

This guide will cover the rules for proctoring an exam. Need additional help or have more questions?
Email us at support@nrfriseup.com or call 800-986-6482

Before the exam:

1. Test takers must have a valid government issued ID that verifies their name, identification and matches the learner account for the exam. Examples include a state-issued driver's license/ID card, a passport or military ID.
2. All notes, books, other materials, mobile phones and any other electronic devices must be put away.

During the exam:

1. It is a **closed-book exam**. At no point can test takers take out or use any of the following:
 - A. Notes, books or other materials
 - B. Mobile phones and/or any other electronic devices
 - C. Any web-searches or other screens/applications open on their computer
2. Test takers cannot leave the room for any reason during the exam; if they do, they will forfeit their exams and it will be submitted with any remaining questions left un-answered.
3. The exam is 90-minutes and has 75 multiple choice questions. The exam is timed automatically for each test taker, unless it's otherwise accommodated, it will close once the student's time is up.
4. Test takers cannot look at or take answers from their peers or any prohibited materials
5. The proctor is not permitted to provide any guidance, other than technical assistance, throughout the exam

After the exam:

1. Any violations by the test taker must be reported to Penn Foster immediately after the exam session has ended.