



**National Interstate Council  
of State Boards of Cosmetology**

## **EXAMINATION ADMINISTRATION MANUAL**



**National Interstate Council  
of State Boards of Cosmetology**

**The National-Interstate Council of State Boards of Cosmetology, Inc. (NIC) Examinations distributed by  
Schroeder Measurement Technologies, Inc. (SMT)**

**This manual distributed by  
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# THE NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY

## Examination Administration Manual

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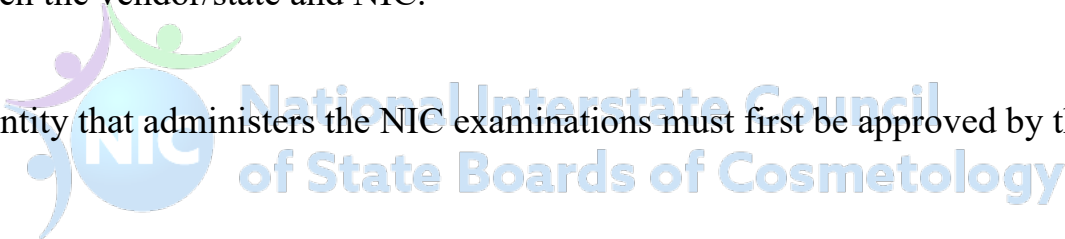


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- A. NIC Written Examination Seating Chart
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- C. NIC CBT Examination Rules and Security Agreement Examination Duplication Non-Disclosure
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- E. NIC Examination Supervisors, Proctors, Staff or any other Designee Affidavit of Confidentiality and Non-Disclosure
- F. NIC Vendor/State Affidavit of Confidentiality and Non-Disclosure
- G. NIC Examination Review Facilitator Affidavit of Confidentiality and Non-Disclosure
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- I. NIC Practical Examination Model Affidavit of Confidentiality and Non-Disclosure
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- K. NIC Secure Materials/Examination Incident Report Paper & Pencil/CBT
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- T. NIC Oral Examination Information - Candidate Consent and Understanding Of Guidelines

**IMPORTANT NOTE:** The procedures outlined in this manual govern the administration of NIC examinations, regardless if the participating State Board Office personnel administer the examination, or the examinations are administered by a third-party vendor. In the event any vendor/state provides their own handbook, examination preparation materials, document, etc., said vendor/state is strictly prohibited from amending or revising in any way the information contained within this manual. Any violation thereof may be considered as a default of the Agreement between the vendor/state and NIC.

Any entity that administers the NIC examinations must first be approved by the NIC.



# THE NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY, INC.

## **1. General Responsibilities**

This manual is copyrighted material, which is solely owned by The National-Interstate Council of State Boards of Cosmetology, Inc. (NIC). It is intended for use by approved states or vendors of the NIC only. All other uses of this manual are prohibited. NIC customers may copy forms in this manual for use in the administration of NIC's Examination program.

NIC complies with the *Standards for Educational and Psychological Testing* prepared by the American Educational Research Association, The American Psychological Association, and the National Council on Measurement in Education. All entities using the NIC examinations **must** comply with these standards along with the NIC policies and procedures contained in this manual.

NIC assumes responsibility for the content validity of its Examinations. This information represents the minimum policies and procedures required by agencies or companies utilizing NIC Examinations. These policies may be used in conjunction with state, agency, or company policies and procedures. If state, agency, or company policies are less restrictive than the policy and procedures outlined herein, then this manual will take precedence. States, agencies, or companies may include pertinent information from this manual in state candidate information brochures, bulletins, or other informational documents for candidates for the sole purpose of administering the NIC examination.

NIC requires all personnel who have authorized access to NIC Examinations at any time, or for any reason, to sign the appropriate Affidavit of Confidentiality and Nondisclosure and comply with the policies and procedures in this manual. Signed affidavits must be kept on file and made available to NIC upon request. To avoid a conflict of interest, individuals associated with the development, administration, or review of NIC examinations are bound by the terms of the Affidavit(s) executed. Candidates, examination administrators, examination staff, or personnel may not participate in the administration of any NIC examination when immediate family members, friends, or acquaintances are taking a NIC examination.

Any individual who has access to NIC Examination content or materials must sign the relevant confidentiality agreement. The following represents a list of relevant confidentiality agreements:

- NIC Examination Supervisors, Proctors, Staff or any other Designee Affidavit of Confidentiality and Non-Disclosure (see Appendix E)

- NIC Vendor/State Affidavit of Confidentiality and Non-Disclosure (see Appendix F)
- NIC Examination Review Facilitator Affidavit of Confidentiality and Non-Disclosure (see Appendix G)
- NIC Examination Reviewer Affidavit of Confidentiality and Non-Disclosure (see Appendix H)
- NIC Practical Examination Model Affidavit of Confidentiality and Non-Disclosure (see Appendix I)
- NIC Practical Examination Observer Affidavit of Confidentiality and Non-Disclosure (see Appendix J)
- Vendor Minimum Qualifications Agreement (VMQA) for CBT and Non-CBT vendors

Vendor/State is responsible for assuring that all employees and or administration staff have entered into proper non-disclosure and affidavit of confidentiality agreements.

