



# Indiana Plumbing Examinations

## Candidate Information Bulletin

### FREQUENTLY ASKED QUESTIONS

- 1. HOW DO I REGISTER TO TEST?** To schedule for testing, go to <https://www.provexam.com/schedule>. You may also call us at 866-720-7768. [Click here](#) for more information about registering.
- 2. WHERE CAN I TEST?** You may test at any one of Prov’s testing centers. [Click here](#) for a current list and directions to each of our Indiana testing centers.
- 3. HOW MUCH DOES IT COST?** You pay your exam fee to Prov for testing:
 

Indiana Plumbing Contractor	\$100.00
Indiana Journeyman Plumber	\$75.00
- 4. WHEN DO I GET MY TEST RESULTS?** Prov’s scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state Commission.
- 5. ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell practice examinations to help you prepare for your test.
- 6. WHAT IS ON THE TEST?** [Click here](#) for information about the available examinations.

### 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 -  
**IPC**  
402 W. Washington Street,  
Room W072  
Indianapolis, Indiana 46204  
Ph: (317) 234-8800  
Fax: (317) 233-4236  
email address:  
[pla14@pla.in.gov](mailto:pla14@pla.in.gov)  
[www.in.gov/pla/plumbing.htm](http://www.in.gov/pla/plumbing.htm)  
Hours: 8 a.m. – 4:30 p.m.

For Testing Questions  
**Prov**  
200 W Civic Center Drive,  
Suite 160  
Sandy, UT 84070  
Phone: (866) 720-7768  
[www.provexam.com](http://www.provexam.com)  
Hours: 8 a.m. to Midnight.

### GENERAL TESTING INFORMATION

The Indiana Plumbing Commission oversees the licensing process for contractors. The State has contracted with Prov, Inc. to develop and administer its licensing examination program for contractors. Participating in the Indiana Plumbing Exam Program does not guarantee that the State will award you a license. However, the Indiana Plumbing Examination Program serves as an independent appraisal of your competency in the plumbing field and your test results are used by the State to satisfy the requirements for testing. This bulletin has been developed to help explain the rules and processes candidates will need to undertake to complete the testing requirement for their plumbing licenses.

You must first complete the appropriate application with the Indiana Plumbing Commission. Applications are posted online. Once you have been approved, the IPC will notify you to contact Prov to schedule your examination. You may attempt to pass the exam up to seven times within a two-year period, however you have one year from your approval date to take the exam for the first time. If you do not take the exam within a year, you must reapply.

Prov is not authorized to make the determination of which examination candidates must take. If you are unsure which exam is needed for the license being sought, resolve this question with the Indiana Plumbing Commission before scheduling. If you take the wrong exam, the exam fee will not be refunded.

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1. To schedule online, navigate to the following URL:  
<https://www.provexam.com/schedule>
2. Enter your identifying information into the system. The State has already shared your testing information with Prov. We need to locate your information within our system. Follow the on-screen fields to enter your Known Candidate ID and your Last Name. The Candidate ID will be provided to you on your registration letter received from the Commission. The Candidate ID will begin with 200, and will contain 10 digits. Please enter all of the numbers. Then, enter your last name and select the **Retrieve Details** button.
3. On the Welcome Screen, you will schedule a Date, Time, and Location for your exam by selecting the link labeled:  
 [Find suitable time and venue](#)
4. The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map.



**TESTING WITH PROV**

Your exam will be administered by computer at one of Prov’s testing centers. 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/h3T9svnldLY>.

**WHERE TO TAKE YOUR EXAM**

You may take your examination at any of Prov’s testing facilities nationwide.

Prov has established twenty-two (22) testing centers within Indiana where candidates can take their examinations. These testing centers are located in Auburn, Birmingham, Enterprise, Huntsville, Jacksonville, Mobile, Montgomery Sheffield and Tuscaloosa. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

5. Select the **SCHEDULE** link to check the calendar for the testing center.
6. Select a test **date** and **time** from the calendar that matches your schedule.
7. Confirm your selected date and time and select **Add to Cart**.
8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

**HOW TO SCHEDULE ONLINE**

**SCHEDULING BY PHONE**

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Prov Candidate ID and their zip code. Once Prov confirms the candidate's identity, Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address.

Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

**CANCEL/RESCHEDULING POLICY**

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

**PREPARING FOR YOUR EXAMS**

The examination you will take is designed to test what qualified individuals should know as they begin operations in the plumbing field at the particular skill level being tested (i.e. Contractor or Journeyman).

The test questions used on your examination have been prepared by practitioners like yourself and cover the wide range of topics you would normally encounter as you work in your particular field.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description. Additionally, familiarize yourself with the reference materials that are allowed during the examination. The more time you spend outside of the testing room studying, the less time you will need to spend in the testing room trying to location information. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

**EXAM DESCRIPTIONS**

**Indiana Plumbing Contractor (English or Spanish)**

<b>Number of Questions</b>	<b>90</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Indiana Business	14
General Requirements	9
Fixtures	10
Water Heaters	5
Water Supply and Distribution	12
Sanitary Drainage	13
Vents	13
Developed Length/Isometric Analysis	10
Storm Water Systems	4

**References**

- **2006 International Plumbing Code, 2nd printing, Indiana**, 2012. ISBN: Unavailable. ICC Item Number: 3200s06in. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). Candidates are permitted to substitute either the 2006 International Plumbing Code or the 2006 International Plumbing Code: Code and Commentary in place of the 2006 International Plumbing Code 2nd printing, Indiana Edition.
- **2012 Indiana Amendments (675 IAC 16-1.4)**, 2012. State of Indiana, Indiana Plumbing Commission, 402 W Washington St. Room W072, Indianapolis, IN 46204. Available at <https://iar.iga.in.gov/code/2026/860>. Candidate printed versions permitted in testing room if exam is open book.
- **Basic Contractors Guide to Business, Law and Project Management - 12th edition**, 12th edition. ISBN: 1-934234-98-2. National Association of State Contractors Licensing Agencies, 23309 North 17th Drive, Building 1, Unit 10, Phoenix, AZ 85027. Available at [www.NASCLA.org](http://www.NASCLA.org)
- **Indiana Plumbing Supplement**. Prov, 13614 Progress Blvd., Alachua, FL 32615. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **Note: As a substitute, Prov's Indiana Business and Law Study Guide for Contractors is permitted**. Prov, 13614 Progress Blvd., Alachua, FL 32615. The Prov Indiana Business and Law Study Guide for Contractors contains the exact information found in the NASCLA Contractors Guide to Business, Law and Project Management, 11th edition, and the Prov Indiana Plumbing Supplement combined. This book is no longer published but may be used as a substitute for the two current references.
- **Or usage of the NASCLA 11**, 11th Edition. National Association of State Contractors Licensing Agencies, 23309 North 17th Drive, Building 1, Unit 10, Phoenix, AZ 85027. Either edition of the Basic Nascla Contractors Guide to Business, Law and Project Management

**Indiana Journeyman Plumber (English or Spanish)**

<b>Number of Questions</b>	<b>90</b>
<b>Time allowed (hours)</b>	<b>3</b>

Subject Area	# Quest.
Storm Water Systems	6
Indiana Business	6
General Requirements	7
Fixtures	10
Water Heaters	7
Water Supply and Distribution	14
Sanitary Drainage	15
Vents	17
Developed Length/Isometric Analysis	8

