to access personal items, other than food, drink, or medications.



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11.	During your exam, if you experience any distractions, have any questions or concerns, or experience any problems that affect your ability to take your exam, you must notify the TA immediately. Failure to report any problems or distractions to a TA on the day of your exam may result in forfeiture of further investigation after the completion of your exam. All situations that may impact your testing experience must be thoroughly documented by the TA on the day of your exam. In addition, you must report any concerns to Pearson within 7 days of testing. The TA cannot answer questions related to exam content. If you have concerns about an exam question, make a note of the question number, if available, and report your concern to the TA after your exam session.
12.	You understand that a Compliance Agreement or other security statement will be presented to you once the TA starts your exam. You must agree to its terms and conditions within the specified time limit in order to take the exam. If you do not accept the terms of the agreement or you do not agree within the specified time limit (typically a few minutes), your exam will end, you will not be permitted to test, and you will not receive a refund or credit of any kind. This includes if you do not respond to the Compliance Agreement within the specified time limit because you were writing in your noteboard booklet ("brain-dumping").
13.	Upon completion of your exam, you may be asked to complete an optional, onscreen evaluation.
14.	After you finish the exam and possibly an optional evaluation, raise your hand and the TA will come to your workstation and ensure that your exam has ended properly. You must return all test center supplied materials to the TA, and not leave them at your workstation. The exam sponsor may provide unofficial exam results or a receipt of completion after the exam. Only after materials have been returned and you have presented your ID will you receive any printed information (if applicable).
15.	You cannot remove copies of exam questions or answers from the testing center and cannot share or discuss the questions or answers seen in your exam with anyone. If you do not follow the above rules, if you tamper with the computer, or if you are suspected of cheating, appropriate action will be taken. This may include invalidation of your exam results, and other actions as deemed appropriate by Pearson, TEA, or SBEC.
16.	Your privacy: Your exam results will be encrypted and transmitted to Pearson. The test center does not retain any information other than when and where your exam was taken. The Pearson Privacy Policy Statement provides additional information regarding this, which you can obtain by visiting the Pearson website ( <a href="http://www.pearsonvue.com">www.pearsonvue.com</a> ).

Candidate Statement: By signing below or providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE and to the TX Educator Certification Examination Program (which may be outside of the country in which I am testing). I understand the information provided above and agree to follow these rules, in addition to any other program rules I may have agreed to during registration for this exam. If I do not follow the rules, or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE, the TX Educator Certification Examination Program, TEA, and SBEC, my exam may be invalidated, I will not be refunded my test fees, and other actions may be taken as described in the Rules of Test Participation as specified on the testing program website.

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Exam: \_\_\_\_\_