



**State of North Carolina  
Board of Cosmetic Art Examiners  
Esthetics  
Candidate Information Bulletin**

**FREQUENTLY ASKED QUESTIONS**

1. **HOW DO I REGISTER TO TEST?** You may register and schedule for testing, go to:  
<https://www.provexam.com/register>.  
  
You may also call Prov at (877) 228-3926. More information about registering can be found on page 2 of this bulletin.
2. **WHERE CAN I TEST?** Prov has established 3 practical testing locations and 11 written testing centers spread throughout the State of North Carolina. Locations may be found on page 6 of this bulletin.
3. **HOW MUCH DOES IT COST?** The theory examinations cost **\$84** each and the practical examinations cost **\$84** each.
4. **WHEN DO I GET MY TEST RESULTS?** Unofficial written exam results are available at the testing center once you complete your exam. Official results will be emailed to you within 4 days after your test.
5. **WHAT IS ON THE TEST?** Complete exam information can be found in this bulletin and attachments.

**MORE QUESTIONS**

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions-  
**NC Board of Cosmetic  
Art Examiners**  
121 Edinburgh  
South, Suite 209  
Cary, NC 27511  
Ph (919) 736-6123  
[nccosmeticarts.com](http://nccosmeticarts.com)  
9:00 am to 4:00 pm ET  
Monday-Friday

For Testing Questions-  
**Prov, Inc.**  
150 W Civic Center Blvd,  
Suite 601  
Sandy, Utah 84070  
Toll Free: 866-720-7768  
Call or Text: 801-733-4455  
(Messaging rates may apply)  
[www.provexam.com](http://www.provexam.com)  
[support@provexam.com](mailto:support@provexam.com)  
8:00 am to Midnight ET  
Monday-Friday

**GENERAL TESTING INFORMATION**

The North Carolina Board of Cosmetic Art Examiners (Board) has contracted with Prov, Inc. to administer the National Interstate Council of State Boards of Cosmetology (NIC) Esthetics examinations:

The purpose of this bulletin is to provide you with information about taking your licensing examination(s) with the State of North Carolina.

**NORTH CAROLINA SCHOOL CANDIDATES**

Candidates register online at [www.provexam.com](http://www.provexam.com) and your school will be notified electronically that you have applied. Your school will need to approve you to take the exam.

Candidate's graduation form must be submitted from Candidate's school to the Board.

**OUT OF STATE, REINSTATEMENT  
& CLOSED NC SCHOOL CANDIDATES**

Candidates licensed in another state, reinstating a lapsed license or if the North Carolina school you attended has closed, you must obtain approval from the North Carolina Board of Cosmetic Art Examiners before registering with Prov. The Board determines eligibility for examination.

**EXAMINATION CATEGORIES & COST**

Candidates seeking to be licensed in the State of North Carolina must successfully complete the written examination and a practical examination.

Each written exam costs **\$84** and each practical exam costs **\$84**. The exam fee is the same whether you are testing for the first time or if you are retaking the examination.

TABLE OF CONTENTS

Frequently asked questions..... 1  
 More questions..... 1  
 General Testing Information..... 1  
 North Carolina School Candidates..... 1  
 Out of State, Reinstatement & Closed NC School Candidates ..... 1  
 Examination Categories & Cost ..... 1  
 Table of Contents..... 2  
 Where to take your exam in North Carolina ..... 2  
 How to Register Online..... 2  
 How to Schedule Your Exam Online ..... 3  
 Scheduling by Phone..... 3  
 Cancel/Rescheduling Policy ..... 3  
 Emergency Situation Policy..... 3  
 Preparing for Your Exams ..... 3  
 Kit and Supply Information ..... 4  
 Test Day Rules and Procedures..... 4  
     Check-in Deadline ..... 4  
     Proof of Identity ..... 4  
     Prohibited Items..... 4  
     Visitor Policy..... 4  
     Unethical Conduct Policy..... 4  
     Candidate Civility Expectations..... 5  
 Score Information ..... 5  
 Results Reporting..... 5  
 Retesting Policy..... 5  
 Prov’s Non-Discrimination Statement ..... 5  
 Special Accommodations..... 5  
 Test Site Availability..... 6  
 Test Site locations – Written Examinations ..... 6  
 Test Site locations – Practical Examinations..... 6  
 Written Test Site Instructions..... 6

ATTACHMENTS:

- ✓ North Carolina NIC Practical CIB
- ✓ North Carolina NIC Written CIB
- ✓ NIC Textbook References
- ✓ Written Test Site Instructions

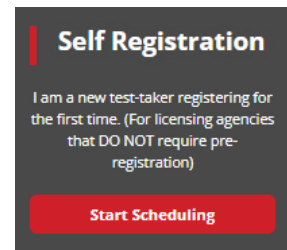
WHERE TO TAKE YOUR EXAM IN NORTH CAROLINA

Prov has established three (3) practical testing locations and eleven (11) written testing centers geographically spread throughout the State of North Carolina. Locations may be found on page 6 of this bulletin.