**References**

- **2006 International Plumbing Code, 2nd printing, Indiana**, 2012. ISBN: Unavailable. ICC Item Number: 3200s06in. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). Candidates are permitted to substitute either the 2006 International Plumbing Code or the 2006 International Plumbing Code: Code and Commentary in place of the 2006 International Plumbing Code 2nd printing, Indiana Edition.
- **2012 Indiana Amendments (675 IAC 16-1.4)**, 2012. State of Indiana, Indiana Plumbing Commission, 402 W Washington St. Room W072, Indianapolis, IN 46204. Available at <https://iar.iga.in.gov/code/2026/860>. Candidate printed versions permitted in testing room if exam is open book.
- **A Compilation of the Indiana Code and the Indiana Administrative Code**, 2014. State of Indiana, Indiana Plumbing Commission, 402 W Washington St. Room W072, Indianapolis, IN 46204. Available at [http://www.in.gov/pla/files/IPC\\_2014\\_Compilation.pdf](http://www.in.gov/pla/files/IPC_2014_Compilation.pdf). Candidate printed versions permitted in testing room if exam is open book. Candidates may substitute the Indiana Plumbing Supplement in place of this reference.

**PRACTICE EXAMS AVAILABLE FROM PROV**

Prov also offers practice examinations in several exam categories. Practice examinations cost \$25.00 each and may be ordered either by phone or online at <https://www.provexam.com/en-us/shop>

Practice examinations prices do not include tax nor shipping.

Candidates must be sure to use the correct shipping option when ordering. Prov provides practice exams for the following tests:

- **Indiana Plumbing Contractor**

**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 a government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver’s license, passport, or military 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, 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.

If you do not have a photo ID, you may still present a valid State driver’s license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

**Prohibited Items**

No cameras, recorders, watches, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

**Approved Items**

You may bring the following approved items into the testing center:

- **Pencils.**
- **Calculator.** Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References.** (See information below).

**Reference Material Rules**

All examinations are designed to allow you to use **authorized** references while taking their exams. For a list of what reference materials are authorized for the exams, please refer to the exam description for the

candidate's exam. All reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

You should prepare your reference materials using ONLY the following methods.

- Highlighting
- Handwritten notes must be written in pen (ink)
- Attaching permanent tabs

Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Handwritten notes other than formulas written in pen ONLY, are NOT allowed in any portion of a reference book.
- Moveable tabs are NEVER permitted in a reference book.
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Photocopied versions of a reference book are NEVER permitted.
- Test preparation study guides are NOT approved references and are NOT permitted in the testing center; this includes practice examinations.

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 Department will be notified of your dismissal from the exam.

During the testing process you MAY NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

### 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 Department. 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.

### RESULTS REPORTING

Each test will be uniformly graded following the completion of the testing process. Grades will be distributed to you based on the information found in the subsequent sections.

If you receive a PASSING grade, this means that you have been deemed to be competent in a particular trade or craft by means of successful test completion. It does not, however, mean that you are licensed to practice.

Licensure is typically awarded by a governmental Commission or agency that will require these testing results as one component of the licensure process. Upon successful test completion you should contact your local licensing agency regarding any additional steps necessary to complete the licensure process.

Candidates that are **successful** in passing their examinations will be provided with a score letter that indicates a **PASS** status. No numerical grade or subject area breakdown is provided to passing candidates.

The reason behind the non-disclosure of numeric grades to passing candidates is that Prov's tests are designed to merely assess whether an individual is above or below a designated competency level (cut-point). Thus passing a test by a huge margin or passing by a small margin has no impact on Prov's decision of whether you have satisfied the minimum requirements for certification.

Hence, providing numeric scores might mistakenly lead some to conclude that the scores provide a means of ranking the passing candidates, which it does not. Given this rationale, any requests for providing details

regarding a numeric grade for passing candidates will be denied.

Candidates that are **unsuccessful** in passing their tests will receive a **numeric** grade as well as a **subject area breakdown** of the test that describes the areas where the candidate performed well or poorly.

#### RETESTING POLICY

If candidates fail their initial exam, they are permitted to retake the exam another six times within their eligibility period. Candidates must pay the exam fee for each test they schedule. Candidates cannot retake an exam once they have passed that exam unless required by the State of Indiana.

#### REVIEWS & PROV'S ACCEPTED PAYMENT METHODS

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed on the most recently taken exam. Prov encourages those taking reviews to comment upon questions they feel were unfairly graded or which they feel may be incorrect. All comments from reviews will be analyzed by Prov staff with summary results distributed following the expert analysis of your comments.

