

TESTING IDENTIFICATION REQUIREMENTS AND RULES

The QCCO certification exams are administered in highly secure testing centers and remotely proctoring system. All candidates are required to provide proof of identity with an unexpired, original government-issued photo ID with signature (primary ID).

If the primary ID does not have a photo or signature, a second form of identification (secondary ID) must be provided that contains the missing information. The name on the secondary ID must be the same as the name on the primary ID. Examples of acceptable forms of primary and secondary identification include but are not limited to the following:

PRIMARY ID	SECONDARY ID
Driver's License	Valid employer identification card
Passport	Valid credit card with signature
Governmental ID	Valid bank card with photo

Examples of acceptable names on required IDs are below. Candidates who do not have the appropriate form of ID should contact QCCO at Info@qcco-gr.com at least five business days before their scheduled exam appointment to discuss their options.

Examples of Acceptable Names on Required ID

NAME ON APPLICATION	NAME ON ID	ADMITTED TO TEST?
Jamie Taylor-Smith	Jamie Smith	Yes
Nancy Porter	Nancy White	No
William B. Johnson	Bill Johnson	No
P. J. Miller	Peter J. Miller	Yes
Samantha R. Roberts	Samantha Rose Roberts	Yes

QCCO testing centers and the remote proctoring process are supervised by trained proctors. Irregularities observed or suspected by the proctors or identified by subsequent statistical analysis of a candidate's answers on the exam may result in the candidate's removal from participation in the test or invalidation of his or her score. Irregularities include but are not limited to creating a disturbance, giving or receiving unauthorized information or aid to or from other examinees, or attempting to remove materials from the testing room. QCCO reserves the right to investigate each incident of misconduct or irregularity.

Testing rules/guidelines include but are not limited to the following. The rules apply to both test center and remotetesting formats except where indicated.

- » Candidates must present an unexpired, original government-issued ID with a photo and signature. The name and photo on the ID must be an exact match to the name on the candidate's ATT letter or they will not be permitted to test.
- » **Test Center Only**—Lockers will be provided for candidates to store their purses, mobile phones, jackets, food, drinks, and medical supplies.
- » The use of audible beepers, mobile phones, or memory-capable devices are prohibited.
- » Jewelry other than wedding and engagement rings is prohibited. Eyeglasses, jewelry, and other accessories will be inspected.
- » Religious headwear may be worn; however, it may be subject to inspection before testing is permitted.
- » Candidates will be asked to empty and turn out their pockets.
- » **Test Center Only**—Candidates will be "wanded" or asked to go through a metal detector during the check-in process.
- » **Remote Testing Only**—Candidates will be required to provide a 360° view of their workstation and/or testing area.
- » **Test Center Only**—There are no scheduled breaks during the exam; however, candidates may choose to leave the testing room for this purpose. Please note that the exam clock will continue to run during this time. Candidates may not leave the testing facility during this time. Smoking at the test center is prohibited.
- » **Remote Testing Only**—One 15-minute optional break is permitted at any time during the exam session. However, please note that the exam clock will continue to run during this time.
- » Accessing mobile phones or study materials after arriving at the testing center, during the testing session, or during breaks is prohibited.
- » All exams are monitored and may be recorded in both audio and video format.
- » Other exams will be administered at the same time as the QCCO certification exams, and examinees may hear ambient noises, such as typing, coughing, or people entering and exiting the testing room, that cannot be avoided. QCCO is unable to provide a completely noise-free environment. However, headphones and/or earplugs may be requested to minimize impact.