HOW TO REGISTER ONLINE

**IMPORTANT:** When you register for your examination you **MUST** enter your name **EXACTLY** as it appears on your government issued Photo Identification (ID), including your middle initial or your middle name as it appears on your ID. If your name does not match when you sign in at the testing center you will be dismissed from the testing center and forfeit all testing fees for that testing session.

1. To register for your exam, go to: <https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.
2. Click “Schedule a Test”
3. Click “Start Scheduling” under ‘Self Registration’



4. Use the Dropdown menu under “Select Certifying Body”, and select:

**NC – Board of Cosmetic Art Examiners**

5. Under “Select a License/certificate”, choose the license (and language) you are seeking:

○ **Esthetics**

Then press

**NEXT**

6. Select your school from the Dropdown menu. NOTE: If you are an “Out of State” applicant, need to test to “Reinstate” a lapsed license, or if you attended a school that has “Closed” you must select “NC State Board”.

7. Enter your information **exactly** as it appears on your government issued ID.

- Name (**First, Middle and Last**)
- Street address
- City, State, Postal Code

Additionally, please provide the following:

- Social Security number

- Email Address
- Telephone Number


Then select the button labeled:

**SAVE CHANGES**

- Your application will now transfer to your school or to the Board (Out of State, Reinstating License etc.) for approval. You will receive an email notifying you to log back in and schedule your exam once approved.

#### HOW TO SCHEDULE YOUR EXAM ONLINE

- To schedule your exam, go to: <https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.
- Click “Returning User” and enter your known Candidate ID or your Email address. Click “Retrieve Details”
- Select a Date & Time for your exam by selecting the link labeled.
 

 [Find suitable time and venue](#)
- Select a convenient test site by scrolling down to see all available test sites.
- Select a test **date** and **time** from the calendar. Confirm your selected date and time and select: **Add to Cart.**
- If you want to schedule a **second exam** (e.g. practical or written), select the **Schedule Another Test** button; otherwise move to step 7.

#### SCHEDULE ANOTHER TEST

- Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX) or coupon code if provided by your school. The invoice for your exam payment will be automatically emailed to you. This invoice will include information regarding your scheduled date/time.

If you have any problems with online scheduling, you may call Prov at (866) 720-7768.

#### SCHEDULING BY PHONE

To schedule an examination by phone, candidates should contact Prov toll free at (866) 720-7768. Prov scheduling staff is available 9:00 a.m. through 9:00 p.m. Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, social security number and their address. Once registered in the database, Prov staff will search for the next available testing date and time. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

#### CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for your test or fail to cancel or reschedule your testing session by the close of business three days prior to your scheduled test date, you will forfeit your exam fees.

#### EMERGENCY SITUATION POLICY

If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation to Prov for review.

You may contact Prov toll free at (866) 720-7768, call or text (801) 733-4455 or send an email to support@provexam.com.

If approved, you will be notified and provided with authorization to reschedule your examination.

#### PREPARING FOR YOUR EXAMS

The Cosmetology exams utilized in North Carolina are designed to test what you should know (and be able to do) as you begin your career in the Cosmetology industry. Your examinations have been developed by the National Interstate Council of State Boards of Cosmetology (NIC).

## KIT AND SUPPLY INFORMATION

Candidates must bring all needed supplies and cannot borrow anything during the examination. Suggested supplies are included in the NIC Candidate Information Bulletin (CIB).

Kits must be no larger than 30" x 30". Kits, bags etc. must fit completely under the candidate's work area.

Tripods may be used but must be within candidate's immediate work area (close or up against work station).

Disinfectants must be disinfecting wipes, sanitizers and all other products must be non-aerosol.

## TEST DAY RULES AND PROCEDURES

### **Check-in Deadline**

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

### **Proof of Identity**

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification that includes your signature. The photo-bearing ID must include a recent picture that accurately resembles your appearance and includes your date of birth. Examples of photo-bearing ID are a driver's license, passport, or military ID. Please contact Prov in advance of your test date if you have any questions regarding your photo ID. You will also be required to sign a test center log, and will be photographed by the test center staff. If you cannot produce a government-issued photo ID, your name does not match your photo ID EXACTLY or if you refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

### **Prohibited Items**

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Division will be notified of your dismissal from the exam.

