



Candidate Name (Please Print Legibly) _____

Date _____

PSI Services Security Procedures

- Candidates may only take approved items into the examination room.
- All candidates will always be under video and audio surveillance within the testing center.
- All personal belongings of candidates, with the exception of sweatshirts, or clothing items that are part of an outfit or religious apparel, shall be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), earphones, smart watches, radios, or electronic games. **Any of these devices that do not fit into a security locker/locker bag may not remain in the test center. No exceptions. Failure to comply may result in rescheduling your exam.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including all outerwear.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, weapons, regular watches, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, paper including tissues, food, drinks, gum, candy, and good luck items.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, buttons or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or remove these items from the test center. **All electronic devices must be completely powered off and verified by the proctor** before placing them in said secure storage. Any items unable to be powered off completely will **NOT** be allowed to remain in the testing center. PSI will not be responsible for the security of any personal belongings or prohibited items.



- Any electronic device that is powered on after entering the testing room will be grounds for immediate dismissal and forfeiture of exam fees.
- Any candidate possessing prohibited items in the examination room shall immediately have their test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Candidates will not have any access to their personal belongings that are placed in secure storage while in the testing room. Candidates may access their personal belongings after first completing the check-out procedure with the proctor, either by going on break during their test or by completing their test administration. Any candidate attempting to bring personal belongings into the testing room following a break or attempting to access personal belongings while in the testing room, will have their test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Additionally, candidates may not copy exam questions or answers. PSI scratch paper (if issued) and other exam materials may **not** be removed or attempted to be removed from the test center.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is a violation of a candidate's contract with PSI, federal, state, and territorial law. Either will result in the disqualification of examination results and may lead to legal action.
- Once the test administration begins, candidates opting to take a break are required to click the on-screen break tool AND notify the proctor. The proctor will verify that the blue break screen is visible on the candidate's monitor prior to completing the check-out procedure. While on break, candidates may NOT leave the building, but they can access their personal belongings that are in secure storage. Candidates may only take their break after obtaining permission from the proctor and signing the break form. Candidates must comply with all check-in procedures when returning from a break.

I agree to all provisions listed in the agreement above.

I acknowledge that I am signing the agreement freely and voluntarily and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

_____ **Candidate Signature**