

Email address:

INCOSE knowledge exam candidates are not allowed to have any reference materials, any electronic devices (including calculators, phones, smart watches, audio devices) or personal paper at their exam desk. The only materials that may be brought in and used during the exam are pencils, erasers, and a language translation dictionary. Approval to use a foreign language to English dictionary must be granted prior to the start of the examination. The dictionary must remain on the table, must contain no writing or added material, and may be viewed at any time by the proctor. It may not be shared with other candidates.

Exam candidates must show satisfactory identification to the proctor. Candidates must provide a personal, unique email address on their exam materials. This email address will be used for all candidate communications and for unique identification in the INCOSE database.

Candidates may leave the exam room at any time but shall not talk to anyone else during the exam. They shall not take jackets, exam materials, or any of the above-listed materials with them outside of the exam room. They shall not access any material (including but not limited to study guides, online references, or other relevant sources of information) while outside the exam room.

No talking or communication with other candidates is allowed during the exam. The only exam material that may be removed from the room is the yellow paper. No pictures may be taken of exam material or the exam room. Any questions or situations that arise during the exam should be addressed directly to the proctor.

You must discontinue writing on your answer sheet when the proctor tells you to stop. Continuing to write will result in you being awarded an automatic failing score.

Special accommodations for testing should be requested as early as possible and no later than the beginning of the timed portion of the exam.

Your proctor may ask you to share your exam results with him or her. This is optional and is not a requirement of participating in this exam.

The intent of these restrictions is to preserve the integrity of the examination; proctors are empowered to identify and prohibit any behavior not listed there that, in their judgment, may constitute cheating, misrepresentation, or theft of exam questions and materials. As agents of INCOSE, proctors deal with testing and provide documentation to the Certification Office. Applicants are strongly recommended to avoid engaging in ANY behavior that could be viewed as violating this agreement.

Violation of any of these rules is grounds for dismissal from the exam, an automatic failing result on the exam, and a ban from the INCOSE Certification Program. Proctors will address issues and violations in a manner that prevents disruption for other examinees; some problems may be addressed after, rather than during, the exam.

Your signature on the answer sheet indicates your agreement to these terms. Your exam will not be scored without a signature, as agreement to these terms is required.

I have read and understand the statement above. I agree with it all.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_