### **Visitor Policy**

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

### **Unethical Conduct Policy**

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Division of Professional Regulation. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

## Candidate Civility Expectations

We understand that taking a test can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of the stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

### SCORE INFORMATION

Candidates must achieve an overall passing scaled score on the practical and written exams as follows:

- ✓ Esthetics – 75.00

All exams will be scored and graded against a cut-score established by NIC for these examinations. The score on these examinations is reported as a "scaled score". This score is not the same as a raw score (which is the number of correct responses on a test). This means that the score does NOT represent the percentage of questions correctly answered on the test. Each part of the examination has its own cut-score and is weighted according to its importance in the demonstration of entry-level competence.

### RESULTS REPORTING

Upon completion of the written examination, your test will be scored, and you will be provided with an unofficial score result while at the testing center. Official score results for the written and practical examinations will be sent to your email address within three (3) business days following completion of the test.

### RETESTING POLICY

Failed examinations can be retaken up to three (3) times if necessary. Candidates who fail three (3) times will need to be approved by the Board before scheduling again.

It is the Candidate's responsibility to track the number of failed attempts. If a Candidate re-applies and retakes the exam a 4<sup>th</sup> time without obtaining additional school hours the Board may void the score.

Candidates cannot retake an exam once they have passed that exam unless required by the State of North Carolina.

### PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to:

Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 84092.

### SPECIAL ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for special accommodations during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to provide the accommodation they will need in order to complete their examination.

### TEST SITE AVAILABILITY

The following are the testing sites in North Carolina where you may schedule to take your **written** examinations. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location. Test sites in bordering states are not included in this list but will populate when scheduling examinations.

### TEST SITE LOCATIONS – WRITTEN EXAMINATIONS

1. **Appalachian State University**  
287 Rivers Street  
Testing Services – John E. Thomas Hall, Room 245  
Boone, NC 28608
2. **North Carolina Elite Career Service Center - Cary**  
132 Quade Drive  
Testing Services  
Cary, NC 27513
3. **North Carolina Elite Career Service Center - Charlotte**  
5108 Reagan Drive  
Testing Services – Suite 12  
Charlotte, NC 28206
4. **North Carolina Central University**  
1801 Fayetteville Street  
Testing Center – Taylor Education Building  
Room 112  
Durham, NC 27707
5. **Fayetteville Tech Community College**  
1200 Murchison Road  
Office of University Testing and Assessment  
Services  
Fayetteville, NC 28301
6. **Fayetteville Tech Community College – Spring Lake Campus**  
171 Laketree Boulevard  
Room 101  
Spring Lake, NC 28390
7. **North Carolina Elite Career Service Center - Greensboro**  
9C Dundas Circle  
Testing Services  
Greensboro, NC 27407

8. **North Carolina Elite Career Service Center - Wilmington**  
2925 Boundary Street  
Testing Center – Unit 2  
Wilmington, NC 28405
9. **Pitt Community College**  
1986 Pitt Tech Road  
Edward and Joan Warren Building – Room 2402  
Winterville, NC 27835
10. **BCY Testing Solution**  
8801 J M Keynes Drive  
Testing Services Suite #150  
Charlotte, NC 28262
11. **BCY Testing Solution**  
2309 W Cone Blvd  
Testing Services  
Greensboro, NC 27408

### TEST SITE LOCATIONS – PRACTICAL EXAMINATIONS

The **practical** exams for the State of North Carolina are given at three (3) locations throughout the State.

1. **Prov Test Site (weekly testing)**  
Location is being finalized  
Cary, NC 27513
2. **Prov Test Site (weekly testing)**  
3601 Matthews Mint Hill Road  
Suite 5  
Mint Hill, NC 28105
3. **Hotel Location (bi-monthly testing)**  
Location is being finalized  
(Eastern North Carolina Area)

### WRITTEN TEST SITE INSTRUCTIONS

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.





**NATIONAL *ESTHETICS*  
PRACTICAL EXAMINATION**

**CANDIDATE INFORMATION BULLETIN (CIB)**

**EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS**

*Please visit <https://www.provexam.com> for the most current bulletin prior to testing.*

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**The NIC National Esthetics Practical Examination is the licensure examination for Esthetics, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).**

**This bulletin contains IMPORTANT INFORMATION regarding the NIC National Esthetics Practical Examination content and administration.**

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

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- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
  - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - All examinations are administered in a testing environment.
  - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
  - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**
- Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:
  - The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.
  - Examiners are not allowed to speak with candidates.Candidates requesting information during the examination will be told one of the following statements:
  - “Do the best you can with what you have available.”
  - “Do as you were taught.”
  - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.

