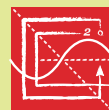




NCEES EXAMINEE GUIDE

NOVEMBER 2013



NCEES

*advancing licensure for
engineers and surveyors*

$$\frac{d^2z}{dt^2} + d^2z = 0$$

NCEES
EXAMINEE
GUIDE

NOVEMBER 2013

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SECTION I: OVERVIEW

ABOUT THE *NCEES EXAMINEE GUIDE*

The *NCEES Examinee Guide* is the official guide to policies and procedures for all NCEES exams. All examinees are required to read this document before starting the exam registration process. It is your responsibility to make sure that you have the current version.

NCEES exams are administered in either a computer-based format or a pencil-and-paper format. Each method of administration has specific rules. This guide describes the rules for each exam format. Refer to the appropriate section for your exam.

Currently, the only NCEES exams administered via computer are the Fundamentals of Engineering (FE) and the Fundamentals of Surveying (FS) exams. The Principles and Practice of Engineering (PE), Principles and Practice of Surveying (PS), and Structural Engineering (SE) exams are administered as pencil-and-paper exams.

ABOUT NCEES

The National Council of Examiners for Engineering and Surveying (NCEES) develops and scores the examinations used for engineering and surveying licensure in the United States. It also facilitates professional mobility and promotes uniformity of the U.S. licensure processes through services for its member licensing boards and licensees. These services include the Records program, practice exams, credentials evaluations, exam administration, and more. Learn more at [ncees.org](https://www.ncees.org).

SECTION II: COMPUTER-BASED EXAMS

CONTACT INFORMATION

NCEES computer-based exams are administered exclusively at approved Pearson VUE test centers.

CONTACT PEARSON VUE REGARDING:

- Comments about the test center
- Directions to a specific test center
- Inclement weather or power failure on your scheduled exam date
- Rescheduling an exam appointment

Visit: pearsonvue.com/ncees

Call: 888-866-8766

Email: Go to pearsonvue.com/contact/americas/customerservice, and complete the Contact Us form.

CONTACT NCEES REGARDING:

- Acceptable forms of ID
- Admittance requirements
- Contact information for licensing boards
- Evaluation of foreign education
- Exam accommodations
- Exam development
- Exam registration
- Exam scoring
- General information on the licensure process for becoming a professional engineer (P.E.) or professional surveyor (P.S.)

Visit: ncees.org

Chat: Click “Contact Us” at the bottom of the ncees.org homepage, and then select the Chat feature.

Call: 800-250-3196

Email: customerservice@ncees.org

Write: P.O. Box 1686, Clemson, SC 29631

CONTACT YOUR BOARD OF LICENSURE REGARDING:

- Application for engineer intern (E.I.) or surveyor intern (S.I.) certification
- Qualifications for licensure (these vary by state/territory)
- Renewal and continuing education requirements

OVERVIEW

All NCEES exams are confidential, secure, and protected by the laws of the United States and elsewhere. They are to be used only for valid assessment and licensing purposes.

REGISTERING FOR A COMPUTER-BASED EXAM

Eligibility

Eligibility to sit for an NCEES exam varies by state/territory and is determined by each licensing board. It is your responsibility to review your licensing board requirements at ncees.org/boards before registering for an exam.

MyNCEES Account

You must have a MyNCEES account to register for an exam. To create one, go online to account.ncees.org and follow the instructions. The information provided during this process will be used to create your appointment confirmation letter. The first and last name you use to register must match the government-issued ID you will provide for admission to the test center.

How to Register

Log in to your **MyNCEES** account, select the REGISTER button, and follow the onscreen instructions. During registration, you will be required to agree to conduct transactions with NCEES by electronic means, including but not limited to the exam registration process. You will also be required to attest that you have read the rules and policies in the *NCEES Examinee Guide* and agree to comply with them.

Exam Fees

Exam fees are payable directly to NCEES during the registration process. NCEES accepts payments online via MasterCard and VISA. Fees are as follows:

Fundamentals of Engineering (FE) \$225

Fundamentals of Surveying (FS) \$225

Some licensing boards may require examinees to file a separate application and pay an application fee as part of their approval process in order to be qualified for seating for an NCEES exam. You will be notified during the registration process if the licensing board you selected has additional requirements.

REGISTRATION PROCESS

1. Register and pay for the exam.
2. Receive authorization notification from NCEES to schedule an exam.
3. Schedule the exam.
4. Receive the appointment confirmation letter from Pearson VUE.

COMPUTER-BASED EXAMS

**We do the exams.
You do the math.
Study with NCEES.**

Evaluate your readiness for the FE and FS exams by testing your knowledge with the most realistic computer-based simulation available.

The computer-based practice exams contain questions and solutions from past exams. They also simulate the real format, style, and level of difficulty.



FE and FS Practice Exams—\$49.95 each
ncees.org/PracticeExams



NCEES
advancing licensure for
engineers and surveyors

Scheduling Your Exam Appointment

Once your completed registration is approved, you will receive an email notification that you have been authorized to take the exam and are eligible to schedule your exam appointment. To schedule your exam, log in to **MyNCEES**, select the SCHEDULE button, and follow the onscreen instructions. You must schedule an appointment time at least one full business day (24 hours) before taking the exam.

Four Testing Windows Per Year

NCEES computer-based exams are offered in testing windows throughout the year during the following months:

- January, February
- April, May
- July, August
- October, November

Exams are not administered during March, June, September, and December.

NCEES policy allows examinees to attempt a particular NCEES exam one time per testing window and no more than three times in a 12-month approval period, which begins with the examinee's first attempt. Some licensing boards have a more restrictive policy. Visit **ncees.org/boards** to read the policy of the licensing board you selected during the registration process.

Register for and schedule your exam as far in advance as possible for the best scheduling availability. Failing to schedule your exam right away may result in reduced availability. You also run the risk of being unable to schedule your exam prior to the expiration of your 12-month approval window and forfeiting your registration fee.

Pearson VUE will assess and collect an additional fee for examinees approved to schedule an appointment at a test center outside the United States and U.S. territories.

Appointment Confirmation Letter

You will receive an appointment confirmation letter from Pearson VUE via email once you have successfully registered for and scheduled your exam. The letter will confirm your identity, the location of your Pearson VUE test center, the time of your appointment, and the exam you are scheduled to take. Verify that the first and last names printed on the appointment confirmation letter match your first and last names as they appear on your government-issued ID. Bring your letter to the test center to avoid delays during the check-in process.

You can confirm the scheduled appointment and reprint the appointment confirmation letter through your MyNCEES account.

Rescheduling/Cancellations/Refunds

NCEES and Pearson VUE understand that circumstances may arise that require you to reschedule or cancel your exam. You may cancel or reschedule your appointment through your MyNCEES account. You may be entitled to a refund, depending on the date that you cancel or reschedule the exam. See below for details. Applicable refunds will be processed automatically and applied to the same credit card used when registering for the exam within 7–10 business days.

All reschedule fees are payable directly to Pearson VUE and are subject to applicable Pearson VUE fees. Examinees who reschedule less than 48 hours in advance of their scheduled appointment will pay a higher fee than those who reschedule more than 48 hours in advance of their scheduled appointment.

