

**BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS**

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ASBOG® EXAMINATION INSTRUCTIONS

READ THESE IMPORTANT INSTRUCTIONS BEFORE YOU ARRIVE AT THE EXAMINATION SITE

Friday, March 16, 2018 (Northern California)

1625 North Market Blvd., 1st Floor, Sacramento, CA 958341747 North Market Blvd., 1st Floor, Sacramento, CA 95834

Examination candidates must check the examination ticket(s) sent to them via email to verify the building that they are assigned to.

**ASBOG® Fundamentals of Geology (FG)
(Including GIT Candidates)
Arrival time/doors open at 7:00 am**

**ASBOG® Practice of Geology (PG)
Arrival time/doors open at 12:30 pm**

Note: These instructions supplement the instructions printed in your test booklet or on ASBOG's® website (<http://www.asbog.org/>). In case of conflict, these instructions take precedence over the instructions in the test booklet or ASBOG's® website. It is important that you thoroughly read and understand these instructions before you arrive at the examination site.

EXAMINATION LOCATION AND ARRIVAL AT THE EXAMINATION SITE: The ASBOG® examinations will be held at the Department of Consumer Affairs Headquarters Buildings located at 1625 North Market Blvd., 1st Floor, Sacramento, CA 95834 and 1747 North Market Blvd., 1st Floor, Sacramento, CA 95834. Examination candidates must check the examination ticket(s) sent to them via email to verify the building that they are assigned to. The buildings are located on the same block, and free parking is available in the parking lots in front of each building. After you park, proceed toward the building entrance and follow all proctor and/or Board staff instructions. Allow plenty of time to find the correct building, park, and find the examination room. Late examinees **WILL NOT** be admitted to the examination. If you have questions about the examination site, contact the Board at (916) 263-2222 or at Erin.LaPerle@dca.ca.gov. **IT IS YOUR RESPONSIBILITY TO VERIFY THE DIRECTIONS TO THE EXAMINATION SITE.**

ARRIVAL TIME: All examinees are **REQUIRED** to arrive at the examination room by the time the doors open (**see the 1st page for the doors open time**). The examination instructions will begin when examinees are seated and preparations are completed. Examinees that arrive late will not be allowed to take the examination and will forfeit partial examination fees. This policy applies to both the morning and afternoon sessions and will be **STRICTLY ENFORCED**. It is your responsibility to take the necessary precautions to ensure you arrive on time. Allow for unpredictable circumstances such as finding the correct building/room, weather, traffic conditions, parking, walking from the parking lot to the examination building, dealing with crowds, etc. **The Board cannot predict the exact time the examinations will begin; this is why you MUST arrive by the doors open time stated on the 1st page of this document.**

PHOTO IDENTIFICATION: You **MUST** provide valid identification before you are allowed to take the examination. Your identification must meet the following criteria:

- Be state or federal government-issued, including other U.S. states and foreign countries (e.g. driver's license, military ID, or passport);
- Contain a current photo, your signature and printed (typed) name;
- Have a name that exactly matches the name used on your application to the Board (including designations such as "Jr." and "III"); and
- Must be current (not expired).

All photographs must be recognizable as the person to whom the identification card was issued. The name on the application must match the ID card. The ID must be current (not expired). There are no exceptions.

EXAMINATION ENVIRONMENT: Be prepared for either warm or cold temperatures, as Board staff may not be able to control the temperature in the examination room. **Earplugs (only earplugs without a cord or string attached) for sound suppression are allowed.** You may bring your own food and beverage for lunch; however, the food must be left in a proctor-designated area to be consumed after or between the examinations. **You will not be able to eat in the examination room under ANY circumstances.** You may bring water into the examination room as long as the water is in a container with a screw on lid. If you need to use the restroom during the examination, raise your hand to notify a proctor. The proctor will provide you with a restroom pass. You must leave all examination materials in the examination room. All of the examination security measures and rules that are explained in this document are strictly enforced in the examination room as well as on restroom breaks.

EXAMINATION SECURITY: All examinees are subject to search of their person and personal belongings while at the examination site. The purpose of this policy is to ensure the safety of all those attending the examination site and to maintain the integrity and security of the examinations. By accepting admission to the examination site, each examinee willingly consents to submit their belongings, briefcases, backpacks, or other parcels to examination proctors or Board staff at any time while at the examination site for the purposes of detecting and seizing any unauthorized materials or items. Any conduct that results in a violation of security or disrupts the examination may result in the confiscation of an examinee's examination, an examinee's removal from the examination site, the voiding of the examination results, and forfeiture of the application and examination fee(s). Misconduct which jeopardizes the integrity of the examination is a misdemeanor in violation of Section 123 of the Business and Professions Code, and may result in the imposition of a fine up to \$10,000.