## NIC National Esthetics Practical Examination

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- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they should step back to indicate they have finished.
  - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
  - When the timer goes off, all candidates must stop working and step back IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow the North Carolina Blood Exposure Procedure outlined in this CIB.

### **Failure to do so may result in your dismissal from the examination.**

- *Be sure to visit <https://provexam.com> to obtain the most current version of, and any addendums, to the North Carolina Blood Exposure Procedure.*
  - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.*
  - **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers' created labels must be only in English.
    - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
    - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** Please refer to the "*Suggested Examination Supplies*" section to see any further state specific requirements for supplies and products.
    - Simulated products are *not* allowed for disinfectants and hand sanitizers.
    - Aerosols are **NOT** allowed in the testing environment.
    - Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "*Suggested Examination Supplies*" provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.



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## NIC National Esthetics Practical Examination

### NIC MANNEQUIN REQUIREMENTS

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North Carolina requires that you use a mannequin head(s):

- Candidates are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination. **Models will NOT be permitted.**
- Mannequin heads that are premarked are not allowed for any part of the practical examination.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into the examination.

### SPECIAL ATTENTION!

The following information is vital and specific to the  
National Esthetics Practical Examination:

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- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
    - Container labeled "to be disinfected"
    - Container labeled "soiled linens"
    - Container labeled "trash"
  - It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical Examination Content Domain Sections). All additional services (varies by state) will be performed on Client 2.
  - **Candidates are expected to brace any time they are working around the eye and mouth areas. In accordance with manufacturer's guidelines, gloves MUST be worn during disinfection procedures.**
  - Candidates are not allowed to label products as single-use items.

## ESTHETICS PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

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The scope of the National Esthetics Practical Examination includes 6 (six) core domain services. The Core Domain Sections are based on the national job analysis.

1. **Work Area Preparation and Set Up of Supplies** (First client) (10 minutes)
2. **Client Preparation and Basic Facial** (25 minutes)
3. **Work Area Preparation for New Client and Set Up of Supplies** (Second client) (10 minutes)
4. **New Client Preparation and Hair Removal of the Eyebrows Using Simulated Soft Wax and Tweezing** (5 minute set-up, Untimed procedure)
5. **Facial Makeup** (20 minutes)
6. **Blood Exposure Procedure** (10 minutes)

## **CONTENT DOMAINS**

### **1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your WORK AREA for your client.”*

*“You will set up the universal supplies you will use throughout the examination.”*

*“You will also set up the supplies for the Basic Facial section of the examination.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 1.1 Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

**2. CLIENT PREPARATION AND BASIC FACIAL**  
**(25 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your CLIENT for services.”*

*“You will perform a Basic Facial.”*

*“The basic facial will include cleansing, manual exfoliation, towel steaming, massage, and mask.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 25 minutes to complete this section.”*

*“You will be informed when you have 12 minutes remaining.”*

*“Step back to indicate you have finished.”*

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 2.1 Basic facial supplies are labeled in English**
- 2.2 Implements and supplies are visibly clean**
- 2.3 Cleanses entire face**
- 2.4 Performs exfoliation with manual exfoliant using an implement or material on entire face excluding eyes and lips**
- 2.5 Steams the face with towel and removes residual product completely**
- 2.6 Demonstrates facial massage procedure using 4 different types of facial massage movements**
- 2.7 Demonstrates facial mask application and concludes the service**
- 2.8 Maintains drape throughout section**
- 2.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

**3. WORK AREA PREPARATION FOR NEW CLIENT AND SET UP OF SUPPLIES  
(10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will break down your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your WORK AREA for a NEW client.”*

*“You will set up the universal supplies you will use for the remainder of the examination.”*

*“You will also set up for the following sections of the examination:*

*Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing,  
Facial Makeup.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 3.1 Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- 3.2 Sanitizes hands with product labeled in English**
- 3.3 Universal supplies are labeled in English**
- 3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

**4. NEW CLIENT PREPARATION AND HAIR REMOVAL OF THE EYEBROW USING  
SIMULATED SOFT WAX AND TWEEZING  
(5 minute set up, Untimed procedure)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You have 5 minutes to prepare your CLIENT for the following sections of the examination:*

*Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing,  
Facial Makeup.”*

*“Please do not begin any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform hair removal of the eyebrow using simulated soft wax and tweezing.”*