## **2. Security of NIC Examination Materials**

Examination security is a top priority, and critical component of maintaining the validity and integrity of the assessment process. As such, it is the responsibility and duty of the state, vendor and NIC to protect the integrity of the examinations and related materials. In doing so, all parties are confident in the evaluation, and subsequent licensing of qualified and competent practitioners.

The cost of creating an Examination is high and continues to increase. Whenever Examination material is lost or stolen, extensive financial damage will be incurred by NIC beyond financial losses. A security breach of a NIC examination may mean that candidates are licensed without having the prescribed level of competence. Each vendor will ultimately be held accountable in accordance with the VMQA. Each state will ultimately be held accountable in accordance with its agreement with NIC. Approved vendors and states using NIC Examinations must designate an authorized Examination Administrator to work directly with NIC's examination service designee, Schroeder Measurement Technologies, Inc. (SMT), in the delivery, administration and reporting of examinations. NIC's Administrative Services Coordinator (ASC) must be provided a current list of said designees annually, no later than January 31<sup>st</sup>. Any change of designee must be reported to the ASC immediately.

The security of examination materials is critical. From the moment of delivery to the time of the completion of any examination, the Examination Administrator, Examination Room Supervisors, and Proctors must ensure the protection of examination materials from loss, compromise, or unauthorized access by following the policies, procedures and rules contained throughout the



NIC Examination Administration Manual.

In the event that any examination is perceived to have been compromised, the Examination Administrator or Examination Room Supervisor must notify the NIC test administration vendor by phone immediately. State administered examinations must notify SMT by phone immediately. This must be followed up in writing by email using the NIC examination incident report (see Appendix K. The NIC ASC must be notified of all incidences within 24 hours.

## **A. NIC Theory and Practical Examination Materials Security (Paper/Pencil and Printed)**

The security of examination materials is critical. From the moment of delivery to the time the examination materials are shipped back to SMT or returned to NIC, the Examination Administrator, Examination Room Supervisors, and Proctors must ensure the protection of examination materials from loss, compromise, or unauthorized access. Examination Administrators, Examination Room Supervisions and Proctors must strictly adhere to and comply with the following rules and procedures for securing examination materials:

### **i. General Rules and Procedures for Securing Examination Materials**

- a. All examination related materials including examination booklets and/or Critical Standards must be stored in a secure area, which has limited or monitored access. A secure area may be a lockable file cabinet, a closet that locks, or a dedicated room that locks, etc. Examination booklets, Critical Standards, and/or other secure materials should be placed and stored in such a secure area at all times, until the test administration, thereby protecting examination materials from damage, theft, misplacement, and conditions that might reveal examination content.

***It is essential that materials for the examination be kept confidential and secure at all times.***

- b. Ideally, only the examination materials to be administered for the session should be brought into the examination room. If this is not possible, the materials for all sessions may be brought into the examination room, but they must be kept segregated as much as possible to ensure only those materials meant for a particular examination session are used.
- c. All examination materials not in use must be isolated from the candidates and under constant surveillance by a proctor throughout the examination. The carton(s) containing the specific examination booklet to be administered should be opened under secure conditions, and only the number of examination booklets needed should be removed. All examination booklets and/or Critical Standards should be returned to secure storage after each session.

- d. Examination booklets must be used only once, and shipped back to SMT within one business day following the final day of Examination administration.
- e. Photocopying, scanning, or any other duplication of any examination booklet or Critical Standards is strictly prohibited and considered a breach of examination security.
- f. No one, other than the Examination Administrators, Examination Room Supervisors, Proctors, and specifically authorized staff assisting with the examination may have access to the examination booklets and/or Critical Standards. Examination staff (or any other personnel) is not permitted to inspect or review the contents of an examination booklet. (Exception: If an error or defect in an examination booklet is reported during the examination, an Examination Administrator may open and inspect the examination booklet.) Any other exceptions to this policy must have prior authorization from NIC. Any suspected breach in security must be immediately reported to NIC & SMT.
- g. Each examination booklet is shipped sealed. Never break the seal on an examination booklet. Seals may only be broken by candidates after they have read and signed the Examination Rules and Security Agreement on the answer sheet and are verbally instructed to do so.

## **ii. Ordering, Receiving, Accounting, and Storing NIC Theory Examination Materials**

All examination materials must be ordered from SMT at a minimum of 30 days in advance of the examination date. Receiving, Accounting, and Storing of Examination Materials are critical components to ensure the security of the Examination Materials and the procedures contained herein must be strictly adhered to at all times.

- a. The Examination Administrator must submit a NIC Examination Materials Order Form (Appendix Q) to SMT at a minimum of 30 days prior to the examination date to request required examination administration materials. The “Date Order Needed By:” should be at least three days prior to the date of the examination administration. The form must also indicate the number of examination booklets, answer sheets, CIBS, and Test Administration Manuals needed.
- b. The examination materials will be shipped from SMT via traceable secure carrier to the authorized Examination Administrator.
- c. Immediately upon receipt of the examination materials, the Examination

Administrator must inspect the shipping container(s) to ascertain if the condition of the container is satisfactory and the container seals appear to be intact. If the containers are opened or damaged, the Examination Administrator must contact the Vault Supervisor at SMT immediately at 800-556-0484 and complete and send a NIC Examination Incident Report (see Appendix K).

