



Indiana - Vanderburgh County Candidate Information Bulletin

FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** First, register with the Board. Once registered, schedule your exam with Prov at <https://www.provexam.com/scheduler>. You may also call us at 866-720-7768. [Click here](#) for more information about scheduling.
2. **WHERE CAN I TEST?** You may test at 1 location in Evansville, Indiana. [Click here](#) for the address and campus map.
3. **HOW MUCH DOES IT COST?** Each exam costs **\$125**, which must be paid at the time of scheduling.
4. **WHEN DO I GET MY TEST RESULTS?** Exam results are available at the testing center once you complete your exam.
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 -
**Indiana - Vanderburgh
County**
1 NW Martin Luther King Jr.
Boulevard
Evansville, Indiana 47708
Phone: (812) 435-5000
<https://www.evansvillegov.org/county/>
Hours: 7:30 a.m. to 4:00 p.m.

For Testing Questions -
Prov
200 W Civic Center
Drive
Suite 160
Sandy, Utah 84070
Phone: (877) 228-3926
www.provexam.com
Hours: 6 a.m. to 10 p.m.

GENERAL TESTING INFORMATION

Indiana - Vanderburgh County has contracted with Prov, Inc. to administer the following licensing examinations:

- NASCLA Electrical Contractor (Master Electrician/Unlimited Electrician)
- NASCLA Journey-level Electrician

The purpose of this handbook is to provide you with information about taking your licensing examinations in Vanderburgh County.

EXAMINATION CATEGORIES & COST

The examinations cost **\$125** for each exam. The fee is the same whether you are testing for the first time or if you are retaking the exam.

You are responsible for ensuring that you take the correct examination for your license.

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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 the designated testing facility established for this administration. Within Indiana, Prov has one (1) testing center where candidates can take their examinations. This testing center is located in Evansville. The site address and testing availability are provided at the end of this bulletin.

HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL:
<https://www.provexam.com/schedule>
2. Enter your identifying information into the system. Indiana – Vanderburgh County 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 in your registration letter received from the Department. Please enter all 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.
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.

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 from 8:00 a.m. through 8:00 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 your 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 licensing examination that you will take has been designed to test what qualified individuals should know as they work in the contractor field. The test questions used on the examinations have been prepared and reviewed by a panel of qualified individuals and cover the wide range of topics individuals would normally encounter as a master or journeyman during regular work operations.

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 locate information. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

EXAM DESCRIPTIONS

NASCLA Electrical Contractor (Master Electrician/Unlimited Electrician)

One who conducts business in the installation, maintenance and repair of electrical work conforming to applicable standards and codes.

Number of Questions	110
Time allowed (hours)	4.5

Subject Area	# Quest.
Project Design and Management	8
Safety	9
Electrical Theory & Principles	11
General Code Requirements	17
Wiring and Protection	17
Wiring Methods and Materials	16
General Equipment Use	13
Special Occupancies, Special Equipment, and Special Conditions	8
Communication Systems	1
Experimental	10

References

- **A Guide to the Project Management Body of Knowledge**, 2020. ISBN: 978-1880410233. Project Management Institute, 14 Campus Blvd, Newtown Square, PA 19073-3299.
- **ANSI/ASHRAE/IES Standard 90.1-2016**, 2016. American National Standards Institute, 25 West 43rd Street, 4th floor, New York, NY 10036. <https://www.energycodes.gov/technical-assistance/training/courses/ansiashraeies-standard-901-2016>

