State of New Hampshire
Office of Professional Licensure and Certification
Licensing Examinations
Natural Scientists Candidate Information Bulletin

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to:
https://www.provexam.com/register

   You may also call/text us at (801) 733-4455.

2. **WHERE CAN I TEST?** Written exams may be taken remotely or at any one of Prov's testing centers. Written test site locations may be found in the test site locations section of this bulletin.

   More information about remote testing is provided throughout this bulletin.

   The remote system works on a MAC, PC, or Chromebook (Please verify your Chromebook will work with our system in advance of test day.) **THE SYSTEM WILL NOT PERMIT YOU TO USE AN I-PAD OR TABLET.** If you are **not** prepared to test with proper equipment using the remote proctoring system you will be required to reschedule and repay the exam fee.

   Practical examinations are administered by the Board, please visit the Board's website for practical exam information.

3. **HOW MUCH DOES IT COST?** The written exam fee is **$90** each. The fee IS the same whether you are testing for the first time or if you are retaking the exam.

4. **WHEN DO I GET MY TEST RESULTS?** You will receive your unofficial written results by email within minutes of completing your exam.

   Official results will be sent to the State within 3 business days.

5. **WHAT IS ON THE TEST?** Exam information is provided in this bulletin and attachments.

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 -
New Hampshire Office of Professional License and Certification (OPLC)
7 Eagle Square
Concord, NH 03301
Ph: (603) 271-2152
customersupport@oplc.nh.gov
www.oplc.nh.gov
Hours: 8 a.m. to 4:00 p.m.
Monday - Friday

For Testing Questions -
Prov, Inc.
150 W Civic Center Blvd, Suite 601
Sandy, Utah 84070
Call or Text: (801) 733-4455
(Messaging rates may apply)
Toll Free: (877) 228-3926
provexam.com
support@provexam.com
8:00 am to 12:00 pm (midnight) ET
Monday - Friday

The New Hampshire Office of Professional Licensure and Certification (OPLC) – New Hampshire Board of Natural Scientists has contracted with Prov, Inc. to administer the following examinations:

- o   Soil Scientist Written Exam
- o   Wetland Scientist Written Exam

If you have questions regarding which exam to take, please check with your school, or contact the OPLC at (603) 271-2152.

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EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed in the State of New Hampshire must successfully pass the OPLC required examination(s).

Written exam fees are **$90** each. The fee is the same whether you are testing for the first time or if you are retaking the exam.

REMOTE TESTING

Written exams may be taken remotely or at any one of Prov's Computer Based Testing (CBT) location.

Remote testing means exams can be at home (or any other quiet site with adequate internet speed and free from distractions) This space must be private and is not available to anyone other than the testing candidate during testing. You will use the Examroom.ai remote proctoring tool.

More information about remote testing is provided throughout this bulletin.

TESTING WITH PROV

You may take your written exam by computer at one of Prov's testing centers or you may take your written exam remotely. Prov's testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov's testing system: https://youtu.be/h3T9svnIdLY.
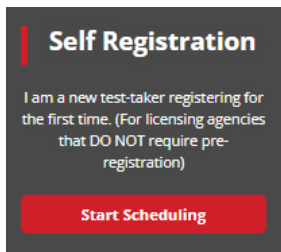
WHERE TO TAKE YOUR EXAM

Written exams may be taken remotely or at any one of Prov's testing centers. Written test site locations may be found in the test site locations section of this bulletin.

HOW TO REGISTER ONLINE

1. To register for your exam, go to: https://www.provexam.com/register 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"

Self Registration

I am a new test-taker registering for the first time. (For licensing agencies that DO NOT require pre-registration)

Start Scheduling

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

NH – NH Board of Natural Scientists

Then press **NEXT**

5. Under "Select a License/certificate", choose the license (and language) you are seeking: (**choose one of the following**):
   - Soil Scientist
   - Wetland Scientist

Then press **NEXT**

6. Scroll to the bottom of the page & click "Submit".

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**

HOW TO SCHEDULE YOUR EXAM ONLINE

1. Select a Date & Time for your exam by selecting the link labeled: Find suitable time and venue

2. Select a convenient test site by scrolling down to see all available test sites.

3. Select a test **date** and **time** from the calendar.

4. Confirm your selected date and time and select: **Add to Cart.**

5. Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX) or coupon code if provided by your school.

6. 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, you may call or text Prov at (801) 733-4455 or send an email to support@provexam.com.

Prov scheduling staff is available 8:00 a.m. through 12:00 p.m. ET (midnight), 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 seven (7) 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 seven 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, you must provide written documentation to Prov for review.