To be eligible for a review, you must have **failed** an examination and have scored within **10 points** of the required passing score. Reviews must be scheduled no more than **ninety (90)** days following your most recent testing session.

The review will be conducted under the same testing conditions as the exam using the same test security rules. During the review candidates will be shown the questions they missed and will see the answer they gave during testing for each question. Candidates are allowed to use their review time to research the questions they missed to help them better understand the concepts.

The cost of the review is \$80 for each test reviewed. You will request or schedule a review using the same methods described earlier for Test Registration or Scheduling.

#### EXAM CHALLENGE PROCESS

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect,

they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error. Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form. Prov staff will review each comment within two weeks of submittal. Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the Indiana Plumbing Commission. The Commission will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

#### HAND SCORE REQUEST

Prov ensures the accuracy of our exam results. Our computer system is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter. Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment. The cost of the hand score is \$25.00 (includes tax).

#### 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., 5200 NW 43<sup>rd</sup> St., Suite 102-167, Gainesville, FL 32606.

#### 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 a special accommodation 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 make the accommodations they will need in order to complete their examination.

#### TESTING SITE AVAILABILITY

You may take your exam at any one of Prov's testing centers. Prov has established twenty-two (22) testing centers within Indiana where candidates can take their examinations.

You can also take your exam at home using Prov's Examroom® service.

#### What is Examroom?

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, 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.

How to decide whether to use Examroom? **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:

- Operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook

- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- 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".

If your system does not allow you to test at home, don't worry, we have some great testing locations that are not too far away.

Remote testing is offered as a convenience to you to help you take your test without having to travel. However, by choosing to test remotely, you are agreeing to abide by the following conditions:

1. You will need to be in a quiet, distraction free environment.
2. You need to be sitting at a table, desk, or counter.
3. Your table or desk needs to be completely clear of anything you are not permitted to use during testing; no papers, notes, non-testing books, practice exams, water bottles, drinks, food, etc.
4. All non-testing electronic equipment needs to be removed from the room; 2<sup>nd</sup> monitors, calculators, additional cell phones, etc.
5. Your area under your table, desk, or chair needs to be clear of everything; blankets, pillows, papers, backpacks, boxes, etc.
6. Your work area needs to be obstruction free so that we can see you, your arms and hands, throughout the entire testing process.
7. You are not permitted to have anyone in the room with you, nor can you receive any aid from anyone during the test.

- 8. You are not permitted to access any other website during testing unless directed by the system to do so.
- 9. If requested to download a special extension on your computer, you will not tamper with the extension or try to disable it while testing.

If you are unable to have a testing environment that meets these conditions, we may deny you the ability to test remotely, and we will reschedule you at one of our in-person testing center.

**Fixed Testing Locations**

The sites shown below are fixed locations where you make take your exam. The asterisk (\*) on the chart shows which days of the week the exams are available for scheduling. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Test Site Location	Monday	Tuesday	Wednesday	Thursday	Friday
Anderson - ITC AN				*	
Avon - ITC AV				*	
Bloomington - ITC B		*		*	
Elkhart County-ITCE	*	*	*	*	
Evansville - ITCC EV	*	*		*	*
Fort Wayne - ITCFW			*		
Fort Wayne - PUFW		*			
Hammond - PUC	*	*	*	*	*
Indianapolis - ITCDT	*		*		*
Indianapolis- ITCLW	*	*	*	*	*
Indianapolis - IUPUI	*	*	*	*	*

Test Site Location	Monday	Tuesday	Wednesday	Thursday	Friday
Kokomo - ITCK	*	*	*	*	*
Lafayette - ITCLF	*	*	*	*	
Lawrenceburg-ITLW				*	

- Logansport - ITCLP
- Madison - ITCMD
- Muncie - ITCMN
- New Albany - IUSE
- Richmond - ITCR
- Sellersburg - ITCSLB
- South Bend - ITCSB
- Terre Haute - ITCTH

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	*	*		*
	*	*	*	*

**TEST SITE LOCATIONS**

Prov has established twenty-two (22) testing centers within Indiana where candidates can take their examinations. These testing centers are located in Anderson, Avon, Bloomington, Elkhart County, Evansville, FortWayne (2), Hammond, Indianapolis (3), Kokomo, Lafayette, Lawrenceburg, Logansport, Madison, Muncie, New Albany, Richmond, Sellersburg, South Bend, Terre Haute. Please refer to the individual list for each site for its testing availability and directions.