You may **cancel** your exam as long as you do so **more than 48 hours in advance** of your scheduled appointment. Cancellations that are received more than 48 hours in advance of a scheduled appointment will be eligible for a refund of the NCEES registration fee less a \$50 administrative fee. Cancellations are not allowed within 48 hours of a scheduled appointment.

If, on the day you are scheduled to test, you are unable to attend the exam for any of the following reasons, you may be allowed to reschedule without paying a rescheduling fee or may be allowed to cancel with a full refund:

- Illness, either yourself or immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

To avoid any monetary penalty in such situations, you will be required to provide reasonable documentation that confirms why you were unable to test as scheduled.

Exam Accommodations

NCEES provides reasonable and appropriate accommodations for individuals with documented disabilities within the meaning of the Americans with Disabilities Act, as amended (ADA). If you believe that you have a disability that prevents you from taking an exam under standard conditions, you may request accommodations.

Under the ADA, a disability is a physical or mental impairment that substantially limits an individual's ability to perform one or more major life activities, as compared with most people in the general population.

Indicate your need for accommodations during the registration process. You will receive email confirmation from NCEES to acknowledge the request for accommodations. The **NCEES Examinees with Disabilities Guide**, which provides instructions on how to submit supporting documentation, can be found at ncees.org/exams/special-accommodations.

The review/approval process can take up to 30 days and will not begin until NCEES has received all required documentation. You will not be authorized to schedule an appointment for testing until this process has been completed.

Email questions related to the accommodations process to NCEES at accommodations@ncees.org.

Test-Site Rules and Regulations

You will be required to review and agree to comply with the **NCEES CBT Exam Rules** during the check-in process at the test center.

In addition, the **NCEES Nondisclosure Agreement** will appear onscreen prior to beginning your exam. In order to take the exam, you must agree to comply with the agreement within 2 minutes. If you do not accept the terms within 2 minutes or if you click "No," the exam will end and you will forfeit your appointment and exam fees.

THE DAY OF YOUR COMPUTER-BASED EXAM

Arrive at the Pearson VUE test center 30 minutes before your scheduled appointment.

What to Bring

You must present a current government-issued ID upon arrival at the test center. Acceptable forms of ID must be government issued and must include a valid expiration date, your name and date of birth, a recognizable photo, and your signature. Your name and signature must be in English. Valid U.S. military IDs that do not include a signature will be accepted. Student IDs will not be accepted.

The first and last name on your appointment confirmation letter and your ID must match.

DAY OF THE EXAM

- Appointment confirmation letter
- NCEES approved calculator
- Acceptable form of identification
- Approved comfort items

To help speed up the process while checking in, bring a printed copy of your appointment confirmation letter.

You are allowed to bring one NCEES-approved calculator into the testing room. You may store spare calculators and covers with your personal belongings. To review the list of approved calculators, visit ncees.org/exams/calculator-policy.

Only the following items are allowed into the testing room:

- The ID used during the admission process
- A calculator (without the cover) that complies with the current **NCEES Calculator Policy**
- Key to your test center locker
- Reusable booklet supplied by Pearson VUE

- Eyeglasses (without the case)
- Light sweater or jacket
- Items included in the **Pearson VUE Comfort Aid List**

Items not permitted in the testing room include but are not limited to cell phones, handheld computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats and other head coverings (unless they qualify as religious apparel), bags, coats, books, notes, food, and beverages.

You must store all belongings not permitted in the testing room in designated areas outside the testing room. Most test centers have small lockers. You must turn off all electronic devices before storing them in a locker. The test center is not responsible for lost, stolen, or misplaced personal items.

Approved Comfort Items

The test center will provide items included on the **Pearson VUE Comfort Aid List**, such as earplugs, noise-canceling headphones, and tissues. These items do not require preapproval. Other comfort aids, such as braces (neck, back, ankle, etc.), hearing aids, eye drops, and mobility devices, will be allowed in the testing room upon visual inspection by test center staff. Test center staff will conduct the visual inspection by examining the item but will not physically touch you or the item and will not ask you to remove the item.

Any items that do not appear on the **Pearson VUE Comfort Aid List** must be requested as a testing accommodation during the exam registration process and approved prior to scheduling your exam.

Reference Materials

The most current version of the appropriate NCEES-supplied reference handbook will be supplied onscreen as a searchable PDF. All NCEES examinees will use a 24-inch monitor while testing to allow sufficient space to display both the exam questions and the reference handbook. You can download the current version of the handbook from ncees.org/cbt at no cost.

Testing Environment

All NCEES-approved Pearson VUE test centers provide a consistent testing environment for all examinees. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.

You are prohibited from eating, drinking, chewing gum, smoking, and making noise that creates a disturbance for other examinees during the exam.

Other individuals taking non-NCEES exams are likely to be testing at the same time as you, and neither NCEES nor Pearson VUE has control over keyboarding noises that may be associated with such exams if they include essay questions. A test proctor can provide you with noise-canceling headphones or earplugs if you encounter such a situation.

CHECK-IN PROCESS

Upon arrival at the test center, you will be provided a copy of the **NCEES CBT Exam Rules** to review. You must indicate your agreement to comply with these rules by providing a digital signature before testing begins.

A Pearson VUE representative will confirm that the only items in your possession are ones allowed into the testing area. These items include your ID, an **NCEES-approved calculator** (without the cover), the key to your test center locker (if applicable), eyeglasses (without the case), a light jacket or sweater, and any approved comfort items.

Once you have placed any unapproved items in a test center locker, the representative will take a digital photo of you and you will be asked to provide a **palm vein scan**. The palm vein scan will collect your palm vein image to digitally verify your identity and to protect the security and integrity of the exam. Your signature, palm vein scan, and photo will be securely transmitted and stored with your exam results.

After completing the check-in process, you will be escorted into the testing area, where a proctor will confirm your identity and ask you to provide another palm vein scan. You will be required to provide a palm vein scan each time you enter and exit the testing room.

After verifying your identity and the exam you will be taking, the proctor will answer any questions you might have, provide you with a reusable booklet and marker for scratch work, escort you to your workstation, and launch the exam. Upon entering the testing room, you may not communicate with other examinees.

THE EXAM APPOINTMENT

Prior to beginning an exam, you will be given 2 minutes to review and agree to comply with the **NCEES Nondisclosure Agreement**. If you do not read and agree to comply with this agreement within 2 minutes, the exam appointment will end and all associated fees will automatically be forfeited.

After agreeing to comply with the *NCEES Nondisclosure Agreement*, you will be provided an 8-minute tutorial to review how to advance through the exam questions, flag items for review, access the reference handbook, and do other exam-related tasks.

Additional reusable booklets are available at any time during the exam by raising your hand and notifying the proctor. The proctor will take and review your reusable booklet before issuing a new one.

Notify the test administrator immediately if you experience any problems with the computer or software or encounter any other issue. The test administrator is not allowed to answer questions related to exam content.

Exam Format

Each exam consists of 110 questions. You will be given 5 hours and 20 minutes to complete the entire exam and should manage your time accordingly.

