

# NEW EXAMINATION GUIDELINES

EFFECTIVE 02-01-2021

The Board has voted to allow candidates to bring their own reference materials for use during examinations. The examinations are OPEN BOOK. The references listed below are the ONLY references allowed in the examination center. References shall be softbound, spiral, or hardbound. Loose leaf references are not allowed. Candidates are responsible for bringing their own references to the examination center.

Reference materials may be highlighted, underlined, and/or annotated prior to the examination session. Notes on the pages of the reference materials are allowed. However, if notes are written in pencil, they MUST be highlighted; if written in pen, they DO NOT need to be highlighted. NO partial references will be allowed as acceptable reference materials for exams.

References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) within their approved references. Any additional materials will be removed from the references and confiscated.

References may be tabbed with permanent tabs only. Temporary tabs, such as Post-It notes or stapled tabs, are not allowed and must be removed from the reference before the exam will begin. Likewise, divider tabs are not allowed.

Writing in the references, bringing unpermitted additional papers into the test center or presence of improper tabs, shall be considered evidence of cheating and grounds for invalidation of the exam, disqualification for future exams, and discipline.

The following list of tabs may be used. These items may be purchased at local office supply stores.

**Acceptable Tabs:** Redi-Tag Self-Stick Permanent Adhesive Index Tabs

**Unacceptable Tabs:** Post-It Index Flags, Post-It Flags, Self-made tabbing, or reinforcement of any kind.

**Reference Materials to bring to testing center:**

1. The National Electrical Code, current edition.
2. National Fire Alarm Code, current edition (Limited, Intermediate, Unlimited, SP -SFD and SP -FA/LV).