EXAM PROTOCOL

The following Examination Protocols are established to ensure the smooth and efficient administration of administrator certification examinations for Residential Care for the Elderly, Adult Residential Care, Group Home and Short-Term Residential Therapeutic Programs. Please READ the protocol and contact the Administrator Certification Section at admincertinfo@dss.ca.gov if you have questions.

- Bring your government-issued photo ID and Initial Certification Training Program certificate of completion to all exams. This is a completely inflexible rule, and you may forfeit your test-taking slot if you forget. Acceptable forms of ID must have your photo and signature. Examples: driver’s license, passport, and military identification.
- All examinations will start promptly at the scheduled time. NO EXCEPTIONS.
- Use the restroom before the exam begins, you may not be allowed to leave the exam room once the exam has started.
- You will not be allowed to take any personal belongings such as purses, electronic devices, cell phones, or study materials into the exam room. In short - you are allowed only your photo ID, Initial Certification Training Program certificate of completion, keys, printed email confirmation of exam registration and any necessary medical devices such as an inhaler or EpiPen.
- Hats, hoodies and earphones are not allowed. Earplugs are acceptable.
- There is to be no food or drink in the exam room, either before or during the exams.
- Do not sit next to anyone; minimum of one (1) seat between each examinee.
- Use only your own space, not the one next to you.
- Using scantron: use #2 pencil only - fill out bubble sheet info correctly and completely.
- Do not open the exam until you are directed to do so.
- Do not speak with other students during the exam – if you have a question, raise your hand.
- Keep your eyes on your own paper, or straight up in the air – not to your right/left/over the shoulder.
- Any student who engages in cheating or conduct that disrupts or attempts to disrupt the examination process is in violation of California Code of Regulations, section 87064.2(d) (Short-Term Residential Therapeutic Programs); 84064.2(d) (Group Homes); 85064.2(d) (Adult Residential Facilities); or 87406(d) (Residential Care Facilities for the Elderly):
  - “(d) No person shall cheat on, subvert, or attempt to subvert, the exam given by the Department, including, but not limited to, engaging in, soliciting, or procuring any of the following:
    1. Any form of communication between one or more examinees and any other person, other than a proctor or exam official, while the exam is in progress.
    2. The taking of all or a part of the exam by a person other than the applicant.
    3. Possession or use at any time during the exam or while the examinee is on the exam premises of any device, material, or document that is not expressly authorized for use by examinees during the exam, including, but not limited to, notes, crib sheets, textbooks, and electronic devices.
    4. Failure to follow any exam instruction or rule related to exam security.”
  - You understand that a violation of any of these regulations may result in removal from the exam, failure of the respective exam attempt, and denial of application for administrator certification.
- When you are finished, turn over the exam and place your scantron underneath the exam. Raise your hand and wait for the Exam Analyst to call you to the front. Only one examinee is permitted at the front of the room with the Exam Analyst at a time.