- d. The Examination Administrator uses the enclosed SMT Packing List (see Appendix M) to verify the contents listed are actually contained within the shipping container received. Additionally, the Examination Administrator should ensure that all of the items below, if requested, are present. This verification should be done immediately upon delivery of materials. The shipment may include:
1. Examination Administration Manual(s), examination booklets, answer sheets, and practical score sheets.
  2. Written Examination Seating Chart(s) (see Appendix A) to aid in randomized seating.
  3. NIC Restroom Roster(s) (see Appendix B) for candidates to sign in and out when using the restroom.
  4. NIC Examination Supervisors, Proctors Staff or any other Designee Affidavit of Confidentiality and Non-Disclosure. (see Appendix E)
  5. NIC Secure Materials/Examination Incident Report. (see Appendix K)
  6. SMT Packing List(s) (see Appendix M) -- which describes the materials sent in this particular shipment, listing an individual booklet number for each examination shipped.
  7. SMT Inventory Report(s) (see Appendix O) -- which describes the inventory that is currently in your state's possession, including the current shipment.
  8. SMT Discrepancy Form(s) (see Appendix P) -- that you will use to report any shipping or inventory discrepancies.
- e. If the shipping container(s) and the content of the containers do not show any evidence of having been tampered with, the Examination Administrator should open the container and proceed to use the enclosed Packing List to verify every individual item in the container(s). Every examination booklet is individually and uniquely numbered, and must be accounted for by its unique number at the time it is received. After the Examination Administrator has



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verified that every booklet contained in the shipment matches the Packing List, he or she will complete and sign the Shipment Receipt Confirmation section of the SMT Packing List, and fax it to the SMT Vault Monitor at 727-734-9578 (see Appendix M). If a discrepancy between materials received and the Packing List is found, the Examination Administrator must complete the SMT Discrepancy Form (see Appendix P) and fax it to the SMT Vault Monitor.

- f. The Examination Administrator must also review the SMT Inventory Report (see Appendix O) and be certain current inventory levels are reflected accurately. If there are any discrepancies, the Examination Administrator must complete and fax the Discrepancy Form to the SMT Vault Monitor at 727-734-9578.
- g. During unpacking, Examination Administrators, Examination Room Supervisors, Proctors, or authorized staff must never break any seals on the examination booklets.
- h. After being inventoried, the examination booklets must be locked in a secure room or other secure location at all times, with controlled access. Only the Examination Administrator should have access to the secure room. All authorized people assisting with the examination must be reminded of the importance of safeguarding the confidential nature of the examination materials before, during, and after the examination administration. In the event that examination materials are lost or compromised between the time the examination materials are received at the specified shipment location listed on the Examination Order Form, and the time SMT confirms receipt of the materials when they are returned to SMT, the Examination Administrator will be held accountable.
- i. Examination booklets may only be retained in the state/vendor inventory for a maximum of six (6) months. It is the Examination Administrator's responsibility to verify that all booklets are accounted for at all times. Upon receipt of returned examination materials, SMT will send an updated Inventory Report to the Examination Administrator, indicating the examination booklets SMT's records reflect that the state/vendor has in its inventory. If a recent inventory list has not been provided, an updated inventory list can be requested by emailing [NIC@smttest.com](mailto:NIC@smttest.com).
- j. The Examination Administrator must account for examination booklets several times before and during the examination administration session, immediately following the examination session, and at the time of shipment for return to SMT. At least six (6) inventory verifications of the booklets will

be completed during the time the examinations are in the state or administrator's possession, which are described below:

- (i) Immediately upon receipt of examination materials.
- (ii) Inventory verification upon arrival at examination site.
- (iii) After materials have been distributed to candidates.
- (iv) Before candidates are dismissed from the examination room.
- (v) At the conclusion of administration.
- (vi) When preparing materials for return to the appropriate agency or SMT.

### **3. Return Shipment of Theory Examination Materials**

All used examination materials should be returned to SMT no later than the first business day after the administration of the examination. Examination answer sheets and booklets must be returned in two separate shipments, as described below:

**It is extremely important the examination materials are shipped in containers strong enough to hold examination materials that will not break open, to prevent examinations from being compromised.**

#### **A. Shipment One: Answer Sheets, Examination Rosters, and Seating Charts**

This shipment must be sent by traceable means, such as UPS, Federal Express, etc. **U.S. First Class Mail is NOT acceptable**, as this provides no means to track packages. The service you select will determine processing and reporting response times. For faster score report processing, we recommend using express or overnight services.

Answer sheets should be arranged and sorted by examination type.

A copy of the examination roster and seating chart is placed on top of the appropriate answer sheets. If more than one category of written examinations were administered at the same time, only one roster is required. Separate administrations require a copy of the administration roster with the answer sheets attached for each administration. These examination rosters are very important. If candidates incorrectly bubble their answer sheet, the roster will enable processing personnel to correct the problem and provide accurate scoring information.

