

Name:

Email Address:

## **INCOSE KNOWLEDGE EXAMINATION TESTING INSTRUCTIONS AND AGREEMENT**

Those candidates taking the INCOSE Knowledge Exam ("Exam") must follow strict rules while the exam is in session. Failure to follow oral and written instructions while the examination is in session will result in immediate dismissal from the Exam, automatic failing result on the Exam and ban from the INCOSE Certification Program for up to 3 years. Candidates are expected at all times to maintain a professional attitude toward other candidates, staff, proctors and other examination personnel. Behavior that is disruptive will be addressed by proctors in whatever manner they deem appropriate, including discipline following Exam conclusion.

### **ALLOWED ITEMS:**

During the Exam, only the following items will be allowed at the examination table without prior approval. All items are subject to inspection:

- Pencils;
- Erasers;
- Inhalers;
- Prescription Medication;
- Drinks;
- Eyeglasses (no cases or sunglasses);
- Foam ear plugs.
- Printed language translation dictionary if prior approval was 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.

Candidates are not permitted to wear hats, caps, hoods or any other type of headwear during the examination, unless prior written approval on the basis of religious beliefs is obtained from INCOSE.

Prior to the Exam, and each time upon re-entry from leaving the Exam room, candidates must show satisfactory picture identification to the proctor. Candidates must provide a personal, unique email address on their exam materials.

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.

Candidates are not allowed to discuss the content of the exam after the exam. The general content and specific wording of exam questions and answers is not to be discussed at any time.

Candidates must stop writing on their answer sheets when the proctor tells them to stop. Continuing to write will result in 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.

Proctors may identify and prohibit any behavior not listed here 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.

The exam will not be scored without a signature, as agreement to these terms is required.

*I have received the INCOSE Code of Ethics and pledge to adhere to it.*

*I understand that my name and country will be posted on the INCOSE public web site and may otherwise be communicated by INCOSE if I am recognized as a Systems Engineering Professional.*

*I have read, understand and agree with the statements above.*

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

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