

COMPUTER-DELIVERED EXAMINATIONS

The Board of Certified Safety Professionals (BCSP) has contracted with Pearson VUE to deliver BCSP's examinations by computer at Pearson VUE testing centers throughout the world. When you make your appointment, you may select any available testing center to take your examination. Testing centers are normally open every business day. Some have weekend and holiday hours.

EXAMINATION AUTHORIZATION LETTER

The Examination Authorization Letter you receive after registering and paying for an examination authorization contains important information. You must make an appointment and sit for your examination before the Authorization Expires date. Keep your Examination Authorization Letter as a receipt for your examination authorization.

BASIC TIME LIMIT RULES

From the day you register and pay for your examination authorization, you will typically have 120 days to make an appointment and sit for your examination. If you find that you cannot schedule an appointment and sit for an examination before the Authorization Expires date, you may purchase a one-time, 60-day extension of your existing 120-day period. To take advantage of this option, you must register and pay the nonrefundable 60-day extension fee before your Authorization Expires date. You will then receive an Examination Extension Authorization Letter with an Extension Expires date.

If you fail to schedule an appointment and sit for your examination, you forfeit your examination authorization, and you will have to register and pay for another examination authorization.

If you pay for a one-time, 60-day extension to your original 120-day period and you fail to schedule an appointment and sit for your examination before the Extension Expires date, you forfeit your examination authorization, and you will have to register and pay for another examination authorization.

Special Rules Related to an Extension

The fee for a one-time, 60-day extension is \$50 USD (subject to change). BCSP must receive and

acknowledge your payment for the extension two or more full business days before your Authorization Expires date. You may not obtain additional examination extensions. **Extensions are not available to candidates testing outside the U.S. and Canada.**

RULES FOR APPOINTMENT SCHEDULING

You are responsible for directly scheduling and keeping your examination appointment with Pearson VUE. BCSP strongly recommends that you schedule your appointment eight or more weeks in advance. If you wait too long to make an appointment, you risk not being able to take your examination at a convenient time or location. If you are unable to make an appointment and sit for your examination before your examination authorization expires, you forfeit your examination authorization, and you will have to register and pay for another examination authorization.

HOW TO SCHEDULE OR CHANGE YOUR APPOINTMENT

By Internet

Regardless of your location and the country in which you plan to sit for the examination, you may schedule and change your examination appointment over the Internet. Visit www.pearsonvue.com/BCSP. Read the instructions and click the appropriate links to create a Web account, schedule an examination appointment, or change/confirm an existing appointment. You will need your Candidate ID from your Examination Authorization Letter to schedule and change your examination appointment online. You will receive an immediate email confirmation for all activity you authorize related to your examination appointment.

By Phone

If necessary, you may schedule or change an examination appointment by phone. To do this, contact the appropriate call center for the region in which you plan to test (not the region where you live, if it is different).

United States/U.S. Territories, Canada

1-866-717-3653; 8:00 a.m. – 8:00 p.m. weekdays U.S. Eastern Time (closed on U.S. holidays)
TDD: 1-866-717-3653; 9:00 a.m. – 6:00 p.m. weekdays U.S. Eastern Time (closed on U.S. holidays)

Mexico, Central America, South America, Caribbean (Except U.S. Territories)

1-952-681-3872; 8:00 a.m. – 8:00 p.m. weekdays U.S. Eastern Time (closed on U.S. holidays)

Asia, Australia, New Zealand, Pacific Islands (Except U.S. Territories)

61-2-9478-5400; 8:30 a.m. – 6:00 p.m. weekdays Australian Eastern Time (closed on Australian holidays)

Europe, Middle East, Africa

44-161-855-7455; 8:00 a.m. – 6:00 p.m. weekdays Central European Time (closed on UK holidays)

Do not call a local testing center to schedule your appointment. Local testing centers are not authorized to schedule, reschedule, cancel or confirm BCSP examination appointments.