*“You will select one eyebrow to demonstrate a simulated soft wax and tweezing procedure.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate the soft wax and tweezing procedures.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the soft wax and tweezing procedures. You will be instructed individually by the examiner to do so.”*

(1) *“The instructions will be repeated.”*

**Candidates will be evaluated on the following tasks:**

**4.1 Hair removal of the eyebrow supplies are labeled in English**

**4.2 Implements and supplies are visibly clean**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate hair removal using simulated soft wax along entire length of one eyebrow.”*

**4.3 Demonstrates simulated soft wax procedure along entire length of eyebrow**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please tweeze three hairs from the same eyebrow and conclude the service.”*

**4.4 Demonstrates tweezing procedure**

**4.5 Maintains drape throughout section**

**4.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Examiner – Verbal Instructions:** Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:

*“Please step back and do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:

*“All examiners have indicated they are ready to proceed.”*



**5. FACIAL MAKEUP**  
**(20 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Facial Makeup.”*

*“You will be expected to apply facial makeup in the following order: foundation, powder, blush, eyeshadow, eyeliner, mascara, and lip color.”*

*“You are expected to brace when working around the eye and mouth areas.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 20 minutes to complete this section.”*

*“You will be informed when you have 10 minutes remaining.”*

*“Step back to indicate you have finished.”*

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 5.1 Facial makeup supplies are labeled in English**
- 5.2 Implements and supplies are visibly clean**
- 5.3 Applies foundation to cover face**
- 5.4 Applies powder**
- 5.5 Applies blush**
- 5.6 Applies eyeshadow**
- 5.7 Applies eyeliner**
- 5.8 Applies mascara**
- 5.9 Applies lip color**
- 5.10 Maintains drape throughout section**
- 5.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

**6. BLOOD EXPOSURE PROCEDURE**  
**(10 Minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will demonstrate the blood exposure procedure.”*

*“You will imagine the following scenario: During a service, you sustained a minor cut to your index finger. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 6.1 Blood exposure supplies and materials are labeled in English**
- 6.2 Removes materials from the first aid kit**
- 6.3 Supplies and materials are visibly clean**
- 6.4 Candidate wears gloves**
- 6.5 Cleans injured area with antiseptic**
- 6.6 Covers with dressing that is absorbent and secured**
- 6.7 Disposes of all contaminated supplies**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

**NORTH CAROLINA BLOOD EXPOSURE PROCEDURE**

North Carolina State Board practical examination test sites do not have access to a sink for candidate handwashing. During the examination, blood exposure procedures must be demonstrated as a mock performance to show knowledge of the correct procedures. North Carolina procedures are indicated in bold font. Exam notes are in parenthesis. Candidates will be required to demonstrate a blood exposure procedure on oneself as follows:

- **Stop the service.**  
(If a real blood exposure occurs during the NIC practical exam the candidate would do this step.)
- **Explain situation to client and excuse him or herself.**  
(Candidates will not demonstrate this part during the NIC practical exam.)
- **Proceed to the handwashing area equipped with first aid supplies.**  
(Candidates will not demonstrate this part during the NIC practical exam.)
- **Wash your hands with soap and running water and dry with a disposable towel. (If punctured area is on the hand you would combine hand washing with washing the punctured area.)**  
(Candidates will not demonstrate this part during the NIC practical exam.)
- **Wash the punctured area with soap and running water and dry with a disposable towel.**  
(Wash hands using hand sanitizer in place of soap and running water, then dry with a disposable towel.)
- **Place the disposable towel in the waste container.**
- **If cut is still bleeding apply pressure over the wound with a disposable towel. (Once removed must be immediately placed in the waste container.)**  
(If a real blood exposure occurs during the NIC practical exam the candidate would do this step.)
- **Remove adhesive bandage and antibiotic cream from first aid kit.**  
(Candidates must demonstrate this step during the NIC practical exam.)
- **Apply an adhesive bandage and/or antibiotic cream to the cut.**  
(Candidates must demonstrate this step during the NIC practical exam.)
- **Place all single-use items in waste container.**  
(Candidates must immediately place items directly in waste container and not place items on station or in a zip lock bag during the NIC practical exam.)
- **Apply protective gloves.**
- **Remove implements from work station, then properly clean and disinfect implements.**
- **Clean and disinfect station.**
- **Remove gloves from hands and dispose immediately in waste container.**
- **Wash hands with soap and running water, keeping the bandage dry.**  
(Wash hands using hand sanitizer in place of soap and running water, then dry with a disposable towel.)
- **If the injured area is on the hands, fingers or thumb apply disposable, protective gloves or a finger guard ensuring the injured area is covered.**  
(If a real blood exposure occurs during the NIC practical exam the candidate would do this step.)
- **Return to service.**  
(If a real blood exposure occurs during the NIC practical exam the candidate would do this step.)

