



ParaPro Assessment Guidelines for Candidates

Prohibited Items: Use of the following items in the testing room is prohibited.

- Using a telephone or cellular phone during the test session
- Leaving the test site during the test session
- Communicating in any manner about the test with any person other than the test administrator during the test session
- Creating a disturbance or behaving inappropriately
- Attempting to take the test for someone else
- Attempting to receive or give assistance to another person during the test session
- Attempting to tamper with the operation of the computer
- Using prohibited aids, such as compasses, protractors, rulers, calculators, watch alarms, listening devices, beepers, pagers, watch calculators, books, pamphlets, stereos or radios with headphones, dictionaries (including electronic), translators, any other personal digital/electronic devices, and recording or photographic devices
- Attempting to remove test questions and/or responses (in any format) from the testing room
- Failure to follow the test administrator's directions
- Leaving the testing room without permission
- Obtaining improper access to the test, a part of the test, or information about the test
- Family or friends are not permitted in the testing room

Misconduct: Any examinee who engages in misconduct will be dismissed from the testing room and not be refunded payment. The following behaviors are considered misconduct:

- Giving or receiving assistance of any kind
- Using any of the prohibited aids listed above
- Attempting to take an examination for someone else
- Failing to follow test regulations or the administrator's instructions
- Causing a disturbance of any kind
- Removing or attempting to remove test questions and/or responses (in any format) or notes about the test from the testing room
- Attempting to remove scratch paper from the testing room
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

Breaks: There are no scheduled rest breaks during a test session. If you must leave the testing room briefly during the test session to go to the rest room or take medication, the 2 ½ hour limit will continue to count down. You will not be allowed extra testing time for such an absence.

Retesting: Test takers must wait a minimum of 35 days before retesting.

Identification Requirements: You must present acceptable photo identification. An acceptable identification must include your name, photograph, and signature. Acceptable identification includes:

- A current valid photo driver's license
- A photo employment ID
- A current valid passport
- Military identification
- A photo student ID accompanied by an additional photo or signature ID (Photo credit cards or check cards.)

I, _____, have read and understand all of the above ParaPro Assessment Guidelines.

Student Signature: _____