1. Ivy Tech Community College – Anderson  
815 E 60th Street  
Anderson, IN 46013
2. Ivy Tech Certification Center – Avon  
7508 Beechwood Center Rd, RM – 103  
Beechwood Center, IN 46123
3. Ivy Tech Certification Center – Bloomington  
Connie and Steve Ferguson Academic Building  
200 Daniels Way  
Bloomington, IN 47404
4. Ivy Tech Certification Center - Elkhart County  
Certification and Workforce Assessment  
22531 CR 18  
Goshen, IN 46528
5. Ivy Tech Certification Center – Evansville  
Certification & Workforce Assessment Center-SW  
3501 First Avenue  
Evansville, IN 47710
6. Indiana Purdue University Fort Wayne  
2101 East Coliseum Blvd.  
Kettler Hall, Room 232  
Fort Wayne , IN 46805



- 7. Ivy Tech Community College - Fort Wayne  
Ivy Tech Community College Northeast  
3701 Dean Drive  
Fort Wayne, IN 46835
- 8. Purdue University Calumet - Hammond  
2200 169th St  
Lawshe Hall, Room 118  
Hammond, IN 46323
- 9. Ivy Tech Certification Center – Downtown  
Ivy Tech Community College-Indianapolis  
2820 N. Meridian Street, C4 Building  
Indianapolis, IN 46208
- 10. Ivy Tech Certification Center – Lawrence  
LAWFB - Fairbanks Center for Health Professions  
9301 E 59th Street  
Indianapolis, IN 46216
- 11. Indiana University Purdue University Indianapolis  
801 West Michigan Street  
Business/SPEA Building - Room BS 3000  
Indianapolis, IN 46202
- 12. Ivy Tech Community College – Kokomo  
1815 E. Morgan Street  
Kokomo. IN 46901
- 13. Ivy Tech Community College – Lafayette  
3101 S. Creasy Lane  
Lafayette, IN 47905
- 14. Ivy Tech Certification Center – Lawrenceburg  
50 Walnut Street  
Lawrenceburg, IN 47025
- 15. Ivy Tech Community College – Logansport  
Certification and Assessment Center  
1 Ivy Tech Way  
Logansport, IN 46947
- 16. Ivy Tech Certification Center – Madison  
590 Ivy Tech Drive  
Madison, IN 47250
- 17. Ivy Tech Community College – Muncie  
4301 S. Cowan Road  
Muncie, IN 47302
- 18. Indiana University Southeast  
4201 Grant Line Rd
- 19. Ivy Tech Certification Center – Richmond  
Richmond Certification Center - McDaniel Hall  
2357 Chester Boulevard  
Richmond, IN 47374
- 20. Ivy Tech Certification Center – Sellersburg  
Certification and Workforce Assessment Center  
8204 Highway 311  
Sellersburg, IN 47172
- 21. Ivy Tech Certification Center - South Bend  
Certification and Workforce Assessment  
250 East Sample Street  
South Bend, IN 46601
- 22. Ivy Tech Certification Center - Terre Haute  
Center for Workforce Development (CWD)  
1700 East Industrial Drive  
Terre Haute, IN 47802

# Pro<sup>✓</sup>Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then 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.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Pro<sup>✓</sup> or your jurisdiction.



## Reference Rules for Open Book Exams

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

## Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. 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 Pro<sup>✓</sup> for theft of copyrighted testing materials.

**In the next few days, Pro<sup>✓</sup> 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, 2, 3, or 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 examination handbook 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.