Ensure that the person or department receiving the answer sheets is clearly identified on the shipping label, as follows:

**NIC Data Processing  
Schroeder Measurement Technologies, Inc.  
25400 US Highway 19 North, Suite 285**

## **B. Shipment Two: Examination Booklets**

Examination booklets should be shipped by a ground traceable means such as UPS, Federal Express, etc. **U.S. First Class Mail is NOT acceptable**, as this provides no means to track packages. Please specify that a signature is required upon receipt.

After the materials are verified, the Examination Administrator must complete a packing list or detailed inventory of the examination booklets being shipped. This inventory should at a minimum include all return shipment inventory booklet numbers, to be included with the examination booklets. Once SMT receives the booklet shipment and verifies the return shipment, an updated Inventory Report will be sent to the examination administrator and/or state, indicating the examination booklets SMT's records reflect are currently in the state's inventory.

## **4. Requesting, Receiving, and Returning of Practical Examination Critical Standards**

The states and vendors will have access to PDF versions of all critical standards they administer via their prospective portal on the SMT FTP site. The critical standards are marked by watermark specific to each state or NIC approved vendor. Each copy must be numbered and logged immediately. All watermarked copies that are downloaded or copied are the sole responsibility of that state or vendor, and must be inventoried and accounted for on the log whether they currently exist or have been destroyed. All inventory sheets must be provided to NIC upon request.

## **5. Practical Examination Grading via Electronic System Examination Security Requirements**

When using an electronic means of collecting Examiner grading marks such as the Practical Assessment Delivery System (PADS) or Tablet System, the delivery software will meet the following security requirements:

- Communication with SMT servers is through HTTPS
- All examination and Critical Standards content is encrypted on device/equipment
- The duplication functions are disabled (e.g.: copy-paste, print screen, image capture, etc.)
- No printer, external drive(s), or email capability
- No connectivity to other third-party software programs or a remote device from the desktop or browser
- Screen capture capability is disabled
- No access to the file system, internal drive or any networked external drive
- Proxy service through the computer and or browser is disabled
- All combination keystrokes are disabled when inside the testing engine

The administrator is required to maintain the security of the NIC practical examination Critical Standards content and ensure that all equipment used to collect Examiner grading marks must be stored and maintained in a secure location. (See Section 2 A 1 a)

## **6. Computer Based Testing (CBT) Station Examination Security Requirements**

The vendor is required to maintain the security of the NIC test forms and individual test questions including but not limited to the following:

- Each examination must be scrambled on the fly in its entirety per administration
- No caching of tests at test station
- The duplication functions are disabled (e.g.: copy-paste, print screen, image capture, etc.)
- No printer, external drive(s), or email capability
- No connectivity to other third-party software programs or a remote device from the desktop or browser
- Screen capture capability must be disabled
- No access to the file system, internal drive or any networked external drive
- Proxy service through the computer and or browser is disabled
- Browser deletes all history when exited. All combination keystrokes are disabled when inside the testing engine
- All testing stations are behind the test center firewall

*It is essential that materials for the examination be kept confidential and secure at all times.*

## **7. Staffing Requirements for All NIC Examination Administrations**

Only staff that have previously executed an appropriate Affidavit of Non-Disclosure on file (which must be available to NIC and/or SMT upon request), and registered candidates with appropriate identification and documentation are allowed inside the examination room. Prior to examination, all candidates must read and confirm they have read the Examination Rules and Security Agreement.

No aspect of the examination process can be performed without adequate staff. Examination staff includes:

### **A. Examination Supervisor**

The Examination Supervisor is responsible for all aspects of the examination and insuring that staff and candidates are adhering to the guidelines within this manual. (See Section A, 1 a)

Additional responsibilities include:

1. Provides support to the staff throughout the entire examination process.

2. Responsible for examination site preparation and management.
3. Maintaining examination security.
4. Responsible for determining if a candidate can be admitted to or excused from an examination.
5. Responsible for reporting any and all incidents per the guidelines of this manual.

**B. Proctor/Reader:** Proctor is responsible for the examination room. Additional responsibilities include:

1. Reading verbal instructions
2. Monitoring allotted time
3. Supporting examiners
4. Addressing emergencies
5. Validating suspected cheating incidents
6. Responsible for maintaining the integrity and security of the examination

### **C. Examiner**

The Examiner is responsible for observing the candidate(s) and scoring candidate(s) in accordance with and in strict adherence to the criteria outlined within the NIC Critical Standards. Examiners are not permitted to communicate with a candidate other than when instructed to do so within the critical standards. (See Section 2Aia). Additional responsibilities include:

1. Notify the proctor of any incidents (e.g. unresolved work area hazards, medical emergencies, blood exposure).
2. Responsible for maintaining the integrity and security of the examination.
3. Monitor for suspected cheating incidents and report to proctor if warranted.
4. Keeping score sheets and the NIC Critical Standards secure at all times.