After approximately 55 questions, you will be prompted to review those questions and then submit them. You will no longer have access to those questions after you have submitted them. You will then have the option of taking a scheduled break (see next section). Manage your time accordingly to ensure that you have plenty of time to complete the remaining questions.

Breaks

You will be offered a 25-minute **scheduled** break after completing and submitting approximately 55 questions.

You may take fewer than 25 minutes for your scheduled break. However, any remaining break time will not extend the amount of time allocated for answering the remaining exam questions.

You may exit the building during the scheduled break. It is important to return on time from the scheduled break and to allow time for the exam proctor to readmit you into the exam room. Once the 25 minutes have expired, the exam clock automatically begins again.

You may also take **unscheduled** breaks at any time during the exam by raising your hand to notify a proctor. However, the amount of time you take for unscheduled breaks will be deducted from your testing time. You are not allowed to exit the building during unscheduled breaks.

While you are taking a **scheduled** break, you are permitted to access personal items that you stored during the exam. While you are taking an **unscheduled** break, you are not permitted to access personal items other than medication required at a specific time unless you receive prior permission.

Examinee Survey

You are required to complete a brief onscreen evaluation upon finishing the exam.

THE EXAM APPOINTMENT

- Nondisclosure agreement—2 minutes
- Tutorial—8 minutes
- Exam—5 hours 20 minutes
- Break—25 minutes
- Survey—5 minutes

COMPUTER-
BASED
EXAMS

Exit Procedures

Raise your hand to notify the proctor when you have completed the exam and survey. The proctor will confirm that the exam has ended properly, gather your reusable booklet and marker, and escort you to the receptionist area. All exam results will be encrypted and transmitted to Pearson VUE and NCEES, along with your digital signature, photo, and palm vein scan.

You will be given a verification-of-testing letter before leaving the test center. This letter will include your name, address, digital photo and signature, current date and time, and name of the exam. It serves as your confirmation of testing.

Exam Irregularities

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking any NCEES exam are strictly prohibited. Irregular behavior includes but is not limited to the following: failing to work independently; impersonating another individual or permitting such impersonation (surrogate testing); possessing prohibited items; communicating with other examinees or any outside parties by way of cell phone, personal computer, the Internet, or any other means during an exam; disrupting other examinees; creating safety concerns; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam before, during, or after the exam administration. Evidence of an exam irregularity may be based on your performance on the exam, a report from an administrator or a third party, or other information.

The test administrator is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular

behavior, including discharging you from the test center and confiscating prohibited devices or materials. You must cooperate fully in any investigation of a suspected irregularity. NCEES reserves the right to pursue all available remedies for exam irregularities, including canceling scores and pursuing administrative, civil, and/or criminal remedies.

If you are involved in an exam irregularity, the following may occur: invalidation of results, notification to your licensing board, forfeiture of exam fees, and restrictions on future testing. Some violations may incur additional consequences, to be pursued at the discretion of NCEES.

Appeals

If your exam results are invalidated and you believe NCEES should review that decision, you may appeal to NCEES within 30 days from the date of the decision. You must send your appeal in writing by email, mail, or fax to the NCEES Manager of Compliance and Security.

In most cases, results are invalidated for one of two reasons. First, there is a good-faith reason to question the validity of the results. Second, you have engaged in activities prohibited by the *NCEES Examinee Guide*, the *NCEES CBT Exam Rules*, or the *NCEES Nondisclosure Agreement*. If you decide to appeal, your appeal must provide information that resolves, to the reasonable satisfaction of NCEES, the concerns that led to the invalidation of your exam results. Your appeal should also indicate the specific relief requested.

You will be notified of the NCEES action within 60 days after receipt of the appeal.

If you wish to contest a decision to invalidate your exam results, you may also choose to pursue arbitration in accordance with the

procedure described in the **NCEES Agreement to Arbitrate**. Arbitration may be pursued after appealing a decision to cancel exam results. Arbitration is the final and exclusive remedy for challenging a decision by NCEES to cancel or invalidate exam results.

Examinee Comments

Provide any comments or concerns regarding the test center to a Pearson VUE representative before leaving the test center. Provide any comments regarding the exam to NCEES within 48 hours via the online examinee comment form in your **MyNCEES** account.

Report suspicious activity or an exam irregularity by going online to **ncees.org/exams** and completing the security tip line or by calling 800-250-3196, ext. 5296 (to leave a message) or ext. 5467 (to speak to staff).

EXAM RESULTS

Exam results for computer-based exams are typically available 7–10 days after you take the exam. You will receive an email notification from NCEES with instructions to view your results in your **MyNCEES** account. Results will include information specific to your licensing board regarding how you should proceed based on your performance.

All results are reported as pass or fail. If you fail the examination, you will receive a diagnostic report showing your performance for each of the major topics covered on the exam. The diagnostic report is provided to help identify the knowledge areas where improvement is needed before retaking the exam. The purpose of this report is to provide general information on performance; it is not designed or intended to be used for any other purpose.

COMPUTER-
BASED
EXAMS



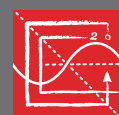
Showcase your program. Compete for the prize.

The NCEES Engineering Award brings together licensed professional engineers and students to teach real-world lessons about professional practice and help students discover what the engineering profession is really all about.

EAC/ABET-accredited programs from all engineering disciplines are invited to compete.

Grand prize: \$25,000
5 awards: \$7,500 each

For more information or to enter this year's competition, visit ncees.org/Award.



NCEES
advancing licensure for
engineers and surveyors

Retaking the Exam

NCEES policy allows examinees to attempt a particular NCEES examination one time per testing window and no more than three times in a 12-month approval period, which begins with the first time you attempt the exam. Some licensing boards have a more restrictive policy. Visit ncees.org/exams to determine the policy of the licensing board you selected during the registration process.

Scoring

Your exam results are based on the total number of correct answers that you selected. There are no deductions for wrong answers. The score is then converted to a scaled score, which adjusts for any minor differences in difficulty across the different exam forms. This scaled score represents an examinee's ability level and is compared to the minimum ability level for that exam, which has been determined by subject-matter experts through psychometric statistical methods. For more information, visit ncees.org/scoring.

When an Error Occurs

NCEES and Pearson VUE endeavor at all times to ensure that registrations are properly processed and exams are properly prepared, handled, and scored. In the unlikely event that an error occurs, NCEES will, if possible, correct it.

In cases where an error occurs and any part of the testing service is not delivered or completed, NCEES may permit you either to retake at no additional fee or to receive a partial or full refund of your testing fees.

The remedies described above are the exclusive remedies available to an examinee for errors

in registration, exam information, scoring (including reporting of exam results), or testing disruptions not caused by the examinee.

Disruptions in Testing and Potential Compromises

The following situations may prompt NCEES to consider invalidating or canceling exam results even though you may have had no responsibility for the event in question:

- Unanticipated cancellation or interruption of testing or deviation from required testing procedures, due to a weather event or other external cause
- Possible advance access to exam content by one or more examinees
- Other disruptions or compromises to the normal testing process

If NCEES concludes that corrective action is warranted in one of these situations, you may be offered the option to either retake at no additional fee or to receive a full or partial refund of your registration fee provided that you did not cause and were not involved in the conduct that resulted in corrective action. These remedies are your exclusive remedies for such disruptions in testing and potential compromises. If you choose to retake, you must retake the entire exam to produce valid exam results.