You may call or text Prov at (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 exams utilized in New Hampshire are designed to test what you should know (and be able to do) as you begin your career.

EXAM INFORMATION

The following provides exam information.

All exams are timed. Detailed information indicating the number of questions, duration and references are provided below.

Soil Scientist Written Exam

Number of Questions	99
Time allowed (hours)	4

References

- NH Revised Statute Annotated (RSA) 310-A: 75 through 301-A:95

- NH Administrative Rules Chapter Soil 100-500

Wetland Scientist Written Exam

Number of Questions	99
Time allowed (hours)	4

References

- NH Revised Statute Annotated (RSA) 310-A: 75 through 301-A:95

- NH Administrative Rules Chapter Soil 100-500

Testing Center - 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.

Test site testing candidates proceed to "Proof of Identity" section of this bulletin.

Theory Remote Testing Information

What is Examroom?

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. On test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

Not every computer system is capable of taking a test on Examroom. The following are the MINIMUM requirements that your computer system would need to meet in order to qualify to take your test using the Examroom service:

o The operating system on computer needs to be recent (less than 3-4 years old)
o Works on a MAC, PC, or Chromebook
o Need either a Chrome or Firefox browser (Chrome works best)
o Need a functioning computer web-camera and microphone
o Need a good consistent Internet connection capable of uploading files in excess of 3 Mbps

Please use the following links to do a system check before you schedule your exam to make sure your computer system will allow you to take a test using this system. https://examroom.ai/systemtest/

When prompted "Permission to access camera and microphone", you must click "Allow."

Exam Day Procedures

On the day of your exam:

1. Head to https://provexam.com
2. Click "Start My Test" from the home page menu
3. Review the instructions on the page and click "Start My Test" to be directed https://examroom.ai/login/
4. Enter the email address you used to register for your test
5. Enter your candidate ID as your password
6. You will be greeted by an onboarding agent to help you check-in and start your test

For technical support, or if you have difficulty logging into your exam, please use the chat box on the bottom right corner of https://examroom.ai.

The following link will take you to a short video that demonstrates Prov's testing system (click skip ads to proceed to Prov's video):
https://youtu.be/h3T9svnIdLY.

Proof of Identity

You will be required to show government-issued, photo-bearing identification that includes your signature. If your photo ID does not have a signature, you may present a credit card, student ID etc. that has your signature along with your photo ID. The photo-bearing ID must be current and valid. Forms of valid 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 valid government-issued photo ID, if you refuse to participate in signing as instructed or refuse to be photographed, you will be dismissed from the test and forfeit all testing fees for that testing session.

Prohibited Items

No cameras, recorders, cell phones, computers, (other than those in use for administration of your examination remotely, if applicable), 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 are not permitted in the testing room.

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

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

If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the State will be notified of your dismissal from the exam.

Approved Items
You may bring the following approved items into the testing center:
- ▪ **Pencils.** (Paper/pencil testing only)
- ▪ **Calculator**. Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.

Visitor Policy

No one other than the candidate will be allowed in the testing room.

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 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 State. If any physical harm occurs, civil action may also be taken against the candidate.

SCORE INFORMATION

Candidates must achieve an overall passing score of 70% on the written exam.

RESULTS REPORTING

You will receive your unofficial written results by email within minutes of completing your exam.

Official results will be sent to the State within 3 business days.

Because the examination process is a requirement for licensure with the State of New Hampshire OPLC, candidates automatically consent to permit Prov to share their test results with the State.

RETESTING POLICY

Failed examinations can be retaken as often as is necessary. There is no waiting period and candidates can schedule a new testing session for the first available testing date.

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

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 (801) 733-4455 or write to:

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

AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing accommodations. To request accommodations during testing, candidates should complete and submit these ADA forms: ADA Forms

Prov will require written documentation from a licensed physician or psychologist documenting the disability and the recommended accommodations to be provided. Prov will then work directly with the candidates to arrange the approved accommodations.

Note: Accommodations will not be provided based solely on a candidate's inability to read and comprehend English. This is due to the possible impact on the security and integrity of the examinations, any accommodation provided shall be made in accordance with test administration guidelines and applicable law.

TESTING SITE AVAILABILITY

The following are the testing sites 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

Prov has established **four (4)** testing centers in New Hampshire and multiple testing centers in bordering states where you may take your written test.