Save all examination appointment confirmation emails until after you complete your examination.

Examinations for Candidates Requiring Special Accommodations or the Use of Assistive Devices

If you require special examination facilities or arrangements because of one or more documented disabilities (consistent with the Americans with Disabilities Act), you must inform BCSP of these needs at the time you purchase an examination authorization. If, at the time you purchase your examination authorization, you fail to inform BCSP of your need for one or more special accommodations, you will not receive them when you arrive for your examination appointment.

If you routinely use (or expect to use) external assistive devices or equipment such as crutches, a wheelchair, a cane, a low vision optical aid, or a hearing aid, you must inform BCSP of your need to use these external assistive devices in the secure testing room at the time you purchase an examination authorization. If you fail to inform BCSP of your need to use one or more external assistive devices, you may not be permitted to use your assistive devices in the secure testing room.

RULES FOR CHANGING YOUR APPOINTMENT

To change an existing examination appointment, you must follow strict rules. If you fail to follow all of these rules, you forfeit your examination authorization, and you will have to register and pay for a new examination authorization.

- You may change your appointment only if there are one or more full business days before your existing appointment date.
- You cannot reschedule your appointment to a date on or beyond your Authorization Expires date or your Extension Expires date.

ARRIVING FOR YOUR APPOINTMENT

Plan to arrive at the testing center 15-30 minutes before your appointment. Pearson VUE provides driving directions when you schedule an appointment. Allow enough time for driving to the testing center, parking, walking, and signing in. If you are 15 or more minutes late for your appointment, you forfeit your examination authorization, and you will have to register and pay for a new examination authorization.

PRESENTING IDENTIFICATION

You must bring a valid, **unexpired** government-issued identification document bearing both your picture and signature. Your name on this identification document must **exactly** match the name you used when you applied for certification with BCSP.

If you are not a citizen of the country in which you are testing, the only acceptable identification document is your valid, unexpired passport.

FAILING TO KEEP YOUR APPOINTMENT

If you fail to keep your scheduled examination appointment, if you arrive more than 15 minutes beyond the starting time of your scheduled appointment, or if you fail to present acceptable identification when you arrive for your scheduled appointment, you will be refused admission, and you will forfeit your examination authorization fee. To sit for the examination after having been refused admission, you must pay a new examination authorization fee, if you are still eligible for the examination.

PRELIMINARY EXAMINATION PROCEDURES

As you are signing in, the testing center staff will provide you with materials for working out calculations by hand and will verify that your calculator(s) comply with BCSP's calculator policy.

You may bring one or two calculators into the secure testing room as long as they both are among the brands and models listed below.

- Casio models FX-115, -250, -260, or -300
- Hewlett Packard models hp 9, 10, 12, or 30
- Texas Instruments models TI-30, -34, -35, -36

Different versions of the above models will be permitted. For example, the hp 30s and TI-30Xa calculators will be permitted, as they are versions of these models.

You will be asked to store your personal belongings outside the secure testing room. Other than the materials provided by the testing center staff for working out calculations and your authorized calculators, you **cannot** take any notes, books, papers, purses, hats, coats, jackets, pagers, mobile telephones, or other materials or electronic devices into the secure testing room. In addition, no food, drinks, or tobacco products are permitted in the secure testing room at any time. All such items must be stored outside the secure testing room. You may access only your stored food, drinks, or tobacco products (when permitted by local law) during self-scheduled breaks you take outside the secure testing room. You may not access your other personal belongings at all until you complete your examination.

After the sign-in procedure is completed, the testing center staff will escort you into the examination room and seat you at your computer testing workstation. At all times, you are required to follow all testing center staff instructions.