- **Code of Federal Regulations, Title 29 Labor Pt 1926 Revised as of July 1, 2016**, 2016. ISBN: 978-1354237915. National Archives and Records Administration, College Park, MD. <https://bookstore.gpo.gov>
- **Delmar's Standard Textbook of Electricity**, 6th. ISBN: 978-1285852706. Cengage Learning, PO Box 6904, Florence, KY 41022-6904.
- **International Residential Code**, 2015. ISBN: Item # 3100515. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org or <https://www.provexam.com/en-us/shop>
- **NASCLA Contractors Guide to Business, Law and Project Management**, 13th or 14th. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027. Available at <https://provexam.com/bookstore/>
- **NFPA 101- Life Safety Code Handbook**, 2015. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. <https://catalog.nfpa.org>
- **NFPA 70E - Standard for Electrical Safety in the Workplace**, 2015. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 72 - National Fire Alarm and Signaling Code**, 2016. ISBN: 978-1455911646. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. www.nfpa.org
- **OSHA 3071 - Job Hazard Analysis Guide**, 2002. Occupational Health and Safety Administration. <https://www.osha.gov/sites/default/files/publications/osha3071.pdf>
- **Soares Book on Grounding and Bonding**, 2014. ISBN: 978-1890659653. International Association of Electrical Inspectors, 901 Waterfall Way, Suite 602, Richardson, TX 75080.
- **The National Electrical Code**, 2020. ISBN: 978-1-45592-290-1. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at NFPA.org
- **Ugly's Electrical References**, 2017. ISBN: 978-1-284-11936-7. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776. Available at www.uglys.net.

NASCLA Journey-level Electrician

Number of Questions	110
Time allowed (hours)	5

Subject Area	# Quest.
Interpreting Plans & Specifications	6
Basic Electrical Safety	8
Electrical Theory and Principles	10
Testing and Troubleshooting	7
General Code Requirements	15
Wiring and Protection	18
Selects and Installs Cabinets, Boxes, Fittings, Conduit	16
Equipment for General Use	10
Special Occupancies and Special Equipment	8
Special Conditions and Communication Systems	2
Experimental Items	10

References

- **Delmar's Standard Textbook of Electricity**, 6th. ISBN: 978-1285852706. Cengage Learning, PO Box 6904, Florence, KY 41022-6904.

- **Electricity One**, 3rd Edition. ISBN: 978-0139178573. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116.
- **International Residential Code**, 2015. ISBN: Item # 3100S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org or <https://www.provexam.com/en-us/shop>
- **NFPA 101- Life Safety Code Handbook**, 2015. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. <https://catalog.nfpa.org>
- **NFPA 70 - National Electrical Code 2023**, 2023. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 70E - Standard for Electrical Safety in the Workplace**, 2015. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 72 - National Fire Alarm and Signaling Code**, 2016. ISBN: 978-1455911646. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. www.nfpa.org
- **OSHA 29 CFR 1926**. Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at <http://bookstore.gpo.gov>.
- **The National Electrical Code**, 2020. ISBN: 978-1-45592-290-1. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at NFPA.org
- **Ugly's Electrical References**, 2017. ISBN: 978-1-284-11936-7. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776. Available at www.uglys.net.

PURCHASING REFERENCE MATERIALS & STUDY GUIDES

The exams described above are based upon the study references for each exam. We have listed the reference books and a website at which candidates can purchase the reference book. Most reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that orders are ready for pickup.

Many of the books for your examination are available from Prov using the following information.

- **Prov Bookstore**
10234 South 2460 East
Sandy, Utah 84092
<https://www.provexam.com/shop/>
Toll Free: 866-720-7768

Books also available from the following book vendors.

- **@ Home Prep, Inc.**
900 East Hill Ave, Suite 380, Knoxville, TN 37915
www.contractor-licensing.com
800-952-0910
- **AAA Construction School, Inc.**
34 Arlington Road South, Jacksonville, FL 32216
www.aaaconstructionschool.com
800-741-7277 or 904-722-9994

- **American Contractors Exam Services**
737 Southern Hwy, Mineral Wells, WV 26150
www.examprep.org
800-992-1910
- **Builder's Book Depot**
1001 East Jefferson Rd, Ste 5, Phoenix, AZ 85034
www.buildersbookdepot.com
800-284-3434 or 602-252-4050
- **North American Contractors Association**
www.infonaca.com
336-540-0149

If candidates need assistance in ordering any study materials, they may contact Prov by phone at 866-720-7768.

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://provexam.com/bookstore/>.

Practice examinations prices do not include tax nor shipping. Candidates must be sure to use the correct shipping option when ordering.

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. 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, 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.** (Paper/pencil testing only)
- **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
- Underlining in pen only
- 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 are not permitted in the reference books.

- 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

Upon completion of an examination, your test will be scored, and you will be provided with a score result while at the testing center. There is no charge for the on-site scoring. Indiana - Vanderburgh County will be notified of your results automatically.