1. **Prov Testing Center**
   2 Pillsbury Street, Suite 102
   Concord, NH 03301

2. **Brainseed Testing Services - Concord**
   2 Whitney Road
   Concord, NH 03301

3. **X.L.o.s. Testing Center**
   71 Spit Brook Road, Suite 106
   Nashua, NH 03060

4. **Brainseed Testing Services - Newington**
   100 Arboretum Drive
   Newington, NH 03801

   REMOTE TESTING - Examroom.ai

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.

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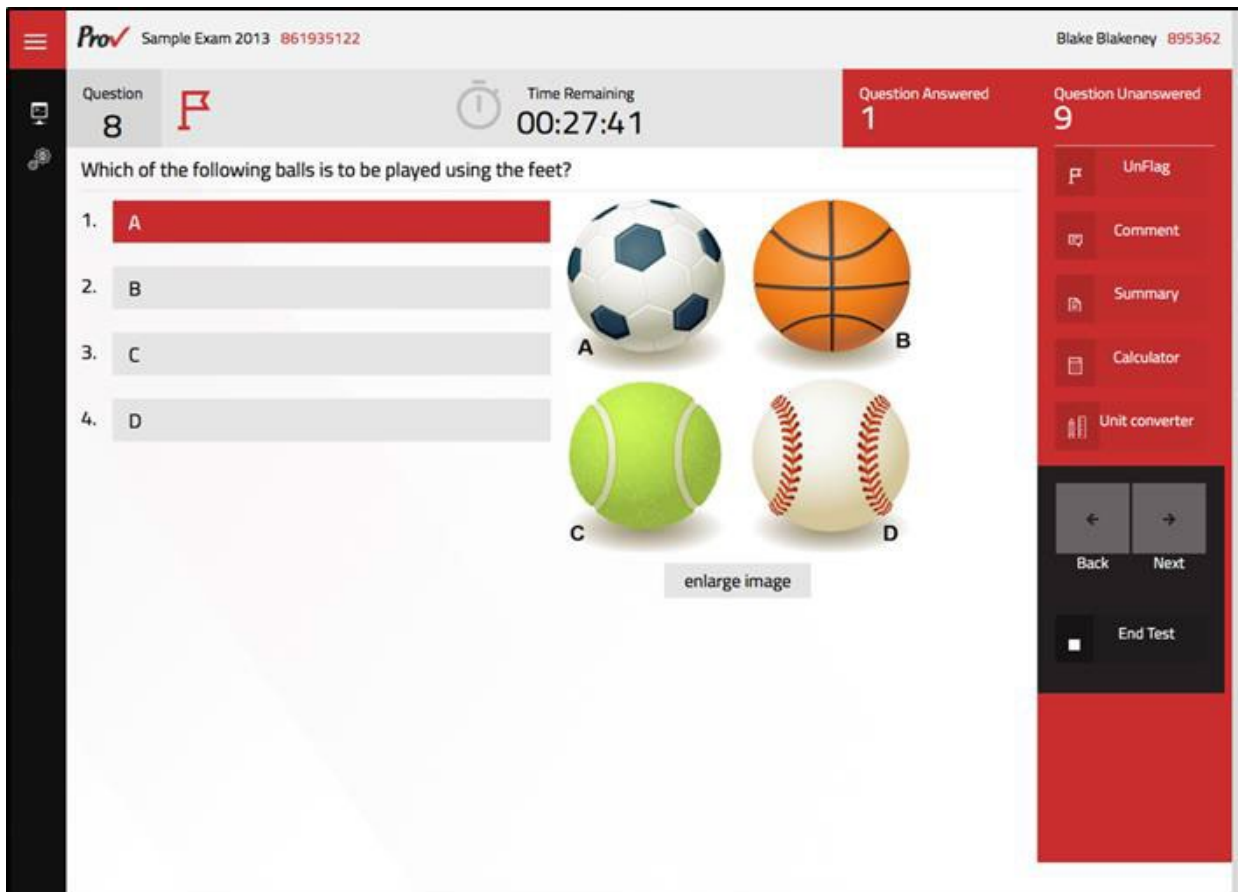**Be advised, the testing center and testing room may be under video surveillance**.

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.
- Result letter information is provided in the Prov Candidate Information Bulletin. Please visit provexam.com and select "Learn about my test"

- **NO TALKING**
- **NO EATING**
- **NO DRINKING**
- **NO TOBACCO USE**
- **NO ELECTRONIC DEVICES**
- **NO VISITORS**
- **NO CHEATING**
- **NO TAKING NOTES**

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 **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). 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 **Flag** 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 **Summary**.
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 **Comment** 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 **Next** or **Back** 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 **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press **End Test** 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.