Examples of misconduct include, but are not limited to the following:

- Writing on anything other than the designated examination booklet, Scantron and/or other forms provided by the proctors;
- Writing or erasing after time is called by the proctor;
- Looking at or copying another examinee's material;
- Talking during the examination (in the examination room or on restroom breaks);
- Using or possessing any unauthorized calculating device, tool, item or material;
- Possession and/or use of a cell phone or any prohibited electronic device, for any purpose during the examination, even if it is turned off;
- Communicating or sharing materials, calculators, or any other examination materials with other examinees during the examination (in the examination room or on restroom breaks);
- Attending this examination only to review or audit examination materials;
- Copying any portion of the examination for any reason;
- Collusion among examinees.

PROHIBITED ELECTRONIC DEVICES AND OTHER PROHIBITED ITEMS: Prohibited devices and items include, but are not limited to the following:

- Calculators that have a QWERTY keypad arrangement similar to a typewriter/computer keyboard and/or alpha programmable calculators (**see the calculator policy on the 4th page for details on the type of calculator that is allowed**);
- Cell phones, smartphones, iPods, iPhones, iPads, MP3 players, pagers, personal data assistants (PDAs), scanners, cameras, radios, data banks/collectors, headsets, headphones, palmtops, Bluetooth devices, electronic organizers, tape players, recorders, portable fax machines, reproduction equipment, electronic dictionaries, computers of any kind, electronic translators, scanning/camera pens;
- Wrist devices of any type are not allowed, including standard watches, Apple watches, Android watches, Fitbits/fitness trackers, "smartwatches", calculator watches, and any watches, or wrist bands that have any ability to access the internet, email, text message or phone call capability;
- Any device capable of video recording, audio recording, internet, email, text message, data transmitting, and/or phone call capability;
- The examinations are closed-book. References, notes, sample tests, keys, manuals or other testing aids are NOT permitted. Stereographic nets are not allowed or necessary.

The Board or its designees have the right to prohibit the use of any device or item that, in the opinion of the Board, may pose a threat to examination security. If you are found with a prohibited item during the examination, even if it is turned off, the item will be confiscated, you will be removed from the examination site, your examination will not be scored, and you will forfeit the application and examination fee(s).

If any prohibited items are brought into the examination room prior to the beginning of the examination, you will be required to leave them, at your own risk, in an area designated by the proctors. The Board assumes no responsibility or liability for any items. You may retrieve these devices after each session. Prior to the examination, if you fail or refuse to surrender the item(s) to the proctors upon request, you will be removed from the examination site for failing to comply with the laws and policies which govern the examinations.

In addition, all backpacks, large purses, bags, luggage, lunch bags, caps/hats (you can't wear a cap/hat during the examination) and personal items must be placed in an area designated by the proctor.

LEAVE ALL PROHIBITED ITEMS AND DEVICES IN YOUR CAR OR AT HOME. DO NOT BRING THEM TO THE EXAMINATION.

ASBOG®'s CALCULATOR POLICY: Only portable (battery-operated or solar-powered), silent, non-printing, non-alpha programmable calculators are allowed. The use of any calculating/computing device that has a QWERTY keypad arrangement similar to a typewriter/computer keyboard is strictly prohibited. Alpha programmable calculators are **not** allowed. Be aware that you could be required to clear your calculator memory upon exiting the exam. Calculators or any other electronic devices that have email, internet, or text messaging capability are not allowed and will be confiscated (**see the 3rd page for details on prohibited devices**). The Board or its designees have the right to prohibit the use of any device that, in the opinion of the Board, may pose a threat to examination security. It is your responsibility to determine if your calculator meets the above criteria. Board staff will not confirm whether your calculator is acceptable prior to the examination.

ASBOG®'s POLICY ON PENCILS AND TOOLS: A protractor, straight edge, and engineer's scale can be brought and used at the examinations. ASBOG® provides pencils that will be distributed by the examination proctors. Use only the ASBOG® pencil and the attached eraser that are provided to you. If you need additional pencils during the examination, ask a proctor for one. **DO NOT BRING ANY ADDITIONAL TOOLS, PENCILS, PENS, ERASERS OR WRITING INSTRUMENTS TO THE EXAMINATION.**

ASBOG® EXAMINATION MATERIALS: It is recommended that you visit ASBOG's® website (<http://www.asbog.org/>) to view the ASBOG® Candidate Handbook and the ASBOG® Institutional Code Book. The Candidate Handbook contains sample examination questions, test blue prints, and examination information, that may help you prepare for the examination(s); however, be reminded that you must comply with the examination arrival time stated in **this** document (these instructions take precedence over the instructions in the test booklet or ASBOG's® website). The Institutional Code Book can be used to look up your college/university institution code(s) before the examination day (you will place the code(s) on your Scantron answer sheet on the examination day).

ADDRESS CHANGES: Keep your mailing and email addresses up to date with the Board so that they are correct when examination results are released. The Online Address Change Form is located on the Board's website here: https://www.dca.ca.gov/webapps/bpelsq/address_change.php.

If you have any questions about these instructions, please contact the Board at (916) 263-2222 or at Erin.LaPerle@dca.ca.gov.