## CANDIDATE SUMMARY AND FINAL CLEANUP

**Proctor - Verbal Instructions:** Read at the conclusion of the examination:

*“All examiners have indicated they have completed their assessment.”*

*“Make sure that all kit supplies and disposable materials are taken with you.”*

*“This concludes the National Interstate Council of State Boards of Cosmetology, National Esthetics Practical Examination.”*

*“Thank you for your participation.”*

***SUGGESTED EXAMINATION SUPPLIES***

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**Suggested supply list:**

- This is ONLY a list of SUGGESTED supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

**Information related to labeling of supplies:**

- ALL simulated products must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

**EXAMINATION UNIVERSAL/GENERAL SUPPLIES**

- candidate supply kit to serve as dry storage area (must be closeable)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal, and virucidal properties must be used (must be actual disinfectant wipes)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- bag or container labeled "to be disinfected"
- bag or container labeled "soiled linens"
- bag or container labeled "trash"
- head and body drapes
- gloves
- bowl or container of water (if used)
- paper towels
- tissues, gauze pad, cotton rounds, sponges
- applicators, spatula(s)
- first aid kit
- disposable bag for blood contaminated materials

**CLIENT 1**

- cleanser
- toner
- manual exfoliation product
- implement or material to exfoliate
- wet steam towel(s)
- massage product
- mask product with color (not clear)
- mask applicator
- moisturizer/sun protection

**CLIENT 2**

- tweezers
- pre-epilation product
- wax applicator(s)
- wax strip(s)
- simulated soft wax
- post-epilation product
- empty makeup palette

## NIC National Esthetics Practical Examination

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- disposable makeup applicator(s)
- foundation
- powder
- blush
- eye shadow
- eyeliner
- sharpener
- mascara
- lip color





NATIONAL ESTHETICS  
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

*Please visit <https://www.provexam.com> for the most current bulletin prior to testing.*

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The National Esthetics Theory Examination is the licensure examination for Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Esthetics Theory Examination is 90 minutes.

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation, please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates.
  - Exhibiting disruptive behavior.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

## ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Esthetics Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items, of which 100 items are weighted and contribute to the candidate's final score.

### **Domain I: SCIENTIFIC CONCEPTS (55%)**

- A. Basic knowledge of microbiology (i.e., bacteria, viruses, parasites, fungi)
- B. Apply knowledge of infection control procedures related to:
  - 1. Levels of infection control (i.e., sanitation, disinfection, sterilization)
  - 2. Methods of infection control (i.e., heat, chemical agents)
- C. Apply knowledge of safety procedures and guidelines related to:
  - 1. Standard (Universal) Precautions
  - 2. Blood exposure procedures
  - 3. Safety Data Sheets (SDS) (e.g., manufacturer's labeling)
  - 4. Handling of chemicals
- D. Demonstrate a basic understanding of human physiology and anatomy related to:
  - 1. Cells and their functions
  - 2. Tissues (i.e., epithelial, connective, nerve, muscular)
  - 3. Organs and their function (e.g., skin, lungs, heart)
  - 4. Systems and their functions (e.g., muscular, integumentary, nervous, endocrine, skeletal)
- E. Demonstrate an understanding of histology and physiology of the skin related to:
  - 1. Structure and function of the layers of the skin
  - 2. Structure and function of the glands
  - 3. Functions of the skin (e.g., protection, temperature regulation, absorption)
- F. Recognize and understand skin disorders and diseases related to:
  - 1. Disorders of the sebaceous gland (e.g., acne, milia, seborrhea)
  - 2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
  - 3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
  - 4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
  - 5. Skin pigmentation (i.e., hyperpigmentation, hypopigmentation)
  - 6. Skin growths (e.g., skin tags, moles, keratoma)
  - 7. Skin cancers (i.e., basal cell carcinoma, squamous cell carcinoma, melanoma)
  - 8. Primary and secondary skin lesions
- G. Understanding function and composition of the hair related to:
  - 1. Structure of the hair and its follicle
  - 2. Growth cycles
  - 3. Abnormal hair growth (e.g., hirsutism, hypertrichosis)
- H. Understanding basic chemistry as related to:
  - 1. Ingredients
  - 2. Labeling
  - 3. Function (e.g., hydration, protection, cleanse)
  - 4. Acidity/Alkalinity (i.e., pH)

