Child Life Certification Commission
Operational Policy and Procedure

SUBJECT: 4.0 Testing

LEAD AUTHOR(s):
CONTRIBUTERS: CLCC

5.0 Exam Day

Appointments:
>   Computer-based testing exam appointments are made using the exam vendor's scheduling service based on the operating schedule of each testing center.

Exam Length:
>   Candidates have four hours in which to complete the exam.

Late arrivals:
>   At the discretion of the site administrator, candidates may be admitted to the exam up to 20 minutes late. Late arrivals will be required to sign a statement acknowledging that they will receive no extra time to complete the exam.

Required Identification
>   The candidate must present one form of non-expired, government-issued, photo- and signature-bearing ID in order to test. Photo must look like the candidate.

>   **Acceptable forms of Primary ID are limited to:**
>   • driver's license
>   • state or government-issued ID (must have photo and signature)
>   • passport
>   • military ID card*
>   ***Exception for all military ID cards:** Accept the military ID even if it does not hold a signature. A secondary form of ID is <u>not</u> necessary.

>   **Unacceptable forms of ID include:**
>   • social security card
>   • birth certificate
>   • any non-photo ID
>   • No other forms of identification will be accepted

Approved Accommodations Document

      If a candidate has been pre-approved for special testing accommodations, the candidate must please see the proctor at the time of check-in and present the confirmation email sent by CLCC specifying the accommodations that have been approved. The candidate must ensure that all approved accommodations are provided before starting the exam and notify the proctor of any discrepancies.

Breaks

      Candidates may use the restroom or water fountain during the exam. Only one person will be permitted to leave the room at a time, and candidates will not be permitted to make up the time lost while away from the exam. To use the restroom, candidates should raise their hand for assistance.

Connectivity Issues

      Computer-based testing carries an inherent risk of connectivity issues. Candidates who experience technical difficulties that affect their performance must report these to the proctor immediately (prior to receiving their exam result) and contact Schroeder Measurement Technologies, Inc. immediately after leaving the testing center to report the problem.

Score Reports

      Candidates will receive a preliminary score report before leaving the testing center. The scores will be subjected to a statistical analysis and there is a very slight chance that they will change. Candidates will be notified if there is a change to the score. Once your results are posted in your Online User Profile, they are considered final.

Restricted Items

      Candidates are asked to bring as few items as possible to the test center. Please do not bring books, papers, calculators, slide rules, rulers, pagers, phones, etc. Food and beverages are not allowed in the testing room unless prior approval has been given for medical reasons.

      Water is allowed but must in in a clear or transparent container with a lid or cap. All labels must be removed, and the container will be inspected for notes or other test aids. The candidate will need to remove the lid/cap for visual inspection by the Test Center staff. Should the container not meet the requirements outlined, the candidate will be required to put it in their locker and will not be allowed to take it into the test room.