## **8. NIC Theory Administration (Paper/Pencil)**

### **A. Room and Staff Requirements**

1. All doors must be closed (but not locked in case of a fire) and only one door used for entry and exit from the examination room.
2. The temperature of the room must be comfortable and the lighting adequate.
3. Examination room must be staffed with one Examination Supervisor and one Proctor to candidate ratio 1:25, i.e.:
  - 1-25 candidates – One Proctor
  - 26-50 candidates - Two Proctors



- 51-75 candidates - Three Proctors
4. Examination staff must be properly identified (i.e. Supervisor, Proctor).
  5. There must a designated area separate from the testing area for the purpose of identification verification and roster sign in prior to admittance in the examination room. The following documentation is required as outlined within this manual:
    - Admission document including photo and signature
    - Proper identification (See Section 12A, 1 a-d)
  6. There must be adequate live visual and audio monitoring in place at all times.
  7. Any hotel/facility contractual requirements or provisions as it pertains to the administration of the NIC examinations are the sole responsibility of the vendor/state and shall not be the responsibility of the candidate.

## **B. Collection of NIC Examination Materials/Checkout Procedures**

When a candidate finishes the examination and wishes to be dismissed, he or she must raise a hand to alert the Examination Supervisor.

Once the candidate has completed the examination, the candidate must sign out on the roster and administration staff must check off the candidate' name. Subsequently the candidate must leave the testing area.

Follow these procedures to check candidates out:

1. It is imperative that the Examination Supervisor or Proctor examines each answer sheet when it is turned in by the candidate after the examination. Incorrect bubbling of an answer sheet will interfere with scoring and may result in the delay or impede the processing of candidate score results.
2. The proctor monitoring the candidate must sign the answer sheet under examiner's signature.
3. Release one candidate at a time.
4. Inspect each booklet to make sure no pages have been removed, staples are intact, no writing inside the booklet etc.
5. Verify that the examination code, examination form, and candidate ID # fields have been transcribed from the examination booklet and bubbled in correctly on the candidate's answer sheet, and that the examination agreement has been signed by the candidate.

6. Compare the signature on answer sheet with the signature on the photo ID or on the roster.
7. Secure candidate's examination booklets and answer sheets. Do not open the booklet again after this time. No examination staff may read the examination content.
8. Verify that all secure materials for each candidate are accounted for and secure before releasing the candidate.

**DO NOT ALLOW THE CANDIDATE TO LEAVE UNTIL THE ANSWER SHEET HAS BEEN EXAMINED AND ACCURATELY COMPLETED. IF YOU FIND ERRORS AND/OR OMISSIONS, ENSURE THE CORRECTIONS/CHANGES ARE MADE BEFORE THE CANDIDATE LEAVES.**

9. Once the candidate's examination materials have been collected, accounted for, and verified, the candidate must sign out on the roster prior to leaving the examination room and their name must be checked off.
10. At the close of the examination session, the examination materials should be collected in the following manner:
  - a. The Examination Supervisor will ensure that all examination booklets are arranged in serial number order, inserting appropriately the booklets of candidates who left early. The answer sheets should be grouped together separately.
  - b. The Examination Supervisor will reconcile and ensure that one answer sheet has been collected for each candidate that tested.
  - c. All used and unused examination materials must be inventoried and locked in a secure location at all times, until the materials are returned to SMT as defined on Page 2 Section A;7 of this manual. Only the Examination Administrator should have access to the secure room/location. Examination Administrators, Examination Room Supervisors, Proctors, or any other staff members must not read examination content.
  - d. In the event examination materials shipped, based on the Examination Order Form, are lost or compromised between the time the examinations are received at the shipment location, and the time SMT confirms receipt of the returned materials, the Examination Administrator will be held responsible. The Examination Administrator must notify SMT when Examination materials are being returned. All Shipments must be sent through a secure shipping company with the ability to track the shipment.

## **9. NIC Theory Computer Based Testing (CBT) Administration**

### **A. Room and Staff Requirements**

1. All doors must be closed (but not locked in case of a fire) and only one door used for entry and exit from the examination room.
2. The temperature of the room must be comfortable and the lighting adequate.
3. Examination staff must be properly identified (i.e. Supervisor, Proctor).
4. There must be a designated area separate from the examination area for the purpose of identification verification and roster sign in prior to admittance in the examination room. The following documentation is required as outlined within this manual:
  - Admission document including photo and signature
  - Proper identification (See Section 12A, 1 a-d)
5. There must be adequate live visual and audio monitoring in place at all times.
6. Any facility contractual requirements or provisions as it pertains to the administration of the NIC examinations are the sole responsibility of the vendor/state and shall not be the responsibility of the candidate.

## **10. NIC Practical Administration**

### **A. Exam Administration in Schools**

CONFLICT OF INTEREST POLICY: PROVIDER agrees that it does not have a direct or indirect ownership of any beauty school or other entity (herein, “Beauty Schools”), which provides educational services for persons who wish to take the Cosmetology Examinations as they may be administered in any jurisdiction. PROVIDER further agrees that it shall not allow Cosmetology Examinations from being administered on the premises of any Beauty Schools. Should PROVIDER at the time of execution of this Agreement already have state contracts in place as authorized by a prior version of this VMQA, PROVIDER agrees that in the event that Cosmetology Examinations are being administered in any Beauty School by PROVIDER or by a subcontractor of PROVIDER, then PROVIDER agrees that no officer, employee, or agent of any such Beauty school may be on the premises of the Beauty School during the administration of the cosmetology Examinations, and further that should such Beauty School have audio or video recording devices on the premises where the Cosmetology Examinations are administered, then PROVIDER shall insure that such recording devices or systems are turned off during the administration of the Cosmetology Examinations. PROVIDER agrees to cause any of its subcontractors that may provide administration services to comply with this Conflict of Interest policy herein. PROVIDER agrees that NIC may

waive any such conflict in its sole discretion upon written request of PROVIDER.NIC does not permit the administration of Examinations (theory and practical) in schools. The only exception to this policy is a State Statute or affirmative action of a State Board requiring an administration of an Examination in a school.