All Contractor exams will be scored and graded against a cut score of 70%. Those achieving the score or higher will receive a passing grade on that exam. Because the examination process is a requirement for licensure with the Indiana - Vanderburgh County, candidates automatically consent to permit Prov to share their test results with Indiana - Vanderburgh County.

RETESTING POLICY

If a candidate does not pass, they must return to the Board to request a new eligibility before retesting. Each eligibility is valid for 1 examination attempt. The Board will administer the examination up to 3 times per year, and candidates may participate in each administration provided they obtain new eligibility for every attempt.

REVIEWS

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed during testing.

You may request a review of your exam only after failing an exam category a minimum of two (2) times. To be eligible for a review, you must score within 10 points of the required passing score. The review for all tests is 1-1/2 hours in length. The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is the same as the exam fees and based on when you wish to review your test.

Candidates will request or schedule a review using the same methods described earlier for scheduling.

EXAM CHALLENGE PROCESS

If during an exam or review, candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment form to Prov detailing why they feel the question is in error.

Candidates testing on computers may make their comments in the testing system, while those taking a paper/pencil format exam may submit comments on a comment form that can be obtained from the test proctor at the testing center. 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 receipt by Prov and will

make scoring adjustments should any comment result in a change to a test question.

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., 200 W Civic Center Drive, Suite 160, Sandy, UT 84070.

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 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 accommodation they will need to complete their examination.

SAMPLE TEST QUESTIONS

The following are sample questions that reflect the format and style of the questions found on exams.

1. A vented wall furnace CANNOT be installed within how many inches of the area of a door swing?
 - A. 12".
 - B. 16".
 - C. 18".
 - D. 24".
2. When used in an unpressurized system, ABS piping can withstand heat up to:
 - A. 120 degrees F
 - B. 145 degrees F
 - C. 160 degrees F
 - D. 180 degrees F
3. Tubing used for refrigerant piping should be cut at what angle?
 - A. 15-degrees
 - B. 30-degrees
 - C. 45-degrees
 - D. 90-degrees
4. What is the MINIMUM distance test duration when conducting pressure measurements on a system in a single-family dwelling?
 - A. 10 minutes
 - B. 15 minutes
 - C. 20 minutes
 - D. 30 minutes
5. How high above grade must concrete slabs extend when supporting equipment or appliances?
 - A. 3 inches
 - B. 4 inches
 - C. 5 inches
 - D. 6 inches
6. Air supplied to mechanical equipment for combustion, ventilation and cooling is classified as standard air with a temperature of:
 - A. 50 degrees F.
 - B. 60 degrees F.
 - C. 70 degrees F.
 - D. 80 degrees F.
7. What is the MINIMUM room opening area required for ventilating an adjoining space?
 - A. 5 sq. ft.
 - B. 10 sq. ft.
 - C. 25 sq. ft.
 - D. 50 sq. ft.
8. Underground metal ducts NOT having a protective coating must be encased in concrete with a MINIMUM thickness of:
 - A. 1"
 - B. 2"
 - C. 3"
 - D. 4"

ANSWERS TO SAMPLE QUESTIONS

- 1. A
- 2. B
- 3. D
- 4. A
- 5. A
- 6. C
- 7. C
- 8. B

TESTING SITE AVAILABILITY

Fixed Testing Locations

The site below is the fixed location where you can 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.

Test Site Location	Monday	Tuesday	Wednesday	Thursday	Friday
IN – Evansville (NASCLA)	*	*	*	*	*

TEST SITE LOCATIONS

Prov has established 1 (one) testing center within Indiana where candidates can take their examinations. This testing center is in Evansville.

- 1. Ivy Tech Certification Center – Evansville (NASCLA)
3401 First Avenue
Evansville, IN 47710

For a campus map, click here:
<https://www.ivytech.edu/locations/evansville/maps-tours/>.

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✓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 Prov 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 Prov for theft of copyrighted testing materials.

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

ProV Sample Exam 2013 861935122 Blake Blakeney 895362

Question 8 Time Remaining 00:27:41 Question Answered 1 Question Unanswered 9

Which of the following balls is to be played using the feet?

1. ☒ A

2. ☐ B

3. ☐ C

4. ☐ D

A B C D

enlarge image

UnFlag Comment Summary Calculator Unit converter

Back Next End Test

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 examination handbook 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.