

# ADC Candidate Rules Agreement

Please review and sign the following examination rules and ask the administrator if you have questions.

1. I will not take the following types of personal items into the testing room: mobile phones, hand-held computers, personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (or other non-religious head coverings), bags, coats, books, and notes. I will store these items in a secure area indicated by the administrator. Electronic devices must be turned off prior to placing them in the designated secure area. The testing centre is not responsible for lost, stolen, or misplaced personal items. Studying is not allowed in the test centre.
2. The administrator will log me in to my assigned workstation, verify that I am taking the intended examination, and start the examination. I will sit in my assigned seat until escorted out by an administrator. I understand that I may not eat, drink, smoke, chew gum, or create a disturbance (by noise or otherwise) for other candidates during the examination.
3. The administrator will monitor me continuously whilst I take my examination. The session may be videotaped or otherwise recorded for security purposes.
4. If I experience problems, such as computer problems or distractions that affect my ability to take the examination, I will notify the administrator **immediately** by raising my hand.
5. The administrator cannot answer questions related to examination content. If I have any questions of this nature, I will contact the ADC after I leave the testing centre.
6. Break policies are established by the ADC. If my examination includes a **scheduled break**, instructions will appear on the computer screen at the appropriate time. If I take an **unscheduled break**, the examination timer will **not** be stopped. The administrator will set my workstation to the break mode, and I will take my ID with me when I leave the room. The administrator will check my ID before I return to my seat and will then restart my examination. If I wish to leave the examination early, I must notify an administrator and wait to be escorted from the examination room.
7. When taking a **scheduled break**, I am permitted to access personal items that I stored during the examination. If taking an **unscheduled break**, I am not allowed access to any personal items, including medications, unless pre-approved by the ADC and with the permission of the administrator.
8. I will not try to remove copies of examination questions and answers from the testing centre, and I will not share or discuss the questions or answers seen in the examination with other candidates.
9. I will not engage in examination malpractice. This includes, but is not limited to, copying or looking at the work of another candidate, communication with other candidates in the room, or the use of unauthorised resources. If an administrator believes I have engaged in such behaviour, I will be provided with a verbal warning and a case will be created. If I continue to engage in malpractice or behaviour that affects other candidates, I may be removed from the examination venue.
10. After the examination ends, the administrator will come to my workstation and ensure that my examination has ended properly. I will be notified of my results by the ADC.
11. I release ADC and Pearson VUE from any rights, claims, or liabilities in relation to my exclusion from the test centre for breaching any of the above rules, for failure to provide necessary identification, or for seeking to enter the test centre after the designated admission time.

**Your Privacy.** Your examination results will be encrypted and transmitted to Pearson VUE and the ADC. The testing centre does not keep any information other than when and where your examination was taken. Please visit the Pearson VUE website ([www.pearsonvue.com](http://www.pearsonvue.com)) or contact a Pearson VUE call centre for more information regarding the Pearson VUE Privacy Policy Statement.

## Candidate Statement

*By providing a digital signature or by signing below, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE located in the U.S. and to the ADC (either of which may be outside of the country in which I am testing). I understand the information above and agree to follow the Rules. 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 and to the ADC, who may invalidate my examination and my examination fee will not be refunded.*

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Examination \_\_\_\_\_