## **B. Room and Staff Requirements**

1. All doors must be closed (but not locked in case of a fire) and only one door used for entry and exit from the examination room.
2. The temperature of the room must be comfortable and the lighting adequate.
3. The examination room must be staffed with, at a minimum, one Examination Supervisor onsite, and one Proctor per 50 candidates.
4. A maximum of 8 candidates per examiner.
5. Examination staff must be properly identified (i.e. Supervisor, Proctor, and Examiner).
6. There must be a designated area separate from the examination area for the purpose of identification verification and roster sign in prior to admittance in the examination room. The following documentation is required as outlined within this manual:
  - Admission document including photo and signature
  - Proper identification (See Section 12A, 1 a-d)
7. There must be adequate live visual and audio monitoring in place at all times.
8. Any hotel/facility contractual requirements or provisions as it pertains to the administration of the NIC examinations are the sole responsibility of the vendor/state and shall not be the responsibility of the candidate. This includes requiring a candidate to provide floor covering or anything other than what is stated under the recommended general supply list contained in the NIC Candidate Information Bulletin as such items may create an unsafe working environment.

## **C. Observers**

Instructors wanting to observe an NIC practical administration, within their state, are allowed to observe one (1) time annually. Further, Instructors are not permitted to observe an examination where any candidate taking the examination is a student of the school the Instructor(s) is affiliated. Observers are required to execute an NIC Practical Examination Observer Affidavit of Confidentiality and Non-Disclosure. (See Appendix J)

## **11. General NIC Practical Examination Instructions**

The practical examination is to be administered in sections. Some of the sections have a specific time allowance as indicated in the section heading and verbal instructions. The verbal instructions must be read verbatim for every test administration. **DO NOT SPEAK** with individual candidates. At no time should any individual candidate be demonstrating any task different from that of the group assignment. Examiners must rotate to a different table/section Prior to the New Client section of each Examination. Additional rotations are left to the State/Vendor's discretion.

Simultaneous testing may be administered in the same room for the Barber 1/Barber Stylist practical examinations, provided that the state/vendor complies with the following provisions:

- Candidates must be grouped by modality;
- Each candidate group must be stationed on opposite sides of the exam room;
- At the end of the Blood Exposure Procedure section of the examination, each group will have separate transition verbal instructions that allow five (5) minutes to complete the following tasks:
  - the Barber Styling candidates will be instructed to prepare their work area for the next sections of the Barber Styling practical exam
  - the Barber 1 candidates will be instructed to break down their work area and exit the exam room;
- The combined administration of these two exams is allowed if the Barber 1 candidates are being examined on the Core Services ONLY (Sections 1–5);
- NIC recommends the proctor moves to the section of the exam room where each candidate group is stationed to read their individual verbal instructions.

Verbal Instructions for this scenario will be included on the examination's Critical Standards.

It is important to note that the sections should be administered exactly as they are listed on the Critical Standards. If the candidate rating lists (or task lines) are not administered as outlined in the Critical Standards, this will interfere with scoring and result in the delay of providing the candidate score results.

### **A. Practical Score Sheet Instructions**

#### Section Scoring Instructions

To insure proper scoring, it is critical that each section is completed in its entirety.

1. The examiner initials and examiner number must be completed and bubbled for each section.
2. The Candidate Identification Sheet must be completed with the candidate names listed in the same order as they are rated on the score sheet. Columns must not be skipped.

## **B. Rating Instructions**

1. The practical examination has been constructed in such a way as to minimize subjectivity through the use of behaviorally anchored rating lists. These behaviors constitute all the tasks that must be accomplished to perform a procedure successfully. The examiner, consequently, is relieved from having to make subjective decisions regarding a candidate's performance. Instead, the examiner needs to only record whether a certain task was or was not performed. The rating lists (or task lines) have been carefully created to integrate the tasks being performed at a minimally competent level. It is very important to score every task within a procedure based on the descriptions and information provided in the NIC Critical Standards.
2. Record all scores carefully. To record a score, the examiner must fill in the oval for either "Y" to indicate YES or "N" to indicate NO, for every task that comprises that procedure. NOTE: You must use a number 2 pencil to record the score.
3. Fill in the oval completely with a heavy, dark mark. If a candidate does not complete a section, the unfinished task lines should all be marked "N".
4. Please follow the instructions on the scoresheets, contained within the booklet, for completion of the candidate identification sheet and submission of the booklet for scoring.