**Domain II: SKIN CARE AND SERVICES (45%)**

- A. Demonstrate an understanding of performing a client consultation and documentation (e.g., health history, intake form, consultation chart, physician release)
- B. Apply knowledge of client protection (i.e., draping of head and body)
- C. Skin analysis (e.g., Fitzpatrick skin types/conditions/characteristics)
- D. Contraindications for skin services
- E. Treatment protocol
- F. Demonstrate an understanding of cleansing procedures
- G. Demonstrate an understanding of steaming procedures
- H. Demonstrate an understanding of exfoliation procedures (i.e., chemical, mechanical/manual)
- I. Demonstrate a basic understanding of massage movements
- J. Demonstrate an understanding of methods of extraction
- K. Demonstrate an understanding of the functions and applications of masks related to:
  - 1. Clay/Mud
  - 2. Gel
  - 3. Rubberized
  - 4. Cream
  - 5. Sheet mask (e.g., collagen, gauze, pre-cut)
  - 6. Thermal (e.g., paraffin, mineral)
- L. Demonstrate an understanding of the conclusion of facial services:
  - 1. Moisturize
  - 2. Sun protection
  - 3. Home care (i.e., after care)
- M. Demonstrate a basic knowledge of the use of electrical equipment used in skin services
- N. Demonstrate an understanding of makeup as related to:
  - 1. Principles (e.g., color theory)
  - 2. Product selection (e.g., lipstick, foundation)
  - 3. Application (e.g., contouring, highlighting, blending)
  - 4. Safety (e.g., bracing)
  - 5. Infection control (e.g., disposables, disinfection of tools)
- 0. Demonstrate a basic knowledge of other services related to:
  - 1. Facial services (e.g., aromatherapy, pre- and post-surgical/medical treatments, ultrasonic)
  - 2. Body treatments (body wraps, body scrubs, sunless tanning)
  - 3. Eyelash and eyebrow services (e.g., lash and brow tinting, artificial lashes, lash lifting/perming)
  - 4. Demonstrate an understanding of hair removal methods and procedures (i.e., waxing, tweezing)
  - 5. Wellness programs

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**ESTHETICS SAMPLE QUESTIONS**

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The following sample questions are similar to those on the NIC Esthetics Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. What is the term for the scientific study of the skin?
  - a. Myology
  - b. Angiology
  - c. Physiology
  - d. Dermatology
  
2. A product containing antiseptic reaches what level of decontamination?
  - a. Disinfection
  - b. Sterilization
  - c. Ionization
  - d. Sanitation
  
3. Which of the following is also referred to as the basal layer?
  - a. Stratum granulosum
  - b. Stratum lucidum
  - c. Stratum germinativum
  - d. Stratum comeum
  
4. During the anagen phase of hair growth, the hair is
  - a. beginning to destroy itself.
  - b. actively growing.
  - c. shedding.
  - d. disconnecting from the papilla.
  
15. A new client schedules a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
  - a. Monthly
  - b. Annually
  - c. At the first treatment
  - d. At each treatment
  
6. Dilated capillaries that can be seen beneath the surface of the skin are known as
  - a. seborrhea.
  - b. keratoma.
  - c. telangectasia.
  - d. dehydrated.
  
7. Melanocytes that are more active will produce
  - a. lighter skin.
  - b. darker skin.
  - c. sebaceous skin.
  - d. dry skin.

8. In addition to softening sebum, another function of a facial steamer is to
- a. oxygenate the skin.
  - b. moisturize the skin.
  - c. decrease circulation.
  - d. detoxify the skin.

**Answers**

1. d   3. c   5. d   7. b  
2. d   4. b   6. c   8. a



## NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC  
Theory and Practical examinations.

The references are always the same for the Theory and Practical examinations.

### **ESTHETICS**

#### **REFERENCES**

*Milady Standard Esthetics Fundamentals + Foundations*

2020, 12<sup>th</sup> Edition

ISBN: 9780357263792

Contact:

[Info@Milady.com](mailto:Info@Milady.com)

[www.Milady.com](http://www.Milady.com)

*Pivot Point Fundamentals: Esthetics*, (101E – 111E)

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847-886-0500, Ext. 7399

#### **SUPPLEMENTAL REFERENCES**

*Milady Standard Advanced Esthetics*

2013, 2<sup>nd</sup> Edition

ISBN: 9781111139094

Contact:

[Info@Milady.com](mailto:Info@Milady.com)

[www.Milady.com](http://www.Milady.com)

*Salon Fundamentals Esthetics*

2013, 2<sup>nd</sup> Edition, 11<sup>th</sup> printing, 2<sup>nd</sup> Edition, August 2013

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

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847-886-0500, Ext. 7399

*The Epidermal Cell Therapy Skillsbook*

2015

Author: L. Saphonia Gee, L.M.E., CIDESCO Diplomat

L. Saphonia Gee



# Prov Written Test Site Instructions

Please take a moment to read the following information. If you have any questions please let your proctor know. Failure to follow these testing rules can have serious consequences.

