To be admitted to the examination you must:

Submit your CONFIRMATION NOTICE to the proctor.
Bring current photo identification (Driver's license, immigration card, passport, State ID card, etc.).
You will NOT be admitted without proper identification.
Report on time.

General Instructions:

- Smoking is NOT permitted in the examination site.
- Food and beverages are NOT allowed in the examination area.
- All personal items including books, notebooks, other papers, all electronic equipment (i.e. cell phones, cameras, etc.), book bags, coats, etc. will NOT be allowed in the exam room and must be left outside of the exam room AT YOUR OWN RISK.
- Friends and relatives, including children, will NOT be allowed in the examination building.
- Computer-based testing facilities offer exam services to multiple agencies.
  - There may be other individuals in the testing room with you who are sitting for exams from different organizations.
  - The rules for their exam may be slightly different than the rules for your exam in terms of exam time, and what is and is not allowed at their station.
  - Computer-based tests are delivered via secure internet connections. Internet connections are subject to the local internet providers in the area.
  - While it is not the norm, internet connections can, on occasion, be lost momentarily, requiring the proctor to log you back into your examination.
  - If this occurs, inform the proctor that your connection has been lost and they will assist you in logging back into your exam.
  - Your exam time remaining will be exactly the same as it was when the internet connection was lost.

Prohibited Items:

Candidates are expressly **prohibited** from bringing the following items to the test site:

- Devices that include the ability to photograph, photocopy or otherwise copy test materials:
  - Cameras, smart/cell phones, tablets, optical readers, etc.
- Notes
  - Books, dictionaries, or language dictionaries
- Bags
  - Book bags, backpacks, purses, luggage, handbags, etc.
- Electronic devices
  - Smart/Cell Phones, iPods, mp3 players, headphones, or pagers, calculators, computers, PDAs, watches, etc.
- Personal writing utensils
  - (i.e., pencils, pens, and highlighters),
- Food and beverage,
- Hats, hoods, or other headgear
- Coats and jackets.
  - *Please note that sweaters and sweatshirts without pockets or hoods are permitted.*

If the proctor determines that you have brought any such items to the test site, they may be demanded and held by SCANTRON testing staff. SCANTRON reserves the right to review the memory of any electronic device to determine whether any test materials have been photographed or otherwise copied.

If the review determines that any test materials are in the memory of any such device, SCANTRON reserves the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of the review and any applicable deletions, SCANTRON will return your device to you, but will not be responsible for the deletion of any materials that may result from our review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of our policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your device and/or the deletion of any materials. SCANTRON, the examination site, and the test administration staff are not liable for lost or damaged items brought to the examination site.

Environmental Distractions: Examination room temperature can be unpredictable; therefore, we suggest that you bring appropriate clothing with you (e.g. sweatshirt) to help you adapt to a cooler or warmer climate in the examination room. Bring ear plugs if you are sensitive to noise. With any computer or Internet-based program, temporary connection failures or other temporary technical issues may occur. If they occur, summon the proctor and she or he will assist you. Please note that PASS will save your responses and stop the timer during any connection failure so that you do not lose any examination time.

Note: Not every site will be available for every testing window. Once you are approved to take the IDEX® California you will receive a web link with your notice to schedule that lists specifically which sites, dates, and times are available during the testing window for which you are scheduling.