## **12. Admission and Seating of Candidates**

### **A. Initial Verification of Candidate Identification**

#### **1. Admission and Identification Documents**

The candidate must have the required admission and identification documents. For the protection and integrity of the NIC examinations, all candidates will be required to produce valid (unexpired) government-issued photo identification prior to being allowed admission to the examination room. The identification document must:

- a. Be an original document (not photocopied).
- b. Contain the candidate's full, legal name that matches exactly the name on the candidate's Admission document, including the order of the names.
- c. Display a recent recognizable photograph of the candidate that clearly matches both the candidate's appearance on test day and the photo on the candidate's Admission document.
- d. All documents must be in good condition, with clearly legible English language text and a clearly visible photograph.

Ask each candidate for their admission notice and valid government issued ID card with

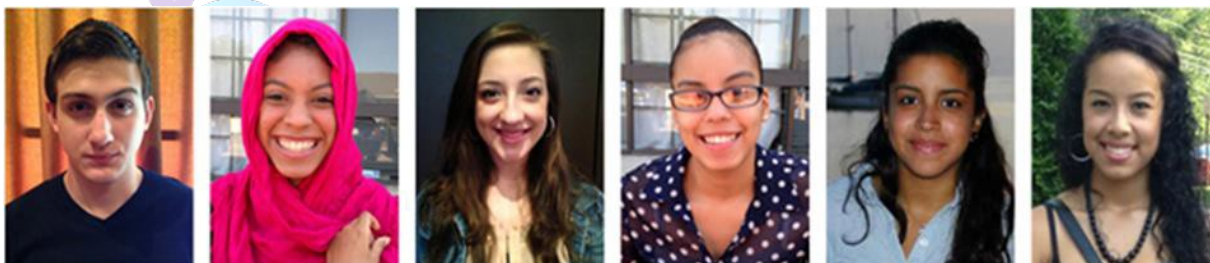
photo and signature, valid passport, or other acceptable official photo ID. Ask the candidate to sign their name in the appropriate spot on the roster.

## 2. Establish Positive Identification

Positive identification must be established by following the five steps listed below:

- a. Ensure that the candidate is actually presenting a valid state or governmental issued identification.
- b. Compare the signature on the roster to the signature on the photo ID.
- c. Compare the name on the photo ID against the name on the admission notice and listed on the roster. Name must be identical and in identical order.
- d. Compare the photo on the photo ID to the candidate.
- e. The candidate is responsible for ensuring their photo meets the requirements below.
- f. Photos must be properly focused with a full-face view, be clearly identifiable as the candidate, and match the candidate's appearance on test day.

### i. Examples of acceptable photos



### ii. Examples of non-acceptable photos



Too light

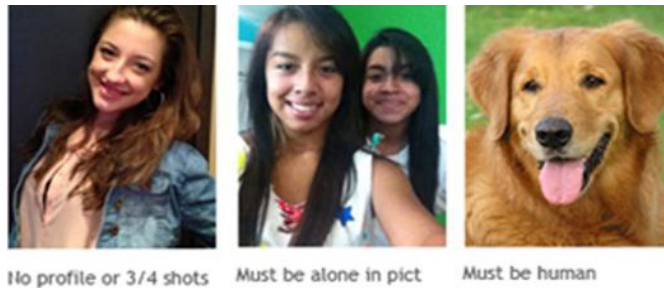
Too dark

Too far

Too Close

Do not cover your face

Head must not be cut off



- g. After all of the comparisons are shown to match, return the admission document and ID to the candidate

**B. Admission of Candidates and Confirmation of Candidate Identification**

Once the initial ID verification check-in process has been completed, admit candidates. Proctors must direct the candidate to their assigned seat.

- 1. Upon admittance, the proctor must validate the candidate admission notice and valid government issued ID card with photo and signature, valid passport, or other acceptable official photo ID.

- 2. For the Practical Examination, the Proctor will advise the candidate to place their admission document face down on their work area.

For the Theory Examination, the Proctor will advise the candidate to place their Government issued photo ID face down on their work area.

- 3. When the candidate(s) is/are ready to begin the examination, the Proctor will advise the candidate(s) that talking during the examination is strictly prohibited and advise the candidate(s) that if they have any questions they must raise their hand and the proctor or examination administrator will address the candidate’s question.
- 4. Proctor will also advise the candidate(s) that should any medical issue arise please communicate with Proctor or applicable staff. After giving these instructions, instruct the candidate(s) to begin the examination. Once the administration starts, there should be nothing on the candidate’s station, except their government issued I.D. turned face down.

**C. Admission Discrepancies**

If there is any doubt about a candidate’s identity, do not admit that candidate. Capture image of ID and any documents presented by candidate and file an Incident report with Administration Vendor. For state administered examinations, the state must file an incident report with SMT and NIC. (Appendix K). The proctor and vendor/state are required to follow the incident reporting procedures as outline in the Security of Examination Materials section of this manual.



If a candidate does not have an admission notice or is not on the roster, he or she shall not be admitted into the examination.

Each vendor/state must have procedures for meeting this responsibility and handling candidates that cannot be admitted. It is the Examination Administrator's responsibility to know these procedures and communicate them to the all staff and personnel.

#### **D. Personal Items**

The examination administrator, staff and all personnel must adhere to strict and uncompromising rules and regulations as it pertains to personal belongings in the examination room. These strict rules apply to everyone who has access to the exam materials to protect the security and integrity of the exam, and at the same time ensure that every candidate has an equal opportunity to demonstrate their knowledge. The following security procedures must be enforced with no exception.