If you are found to have caused or been involved in the conduct that resulted in corrective action, NCEES may treat the matter as an exam irregularity and may pursue all available remedies as described elsewhere in this guide.

EXAM CONTENT

NCEES conducts a content review for the FE and FS exams every six to eight years. This process includes developing and administering a content survey and analyzing the survey results. This is a detailed process. Each step contains checks and balances to ensure that the resulting exams are fair to examinees based on the coursework that they take in their engineering curriculum and to provide the licensing boards with an adequate measure of each examinee's minimum competency to begin the licensure process.

Current exam specifications for the FE and FS exams are located online at ncees.org/cbt.

The current FE and FS exams each consist of 110 items. Using Item Response Theory, a commonly used statistical process for high stakes exams, the exams are constructed using a linear-on-the-fly (LOFT) algorithm. This means that all examinees will be required to answer 110 questions; however, each examinee will not have the same 110 questions. The algorithm will assemble your unique exam within the same specification framework (i.e., the same number of questions per topic area) and the same relative level of difficulty.

Each exam includes a limited number of pretest items that will not be scored and will not have an impact on your results. This is common practice within high-stakes testing and allows NCEES to evaluate the pretest items for potential use in future exams. These items are randomly placed within the exam and are not identifiable as pretest items.

SECTION III: PENCIL-AND-PAPER EXAMS

CONTACT INFORMATION

CONTACT NCEES REGARDING:

- Acceptable forms of ID
- Admittance requirements
- Contact information for licensing boards
- Evaluation of foreign education
- Exam accommodations
- Exam development
- Exam registration
- Exam scoring
- General information on the licensure process for becoming a professional engineer (P.E.), professional surveyor (P.S.), or structural engineer (S.E.)

Visit: [ncees.org](https://www.ncees.org)

Chat: Click “Contact Us” at the bottom of the [ncees.org](https://www.ncees.org) homepage, and then select the Chat feature.

Call: 1-800-250-3196

Email: customerservice@ncees.org

Write: P.O. Box 1686, Clemson, SC 29631

CONTACT YOUR BOARD OF LICENSURE REGARDING:

- Applications for licensure
- Qualifications for licensure (these vary by state/territory)
- Renewal and continuing education requirements
- State-specific exams

OVERVIEW

All NCEES exams are confidential, secure, and protected by the laws of the United States and elsewhere. They are to be used only for valid assessment and licensing purposes. You can review the exam administration schedule for pencil-and-paper exams at [ncees.org/exams](https://www.ncees.org/exams) by clicking on PE exam, PS exam, or SE exam.

REGISTERING FOR A PENCIL-AND-PAPER EXAM

Before registering for an upcoming NCEES exam, review your board’s approval and registration process at [ncees.org/boards](https://www.ncees.org/boards).

Eligibility

Eligibility to sit for an NCEES exam varies by state/territory and is determined by each licensing board. It is your responsibility to review your licensing board requirements at [ncees.org/exams](https://www.ncees.org/exams) before registering for an exam.

MyNCEES Account

You must have a **MyNCEES** account to register for an exam. To create one, go to account.ncees.org and follow the online instructions. The information provided during the registration process will be used to create your exam authorization, which will be used for admission to the exam site.

PENCIL-
AND-PAPER
EXAMS

How to Register

Before registering for an NCEES exam, review the **approval and registration process for your licensing board**.

To register with NCEES for your exam, log in to your **MyNCEES** account, select the REGISTER button, and follow the onscreen instructions. During registration, you will be required to agree to conduct transactions with NCEES by electronic means, including but not limited to the exam registration process, and to attest that you have read the rules and policies in the *NCEES Examinee Guide* and agree to comply with them.

REGISTRATION PROCESS

1. Review your state's approval and registration process.
2. Create a MyNCEES account.
3. Log in to your account, select the REGISTER button, and follow the onscreen instructions.
4. You will receive a confirmation email.
5. You will receive an exam authorization about two weeks before the exam.

Exam Fees

Most licensing boards require PE, PS, and SE examinees to file a state application and pay an application fee. In addition to state application fees, most PE, PS, and SE examinees will be required to pay actual test fees directly to NCEES during the registration process. NCEES accepts payments online via MasterCard and

VISA. Review the **policies and procedures of your licensing board** to determine specific fees, policies, and procedures.

Exam Confirmation

You will receive a confirmation email from NCEES once you have successfully completed the registration process.

Exam Authorization

You will receive an exam authorization approximately two weeks before the exam. It will confirm your identity, the location of your exam site, the exam administration date, and arrival instructions. To determine how and when you will receive your exam authorization, you can review the policies and procedures of your state or territory at **ncees.org/boards**.

To avoid delays at the exam site, verify that the first and last names printed on the exam authorization match your first and last names as they appear on the government-issued ID that you will use during the check-in process on exam day.

You can confirm your registration status and reprint your exam authorization through your **MyNCEES** account.

Cancellations and Refunds

Licensing boards are responsible for administering pencil-and-paper exams in their state or territory. Most use a third-party provider, and each has its own policies and procedures for cancellations and refunds. Visit **ncees.org/boards** to determine the policies and procedures for your state or territory.

Exam Accommodations

NCEES provides reasonable and appropriate accommodations for individuals with documented disabilities within the meaning of the Americans with Disabilities Act, as amended (ADA). If you believe that you have a disability that prevents you from taking an exam under standard conditions, you may request accommodations.

Under the ADA, a disability is a physical or mental impairment that substantially limits an individual's ability to perform one or more major life activities, as compared with most people in the general population.

Indicate your need for accommodations during the registration process. You will receive email confirmation from NCEES to acknowledge the request for accommodations. The **NCEES Examinees with Disabilities Guide**, which provides instructions on how to submit supporting documentation, can be found at ncees.org/exams/special-accommodations.

The review/approval process can take up to 30 days and will not begin until NCEES has received all required documentation. You will not be authorized to schedule an appointment for testing until this process has been completed.

Email questions related to the accommodations process to NCEES at accommodations@ncees.org.

Test-Site Rules and Regulations

You must agree to abide by the **NCEES Candidate Agreement** at all times. The agreement is located in the appendix of this guide and online at ncees.org/exams/exam-day-policies.

THE DAY OF YOUR EXAM

Refer to your exam authorization for instructions specific to your exam site.

What to Bring

You will be required to present an acceptable form of ID upon arrival at the exam site. Acceptable forms of ID must be government issued and must include a valid expiration date, your name and date of birth, a recognizable photo, and your signature. Your name and signature must be in English. Valid U.S. military IDs that do not include a signature will be accepted. Student IDs will not be accepted.

To avoid delays while checking in, bring a printed copy of your exam authorization.

You are allowed to bring NCEES-approved calculators into the exam room. To review the list of approved calculators, visit ncees.org/exams/calculator-policy.

