



AMERICAN PETROLEUM INSTITUTE  
ICP™



## Prometric Testing Center Regulations for API Individual Certification Exams

1. Candidates will be required to present one valid, unexpired government-issued photo ID with a signature, such as a driver's license, passport, national ID or military ID. In cases where a primary government-issued photo ID does not have a signature, a second (2<sup>nd</sup>) ID with signature must be presented.
2. Candidates will be continuously monitored by video, physical walk-throughs and/or through the observation window during examinations. All testing sessions are video- and audio- recorded.
3. Prior to entering the test room, candidates will be required to undergo the following security procedures:
  - Candidates will be scanned with a metal detector wand.
  - Candidates will be asked to raise slacks/pants legs above the ankles, and asked to pull up long sleeves above the wrists.
  - Candidates will be asked to empty and turn pockets inside out.

Candidates who refuse to follow the test center personnel instructions will not be allowed to enter the test room and take their test.

4. Candidates will be required to sign out when leaving the test room, and sign in and show identification prior to reentering the test room.
5. Communicating, publishing, reproducing or transmitting any part of an examination in any form or by any means is strictly prohibited.
6. Conversing with other candidates, referring to their computer screens, testing materials or written notes is prohibited at any time during the testing day.
7. Papers, notes, published materials, or other testing aids will not be permitted in the computer testing centers. Scratch paper or a dry erase board will be provided.
8. Candidates will not be permitted to bring any personal or unauthorized items into the test room. Such items include but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cellular telephones, recording devices, photographic equipment, smart watches, Google glasses and other electronic devices. All personal items may be stored in the locker provided by Prometric. Weapons are not allowed at any Prometric test center.

9. Soft ear plugs (with no wires/cords attached) are permitted. Sound-reduction headphones are available at many test centers.
10. Candidates will be prohibited from removing jewelry or articles of clothing, such as over-shirts or sweaters while in the test room.
11. The following policies will be enforced for all breaks, both scheduled and unscheduled, during the exam day.
  - If a break is taken during the exam, candidates must return to their original assigned seat.
  - Repeated or lengthy unscheduled breaks will be reported by the proctor.
  - Candidates may not discuss the exam with any person while on break during the exam day.
  - **The use of cell phones and other electronic devices during scheduled or unscheduled breaks is prohibited.** Cell phones and other electronic devices must remain in the lockers provided by Prometric for the duration of the examination. The exception to this rule is only during the 1-hour lunch periods provided during the API 510, 570 and 653 examinations.
  - If access to an item stored in the test center locker is required during a break, such as food or medicine, candidates must inform Prometric staff before they retrieve the item.
12. All materials issued by the proctors must be returned at the end of the exam.
13. Candidates are expected to conduct themselves in a civil manner when on the premises of a Prometric test center. Abusive behavior toward Prometric staff members could result in criminal prosecution.
14. To protect the privacy of all testers, Prometric staff will neither confirm nor deny if any particular individual is present or scheduled at the test center.
15. Persons not scheduled to take a test will not be permitted to wait in the test center.