TAKING YOUR EXAMINATION

Once you are logged in to your workstation, you will have an opportunity to complete a tutorial to help familiarize you with the computer-delivered examination process. BCSP strongly recommends that you complete this tutorial. When you are ready to begin the actual examination, you will sign on. You also must agree to

comply with BCSP's examination security and nondisclosure rules. Once you complete these steps, your examination time will begin. You will have five hours to complete the Safety Fundamentals examination and five and one-half hours to complete the Comprehensive Practice examination. The time remaining for your examination appears on your computer monitor.

One examination item at a time will appear on the computer monitor. You may select an answer for the item, "mark" the item for later review, or skip the item. At any time, you may go to a review screen showing the item numbers and status of all items on your examination. This review screen also shows whether you marked items for later review or skipped items. By selecting an item on this screen, you can go directly to it and verify or change your answer selection. The online *Examination Reference* is available to view on every item.

You may find that the secure testing room is too cool or too warm or that the computer testing workstation is not ergonomically designed for you. In addition, you may be distracted during the examination by noises such as mouse clicks and typing by other examinees in the room. BCSP does everything possible to help make your examination experience a positive one, but these distractions affect people differently. Therefore, you may want to plan for them. For example, you should consider wearing clothing that will allow you to remain comfortable in either a cool or warm environment. Contact testing center staff if the environmental conditions in the examination room are unreasonable.

Breaks

You may schedule your own restroom and snack breaks. You must take these breaks outside the secure testing room but inside the building (or part of the building) controlled by Pearson VUE. When you leave your workstation for any reason, you must sign out and sign back in when you return. Your examination clock continues to run during self-scheduled breaks. You may not voluntarily leave the building (or part of the building) controlled by Pearson VUE for any reason while your examination clock is running.

Examination Integrity

BCSP examinations are closed book, except for your authorized calculator(s) and the materials provided by testing center staff. Once your examination clock starts, you may not access any materials beyond those given to you by testing center staff until you formally submit your examination for scoring. During self-scheduled breaks, you are not permitted to access any of your personal belongings, or to have contact with anyone other than testing center staff. BCSP will invalidate your examination and pursue disciplinary charges in accordance with *BCSP Bylaws* if you access prohibited materials, have contact with anyone except testing center staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing center.

COMPLETING YOUR EXAMINATION

Once you are satisfied with all of your answer selections, you will submit your examination for scoring. The examination also will automatically end and be submitted for scoring when the allotted time is exceeded.

OBTAINING YOUR UNOFFICIAL RESULT

Once you submit your examination for scoring, your unofficial result (pass or fail) will immediately appear on the monitor. You will be offered the opportunity to complete a survey about the certification process. Then you will log off your workstation and check out with testing center staff. You will receive a hard copy of your unofficial result once you check out.

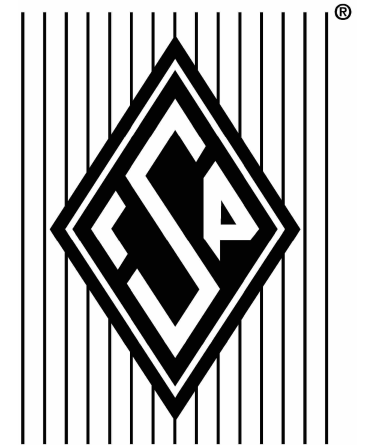
OBTAINING YOUR OFFICIAL RESULT

Pearson VUE usually transmits examination results to BCSP at the end of each business day. Within three weeks, BCSP will mail your official result and detailed score report to you. If you pass, you will receive the appropriate credentialing packet. If you do not pass, you will receive instructions on how to retake the examination, if you are still eligible.

QUESTIONS

If you have questions related to your appointment or examination locations, please visit www.pearsonvue.com/BCSP. For other questions or concerns, please contact BCSP by phone at 1-217-359-9263 or by email at customerservice@bcsp.org.

**PLEASE READ!
IMPORTANT INFORMATION
ABOUT YOUR EXAMINATION**



**Board of
Certified Safety Professionals**

**COMPUTER-DELIVERED
EXAMINATIONS**

through