Reference Materials

Visit ncees.org/exams to determine if you are allowed to bring reference materials into the exam room. If outside reference materials are allowed for your exam, the materials must be bound and remain bound during the exam. Loose paper may be bound with ring binders, brads, plastic snap binders, spiral-bound notebooks, and screw posts, but not with staples. Writing tablets and legal pads are not allowed. You may tab reference books before the exam with sticky notes and flags, but pads of sticky notes and flags are not permitted in the exam room.

DAY OF THE EXAM

- Exam authorization
- NCEES-approved calculator
- Acceptable form of identification

Testing Environment

NCEES strives to provide a consistent testing environment for all examinees.

CHECK-IN PROCESS

Upon arrival at the exam site, you will be required to present your exam authorization and acceptable identification to a proctor prior to being admitted into the exam room.

Exam proctors will assist you in locating your assigned seat and ensure that you have in your possession only the NCEES-designated items allowed into the exam room. Cell phones are not allowed in the exam room at any time. If you have a cell phone in your possession after the exam begins, you will be dismissed from the exam room, your exam will be invalidated, and you will forfeit your exam registration fee.

Items permitted in the exam room are as follows:

- Snacks (such as hard candies, candy bars, gum) and nonalcoholic drinks), as long as having them does not disturb other examinees
- Wristwatches and small clocks
- Head coverings that qualify as religious apparel
- Two straightedges, such as a ruler, scale, triangle, or protractor
- Approved reference materials
- Eyeglasses (no case)
- Handheld, non-electronic magnifying glass (no case)

PENCIL-
AND-PAPER
EXAMS

17



Taking the PE, SE, or PS? We've got your edge.

The same engineers who create the PE, SE, and PS exams also produce the NCEES practice exams.

The questions that appear in NCEES study materials have been retired from the exam item banks. In other words, you are seeing actual questions from the past exams.

There is no better way to prepare for exam day.

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Items not permitted in the exam room include but are not limited to:

- Cell phones
- Hats with brims, hoods (on hooded sweatshirts, for example)
- Slide charts or wheel charts (handheld cardboard or plastic calculating devices with rotating or sliding pieces) or drafting compasses
- Weapons of any kind
- Tobacco products
- Personal chairs

If you are taking a closed-book exam, you may bring approved personal items only if they are in a clear plastic bag. Purses and backpacks are not permitted for closed-book exams.

ON EXAM DAY

After everyone is seated, a proctor will begin reading the exam instructions. Once the proctor begins reading the instructions, examinees will no longer be admitted into the exam room.

You will receive an NCEES pencil with an eraser to use during the exam. Using a non-NCEES writing instrument or eraser to complete any portion of the exam will lead to dismissal from the exam and/or invalidation of your exam results.

Breaks

You may request to take a break at any time by raising your hand and waiting for a proctor to assist you.

Exit Procedures

Raise your hand to notify the proctor when you have completed the exam. The proctor will collect the exam book and answer sheet before dismissing you. Once dismissed, you will not be permitted to re-enter the exam room. If

you complete the exam within 15 minutes of exam time expiring, you must remain at your seat until the exam ends and all examinees are dismissed from the exam room.

Examinee Survey

NCEES will email you an online post-exam survey 7–10 days after the exam. This is your opportunity to provide feedback on the exam process and the exam site conditions. If you have feedback specific to an exam question, provide it immediately after the exam through your **MyNCEES** account using the examinee comment form.

Exam Irregularities

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking any NCEES exam are strictly prohibited. Irregular behavior includes but is not limited to the following: failing to work independently; impersonating another individual or permitting such impersonation (surrogate testing); possessing prohibited items; communicating with other examinees or any outside parties by way of cell phone, personal computer, the Internet, or any other means during an exam; disrupting other examinees; creating safety concerns; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam before, during, or after the exam administration. Evidence of an exam irregularity may be based on your performance on the exam, a report from an administrator or a third party, or other information.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging you from the test center and confiscating any prohibited devices or materials. You must cooperate fully

in any investigation of a suspected irregularity. NCEES reserves the right to pursue all available remedies for exam irregularities, including canceling scores and pursuing administrative, civil, and/or criminal remedies.

If you are involved in an exam irregularity, the following may occur: invalidation of results, notification to your licensing board, forfeiture of exam fees, and restrictions on future testing. Some violations may incur additional consequences, to be pursued at the discretion of NCEES.

Appeals

If your exam results are invalidated and you believe NCEES should review that decision, you may appeal to NCEES within 30 days from the date of the decision. You must send your appeal in writing by email, mail, or fax to the NCEES Manager of Compliance and Security.

In most cases, results are invalidated for one of two reasons: First, there is a good-faith reason to question the validity of the results. Second, you have engaged in activities that are prohibited by the *NCEES Examinee Guide* or the *NCEES Candidate Agreement*. If you decide to appeal, your appeal must provide information that resolves, to the reasonable satisfaction of NCEES, the concerns that led to the invalidation of your exam results. Your appeal should also indicate the specific relief requested.

You will be notified of the NCEES action within 60 days after receipt of the appeal.

If you wish to contest a decision to invalidate your exam results, you may also choose to pursue arbitration in accordance with the procedure described in the **NCEES Agreement to Arbitrate**. Arbitration may be pursued after

appealing a decision to cancel exam results. Arbitration is the final and exclusive remedy for challenging a decision by NCEES to cancel or invalidate exam results.

Examinee Comments

Provide any comments regarding a particular exam question to NCEES within 10 days via the online examinee comment form in your **MyNCEES** account.

Report suspicious activity or an exam irregularity by going online to **ncees.org/exams** and completing the security tip line or by calling 800-250-3196, ext. 5296 (to leave a message) or ext. 5467 (to speak to staff).

EXAM RESULTS

You will be notified when your results are available in accordance with the policies and procedures of the licensing board you selected during the registration process. The method of notification and length of time it takes to receive your results vary by licensing board. Most examinees will receive their notification via email from NCEES within 8–10 weeks with instructions to view your results through your **MyNCEES** account. Visit **ncees.org/boards** to review the policies and procedures associated with the licensing board you selected during the registration process.

Exam results are reported as pass or fail. If you fail the exam, you will receive a diagnostic report showing your performance for each of the major topics covered on the exam. The diagnostic report is provided to help identify the knowledge areas where improvement is needed before retaking the exam. The purpose of this report is to provide general information on performance; it is not designed or intended to be used for any other purpose. A **sample diagnostic report** is provided in the appendix of this guide.

Retaking the Exam

The number of times you are allowed to take an exam varies by licensing board. Visit ncees.org/exams to determine the policy of the licensing board you selected during the registration process.