**Be advised, the testing center and testing room may be under video surveillance.**

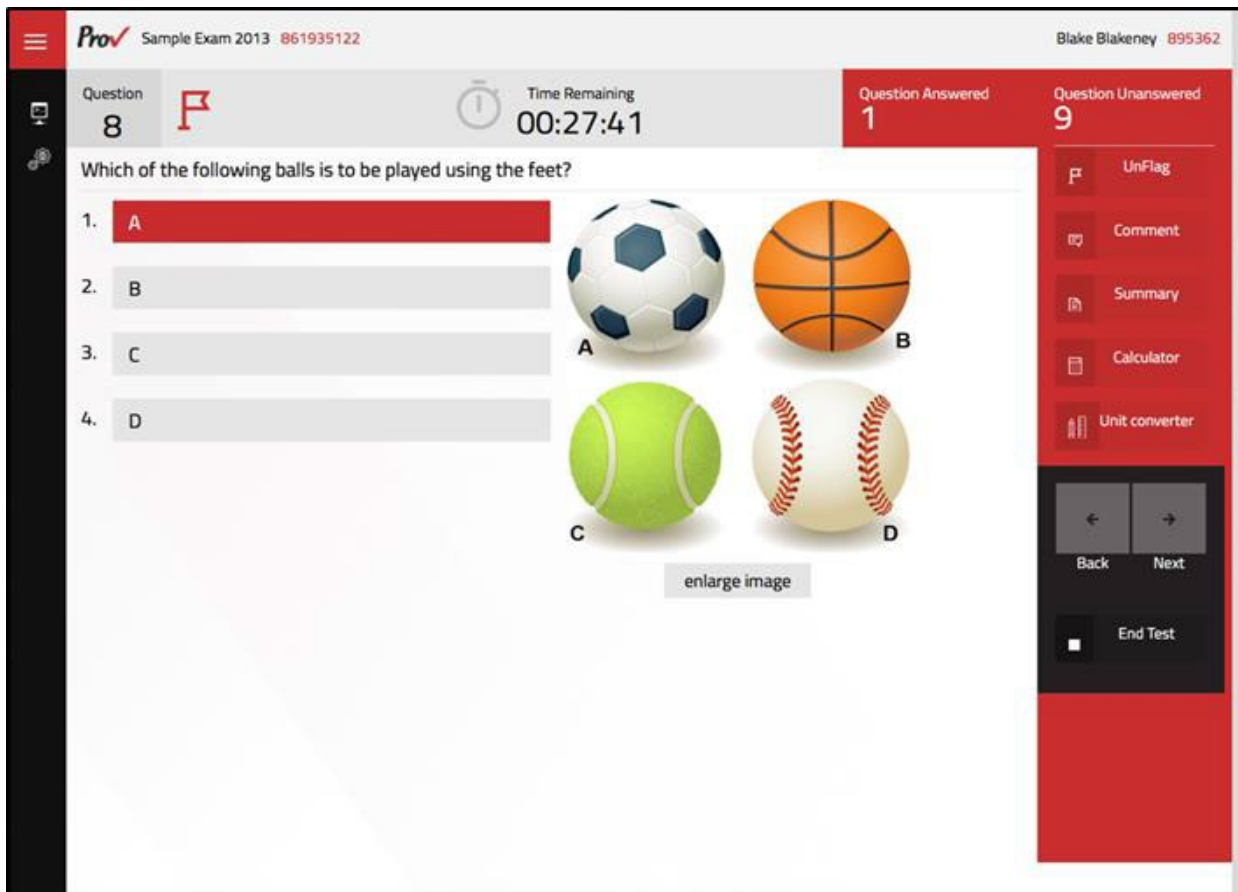
## Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- You will receive your unofficial test results today and you'll be notified of the official test result via email within 4 days after your test.



In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

## Computer Testing Navigation



Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a number ( <b>1</b> , <b>2</b> , <b>3</b> , or <b>4</b> ). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the <b>Flag</b> Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking <b>Summary</b> .
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the <b>Comment</b> button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the <b>Next</b> or <b>Back</b> buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys ( ← → ) to move forward and backward through the test.
Reviewing your progress	Press the <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press <b>End Test</b> button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.