Scoring

After each pencil-and-paper exam administration, every exam undergoes extensive statistical analysis to determine the minimum level of performance required for entry into the profession. This rigorous process helps ensure an equitable licensure system for examinees while upholding the standards of the profession. The steps are as follows:

1. NCEES scans all answer sheets as they are received from the exam sites. Answer sheets are flagged for review when they are missing critical information, such as candidate ID numbers. The scoring process continues only when these issues are resolved.
2. A psychometric analysis is performed on a sample of answer sheets from each multiple-choice exam to identify any questions with unusual statistics. These questions are flagged for review.
3. At least two subject-matter experts, who are licensed engineers or surveyors, review the flagged items. In addition, NCEES reviews all examinee comment forms, and the subject-matter experts consider comments on the forms about specific exam questions. If the reviews confirm an error in a question, credit may be given for more than one answer.
4. When the analyses and reviews are completed, NCEES changes the answer keys as necessary. The passing score and final correct answers for each exam are then used to score all answer sheets. Scanners are calibrated before and during

scoring. A percentage of the answer sheets are manually verified, and the results are compared to the machine score to ensure accuracy.

5. NCEES releases the results to the licensing boards and testing agencies, who in turn report the results to examinees.

When an Error Occurs

NCEES endeavors at all times to ensure that registrations are properly processed and that exams are properly prepared, handled, and scored. In the unlikely event that an error occurs, NCEES will, if possible, correct it.

In cases where an error occurs and any part of the testing service is not delivered or completed, NCEES may permit you either to retest at no additional fee or to receive a partial or full refund of your testing fees.

The remedies described above are the exclusive remedies available to an examinee for errors in registrations, exam information, scoring (including reporting of exam results), or testing disruptions not caused by the examinee.

Disruptions in Testing and Potential Compromises

The following situations may prompt NCEES to consider invalidating or canceling exam results even though you may have had no responsibility for the event in question:

- Unanticipated cancellation or interruption of testing or deviation from required testing procedures, due to a weather event or other external cause
- Possible advance access to exam content by one or more examinees
- Other disruptions or compromises to the normal testing process

If NCEES concludes that corrective action is warranted in one of these situations, you may be offered the option either to retest at no additional fee or to receive a full or partial refund of your registration fee, provided that you did not cause and were not involved in the conduct that resulted in corrective action. These remedies are your exclusive remedies for such disruptions in testing and potential compromises. If you choose to retest, you must retake the entire exam to produce valid exam results.

If you are found to have caused or been involved in the conduct that resulted in corrective action, NCEES may treat the matter as an exam irregularity and may pursue all available remedies as described elsewhere in this guide.

EXAM CONTENT

NCEES conducts a content review for each exam every six to eight years. This process includes developing and administering a content survey and analyzing the survey results. This is a detailed process. Each step contains checks and balances to ensure that the resulting exams are fair to the examinees and to provide the licensing boards with an adequate measure of each candidate's competency.

Current exam specifications are available at ncees.org/exams by clicking on the appropriate exam in the left navigation menu.

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EXAMS



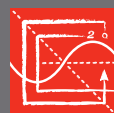
Keep your professional licenses as mobile as you are.

To practice in multiple states, professional engineers need their licenses to be mobile.

NCEES records are accepted by licensing boards nationwide. Once established, your records can quickly and easily be transmitted to any state board to simplify and expedite your application for comity licensure.

You don't have time for unnecessary paperwork. Let NCEES keep track of your record so you can focus on what's ahead.

To find out more, visit ncees.org/records or email records@ncees.org.



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SECTION IV: APPENDIX

NCEES CBT EXAM RULES

Compliance with All Testing Rules: In order to be seated for an exam, all examinees must read and agree to comply with all requirements found in the *NCEES Examinee Guide*, which is available on the NCEES website. Examinees may request a copy of the guide from the test administrator. Those requirements include but are not limited to those listed here.

Items Permitted in Testing Room: Only the following items are allowed into the testing room.

- The ID used during the admission process
- A calculator that complies with the current *NCEES Calculator Policy*
- Key to your test center locker
- Reusable booklet and marker supplied by Pearson VUE
- Eyeglasses (without the case)
- Light sweater or jacket
- Items included in the Pearson VUE Comfort Aid List (copy available from the test administrator upon request)

Items Prohibited in Testing Room: Items not permitted in the testing room include but are not limited to: cell phones, hand-held computers/ personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other head coverings, with the exception of those worn for religious purposes), bags, coats, books, notes, food, and beverages.

All belongings not permitted in the testing room must be stored in designated areas outside the testing room. Most test centers have small lockers. The test center is not responsible for lost, stolen, or misplaced personal items.

Reusable Booklets: Pearson VUE reusable booklets cannot be used until after the exam has started, may not be removed from the testing room at any time during the exam, and must be returned to the test administrator immediately after the exam.

Breaks: To leave their seat, you must raise your hand and wait for a test administrator to assist you. Examinees are prohibited from exiting the building during an unscheduled break.

Only the following items may be accessed during an unscheduled break.

- Beverages
- Food
- Items included in the **Pearson VUE Comfort Aid List**

NCEES CBT EXAM RULES (CONTINUED)

All other items may NOT be accessed, with the exception of medication required at a specific time and with the prior approval of the test administrator.

Examinees must return from their scheduled break on time. If you are late, time allocated for the remaining portion of the exam will be reduced by an amount equal to the minutes you are late returning. The exam timer will not stop for unscheduled breaks. You should manage your time to ensure that you have plenty of time to complete the remaining questions.

Monitoring: To ensure a high level of security throughout the exam experience, examinees will be monitored at all times. Both audio and video may be recorded.

Computer Problems During Testing: Problems with the computer or software must be reported immediately to the test administrator.

Privacy Statement: Exam results will be encrypted and transmitted to Pearson VUE and NCEES. The test center does not keep any information other than when and where your exam was taken. The palm vein pattern template and the digital photograph will also be encrypted and transmitted to Pearson VUE and NCEES and may be compared against those of other test takers or otherwise used to detect potentially fraudulent or unauthorized activities.

Candidate Statement: By 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 NCEES (either of which may be outside the country in which I am testing). I have read and understand the *NCEES CBT Exam Rules* and agree to follow them. I understand and agree that if I do not follow the *NCEES CBT Exam Rules*, or if I am suspected of cheating, tampering with the computer, or engaging in any other improper activity, this will be reported to Pearson VUE and NCEES, my exam may be invalidated, I will not be refunded my exam fee, and NCEES may take other action that it deems appropriate, such as pursuing administrative, civil, or criminal remedies.

NCEES NONDISCLOSURE AGREEMENT

This exam is confidential and secure, owned and copyrighted by NCEES and protected by the laws of the United States and elsewhere. It is made available to you, the examinee, solely for valid assessment and licensing purposes. In order to take this exam, you must agree not to disclose, publish, reproduce, or transmit this exam, in whole or in part, in any form or by any means, oral or written, electronic or mechanical, for any purpose, without the prior express written permission of NCEES. This includes agreeing not to post or disclose any test questions or answers from this exam, in whole or in part, on any websites, online forums, or chat rooms, or in any other electronic transmissions, at any time.

Please click on the response below to indicate whether you accept the terms of this agreement. Click “Y” to symbolize your signature and to accept these terms. You must click “Y” to continue with the exam.

If you do NOT accept these terms, click “N” and let the test center staff know that you are finished with the exam. Clicking “N” will end the exam, and you will forfeit your exam fee.

- Y. Yes, I accept the terms of this agreement and agree not to disclose any part of this exam at any time.
- N. No, I do NOT accept the terms of this agreement.

NCEES AGREEMENT TO ARBITRATE

1. In the event that any legal dispute arises between you and NCEES in connection with your participation in any NCEES examination where that dispute is not resolved by the appeals process, you agree that the exclusive means for resolving the dispute shall be binding arbitration as described by the terms of this agreement. This means that you waive the rights you may have to resolve the dispute in a court of law or by any other means that might otherwise be available to you.
2. NCEES agrees to be similarly bound except that NCEES reserves its full rights to pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of NCEES. With respect to any action filed by NCEES pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which NCEES seeks relief.
3. Arbitration proceedings initiated pursuant to this agreement to arbitrate shall be conducted in accordance with the then current rules of the American Arbitration Association. The arbitration and any proceedings relating to it shall be held in Charlotte, North Carolina. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association, 335 Madison Avenue, Floor 10, New York, New York, 10017-4605.
4. In the event of arbitration, the parties shall bear their own costs and attorneys' fees associated with the arbitration proceedings, unless the arbitrator directs one of the parties to pay the other's costs, or attorneys' fees, or both.
5. To the fullest extent permitted by law, no arbitration brought pursuant to this agreement shall be joined to any arbitration involving any other party whether through class-arbitration proceedings or otherwise.
6. This agreement is part of the registration process to take any NCEES examination. Your assent to be bound by it is a requirement for taking the examination, but you may sit for the examination only if you also fulfill all other conditions imposed by NCEES.

NCEES CANDIDATE AGREEMENT FOR THE OCTOBER 2013 EXAM ADMINISTRATION

(Will be updated in December 2013)

All licensure candidates qualified to take any NCEES exam must review this agreement before sitting for the exam. **Examinees are required to sign their exam answer sheet before the exam starts to affirm that they have been provided this information, have read and understand the material, and agree to abide by the stated policies and procedures, which apply to all NCEES exams.** Full compliance is required.

Approved Calculators

Only models of calculators listed below are permitted in the exam room for the 2013 exams.

- Hewlett Packard—**HP 33s** and **HP 35s** models, but no others.
- Casio—All **fx-115** models. Any Casio calculator must contain **fx-115** in its model name.
- Texas Instruments—All **TI-30X** and **TI-36X** models. Any Texas Instruments calculator must contain either **TI-30X** or **TI-36X** in its model name.

Admission Requirements

For exam admission, examinees must present their Exam Authorization and a current, government-issued identification, such as a driver's license or passport, that contains the following: name, date of birth, expiration date, signature, and a recent and recognizable photograph. The first and last name on the examinee's ID and Exam Authorization must match. Student and expired IDs and military IDs with no signature are not accepted.

For the morning session, examinees must report to the exam site by the time shown on the Exam Authorization. For the afternoon session, examinees must report to the exam room by the time announced at the exam site. Examinees who do not report at these times may not be admitted. No one will be admitted after the exam instructions begin.

Grounds for Dismissal from the Exam and/or Invalidation of Exam Results

- Having a cell phone in your possession
- Having loose papers, legal pads, writing tablets, or unbound notes in your possession
- Having a device with copying, recording, or communication capabilities in your possession. These include but are not limited to cameras, pagers, PDAs, radios, headsets, tape players, calculator watches, electronic dictionaries, electronic translators, transmitting devices, and digital media players such as iPods.

CANDIDATE AGREEMENT (CONTINUED)

- Having a calculator that is not on the NCEES-approved list
- Using a non-NCEES writing instrument or eraser to complete any portion of the exam
- Copying from another examinee's answer sheet or colluding with other examinees
- Beginning the exam before the proctor instructs you to do so
- Failing to stop writing immediately when time is called
- Writing on anything other than your exam booklet or answer sheet; writing in the *FE Supplied-Reference Handbook* or *PS Reference Handbook*
- Removing pages from your exam booklet
- Leaving the exam area without authorization
- Violating any other terms stated in this agreement that are cause for dismissal or exam invalidation

If any prohibited item is found in an examinee's possession after the exam begins, the item will be confiscated and sent to NCEES. No refund will be provided to examinees dismissed from the exam.

Exam to Be Scored

On exam day, examinees will receive only the exam listed on their Exam Authorization and will not be allowed to sit for a different exam. NCEES will score only the exam listed on the Exam Authorization.

Reference Materials

- **Fundamentals of Engineering (FE) exam:** This is a closed-book exam. The only reference material examinees may use is the *FE Supplied-Reference Handbook* distributed by proctors. The *Handbook* is available on the NCEES Web site. Examinees may not bring their own *Handbook*, other reference material, or Post-it™ type notes or flags into the exam room.
- **Fundamentals of Surveying (FS) and Principles and Practice of Surveying (PS) exams:** These are closed-book exams. Examinees may use only the reference material provided on exam day. The reference materials are available on the NCEES Web site. Examinees may not bring their own copies of the NCEES reference material, additional reference material, or Post-it type notes or flags into the exam room.
- **Principles and Practice of Engineering (PE) and Structural Engineering (SE) exams:** These are open-book exams. Examinees must bring their own reference materials. All reference materials must be bound and remain bound during the exam. *Bound* refers to (1) materials permanently bound, as by stitching or glue, and (2) materials securely fastened in their covers by fasteners that penetrate all papers.

CANDIDATE AGREEMENT (CONTINUED)

Ring binders, spiral binders, plastic snap binders, brads, and screw posts are acceptable fasteners. Staples are not acceptable fasteners. Writing tablets and legal pads are not allowed. Examinees may tab reference books before the exam with Post-it type notes and flags, but pads of Post-it notes and flags are not permitted in the exam room.

Personal Items

Personal items are the sole responsibility of the examinee. Neither NCEES, the state board, exam proctors, or the site facility are responsible for any lost, misplaced, or stolen items.

- FE, FS, and PS examinees may bring personal items in a clear plastic bag only. Purses and backpacks are not permitted in closed-book exams.
- Examinees may bring snacks (e.g., hard candies, candy bars, gum) and nonalcoholic drinks, as long as having them does not disturb other examinees.
- Examinees may wear wristwatches or place them on the floor. Small clocks must be placed on the floor.
- Examinees may not wear hoods (on hooded sweat-shirts, for example) or hats with brims during the exam. Head coverings that qualify as religious apparel are permitted.
- Examinees may not bring slide charts or wheel charts (handheld cardboard or plastic calculating devices with rotating or sliding pieces) or drafting compasses.
- Examinees may not bring weapons of any kind.
- Examinees may not bring tobacco products or personal chairs.

Items Permitted on the Desktop

Examinees may have these items on the desktop during the exam: Exam Authorization; ID; answer sheet; exam booklet; approved reference material; NCEES-approved calculators; NCEES-issued pencils with erasers; small snacks; eyeglasses (no case); handheld, nonelectronic magnifying glass (no case); and two straightedges such as a ruler, scale, triangle, or protractor.

Exam Irregularities

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking any NCEES exam is strictly prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of exam answers; failing to work independently; possessing prohibited items; communicating with other examinees or outside parties by telephones, personal computers, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; failing to cease work on the exam

when time is called; and possessing, reproducing, or disclosing non-public exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration. NCEES will conduct an analysis each exam administration to identify incidents of copying or collusion.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. NCEES reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and/or criminal remedies. Examinees or other persons implicated in an irregularity will be identified to the state board, which may invoke additional sanctions. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

NCEES Response to Testing Errors, Disruptions in Testing, and Potential Compromises

In the unlikely event that a mistake occurs in printing, handling, or processing test materials or in scoring or reporting scores, the test administrator, after consultation with NCEES, will correct the error, if possible, or permit the affected examinees either to retest at no additional fee or to receive a refund of the exam fee. These are the sole and exclusive remedies available to examinees for errors in handling or processing registration materials; in printing, handling, or processing exams and exam answer sheets; in determining or reporting results; and/or in investigating or responding to suspected irregularities.

NCEES, jurisdictions, and testing agents also take steps that are intended to ensure standardized administration on test day. If events occur that cause testing to be canceled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, NCEES will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If NCEES determines that corrective action is necessary, affected examinees may have the option to retest at no additional fee (normally on a future national test date) or to receive a refund of the exam fee, unless the affected examinees caused or were involved in the conduct that resulted in the need for corrective action, in which case the jurisdiction that authorized seating for the exam will

CANDIDATE AGREEMENT (CONTINUED)

have the right to withhold either or both of these options. If a jurisdiction offers a retest and an examinee selects that option, the examinee may be required to retake the entire exam in order to produce a valid result. These are the *sole and exclusive* remedies available to any examinee who is affected by disruptions in testing or a potential exam compromise.

Special Testing Accommodations

NCEES must receive testing-accommodation requests by the registration deadline. All testing accommodations must be approved by NCEES for *each* exam administration. Information about accommodations and the process for requesting accommodations are posted on the NCEES website.

Intellectual Property Rights and Exam Security

All NCEES exams are copyrighted works. Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes not discussing or disclosing any exam questions or problems on Internet blogs or chat rooms or through any other means.

Additional Information

Current exam specifications, study materials, scoring methods, and other exam information are available at **ncees.org** or by calling NCEES at 800-250-3196.

SAMPLE DIAGNOSTIC REPORT FOR NCEES PENCIL-AND-PAPER EXAMS
(Sample diagnostic reports for computer-based exams will be available in January.)









**Sample Diagnostic Report
for the PE Exam**

NCEES provides all examinees who do not pass with a diagnostic report to help them identify the knowledge areas in which they need to improve before retaking the exam. The purpose of this report is to provide general information on their performance; it is not designed to be used for any other purpose.

Examinee diagnostic reports have been revised for the October 2010 exam administration. In the new report, the number of items in each knowledge area is shown as well as the examinee's performance in terms of number of correct items and percentage correct. There is also information showing the examinee's relative performance in each knowledge area when compared to the average of the passing examinees. The performance comparison chart is not shown to scale and simply indicates the relative performance to assist the examinee in preparing to retake the exam.

Please see the sample diagnostic report for the PE Chemical exam on the next page. In reviewing the report, here is how the examinee should interpret the results. (Colors shown are for illustrative purposes only. Actual reports are grayscale.)

-  Mass & Energy Balances and Thermodynamics: I only got 8 out of 19 correct in these knowledge areas, and that was a lot less than the average passing examinee. This is an area I need to work on.
-  Fluids: I seem to be consistent with the average passing examinee. I should still review this area prior to retaking the exam, but there are other areas that need more of my focus.
-  Heat Transfer: Again, compared to the average passing examinee, I'm in pretty good shape.
-  Mass Transfer: This is an area I really need to work on. Even though there are just 10 questions, I only got one correct, and the average passing examinee did much better than I did.
-  Kinetics: Again, overall the average passing examinee did better than I did. While there are just nine questions, I only got four correct. There's still room for improvement in this area.
-  Plant Design & Operation: Compared to the average passing examinee, I did better in two areas and worse in four. Overall, I got 10 out of 15 correct. Again, there's still room for improvement in this area.

My study priorities prior to retaking the exam are

1. Mass & Energy Balances and Thermodynamics, Mass Transfer—very strong focus
2. Kinetics, Plant Design & Operation—strong focus
3. Fluids, Heat Transfer—general review

For more information on the knowledge areas included in each of the PE exams, download exam specifications at ncees.org/exams.



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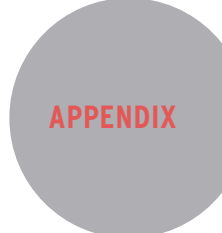
Principles and Practice of Engineering - Chemical

Sample Diagnostic Report
October 2010

SAMPLE DIAGNOSTIC REPORT FOR NCEES PENCIL-AND-PAPER EXAMS (Sample diagnostic reports for computer-based exams will be available in January.)

	Knowledge Area	Number of Items	Your Performance (No. Correct)	Your Performance (% Correct)	Your Performance Compared to Average of Passing Examinee	
					Average of Passing Examinees =	You =
1	Mass & Energy Balances & Thermodynamics: Mass Balances	9	3	33	33	33
2	Mass & Energy Balances & Thermodynamics: Energy Balances & Thermodynamics	10	5	50	50	50
3	Fluids: Fluid Transport	2	2	100	100	100
4	Fluids: Mechanical-Energy Balance	9	7	77	77	77
5	Fluids: Flow Measurement Techniques	3	2	66	66	66
6	Heat Transfer: Mechanisms	5	4	80	80	80
7	Heat Transfer: Applications	8	5	62	62	62
8	Mass Transfer: Phase Equilibria	4	0	0	0	0
9	Mass Transfer: Mass Transfer Contactors (Absorption-etc)	5	1	20	20	20
10	Mass Transfer: Miscellaneous Separation Processes	1	0	0	0	0
11	Kinetics: Reaction Parameters	2	1	50	50	50
12	Kinetics: Reaction Rate	2	0	0	0	0
13	Kinetics: Reactor Design & Evaluation	3	2	66	66	66
14	Kinetics: Heterogeneous Reaction Systems	2	1	50	50	50
15	Plant Design & Operation: Economic Considerations	2	1	50	50	50
16	Plant Design & Operation: Design & Operation	4	3	75	75	75
17	Plant Design & Operation: Safety	3	3	100	100	100
18	Plant Design & Operation: Environmental	2	2	100	100	100
19	Plant Design & Operation: Materials	2	1	50	50	50
20	Plant Design & Operation: Process Control	2	0	0	0	0

- The purpose of this diagnostic report is to provide feedback about your exam results and to help focus your preparation for retaking the exam. It is neither intended nor designed to be used in determining the passing score.
- The last column represents your performance in a knowledge area compared to the average performance of all passing examinees. For each knowledge area, the portion of the bar between your performance (solid line) and the average performance of the passing examinees (dashed line) indicates the relative difference between your performance and the performance average of the examinees who passed.
- Performance in a knowledge area significantly below that of the average passing candidate contributed to your failing the exam. Substantial study of this material is recommended before retaking the exam. Performance in a knowledge area near or above that of the average passing candidate indicates your understanding may be improved by further study, thus improving your chances of passing the exam.





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