Instruct candidates with backpacks, briefcases, purses, books, or other such items to put them in an area designated by the Vendor/state, which is separate from the examination room.

1. Have candidates remove all hats as well as jackets, sweaters, scarves, wraps, or other bulky clothing. If candidate is wearing long sleeves, have candidate pull up sleeves.
2. No cameras, notes, documents, audio or video recorders, personal digital assistants (PDA), pagers, cellular phones, electronic tablets, iPads, iPods, pens, Bluetooth devices, calculators or other electronic devices, including electronic cigarettes or any personal items, are permitted in the testing area. Do not let the candidate merely turn the device off and keep it, all such devices must be placed in a secured designated location away from the candidates.
3. No watches, timers, keys, key fobs, jewelry, or fitness bands are permitted in examination room. (Medical devices are excluded)
4. No guests, visitors, or family members are allowed in the examination area or room.

#### **E. Candidate Seating and Use of Seating Charts**

Seating roster should reflect the designated seat that candidate is assigned to. An incident report must be filed if seating is changed for any situation that has arisen and noted on the seating roster.

#### **F. Late Candidate Arrivals**

The Vendor/State must have policies in place as to how to address late candidates.

### **13. NIC Theory Examination Administration Verbal Instructions**

Adhering to precise verbal instructions is very important to a fair examination administration. The Examination Room Supervisor must ensure that all verbal instructions are carefully and clearly read, and that all candidates are able to hear them.

When distributing examination booklets, the Proctor(s) is required to distribute the examination booklets to the candidates making sure that the forms are alternated so that no candidates sitting next to each other have the same Examination Test Form number. The Test Form number is located on the front cover of the booklet. Always try to use written examination booklets in numerical order from the smallest number to the largest number.

Please see Appendix R for the theory examination verbal instructions.

### **14. NIC Practical Examination Administration Verbal Instructions**

At the beginning of the practical examination, please read the practical verbal instructions located in Appendix S.

### **15. Restroom Procedures**

Once a candidate has been admitted to the examination room, he or she may not leave the room until the candidate has finished the examination, except to use the restroom. If a candidate needs to use the restroom during the examination session, then the candidate must notify the proctor, give the proctor his/her identification card, and sign out on the “Signature Out” section of the NIC Restroom Roster (see Appendix B) prior to being excused from the examination room. Only one candidate may leave the room at any one time. Positive identification must be reestablished before readmitting candidate into the examination room. The candidate must sign the “Signature In” section of the Restroom Roster. The Examination Supervisor must verify that the “Signature Out” on the Restroom Roster matches the “Signature In” and return the identification card to the candidate.

### **16. CBT Examination Duplication**

No one may duplicate, retain, or convey any portion of examination materials in any form, written, oral or by memorization. The candidate must read and digitally sign the “NIC Examination Rules and Security Agreement.” (See Appendix C)

### **17. Theory Paper/Pencil Examination Duplication**

No one may duplicate, retain, or convey any portion of examination materials in any form, written, oral or by memorization. The candidate must read and sign the “NIC Examination Rules and Security Agreement.” (See Appendix D)

## **18. Monitoring Candidates during the Examination**

- A. At all times, there should be examination room staff quietly walking around the room to guard against cheating. Staff should refrain from conversation except to answer any questions that the candidates have with respect to the logistics of completing the examination. Examination supervisors should not answer questions relating to examination content or grading. There should be no talking, smoking (cigarettes or electronic cigarettes), eating or drinking in the examination room.
- B. An administration personnel member should check the restrooms during the examination to see if there is any study materials concealed there by a candidate. The first check should be done shortly after the examination has started. If the restrooms are located in non-secure areas where non-test takers have access, checks that are more frequent need to be made to ensure examination related materials are not planted after the examination starts.
- C. Each vendor/state should develop a comprehensive plan for cheating or suspected cheating or ID fraud incidents and provide training to their administration staff a copy of the plan must be provided to NIC. The suspected cheating behavior includes but is not limited to the following:
1. Talking, whispering, or sign language to another person other than authorized examination staff during the examination.
  2. Bringing an electronic device such as a telephone/camera into the testing room (see item two under Personal items of this manual for a complete list of unacceptable devices).
  3. Looking at another candidate's examination.
  4. Allowing someone to copy from their examination.
  5. Taking, or attempting to take, any secure materials or information from the examination room by any means (electronic, copying, recording, etc.).
  6. Possessing, receiving, or looking at any object containing answers or what appears to be a code for answers.
- D. The Examination Administrator or Proctors should NOT directly confront a candidate who is cheating or suspected of cheating. If any of the above behavior is observed, get a second person (i.e. a Proctor or the Examination Administrator) to also observe the behavior. Once the examination administrator has confirmed the suspected cheating behavior, the administrator should quietly ask the candidate to leave the examination room and escort the candidate out of the examination room. The Proctor should terminate said candidate's examination.

- E. Once outside of the examination room, the Examination Administrator must advise the candidate as to why the candidate has been dismissed and their examination has been terminated. If the cheating involves a “cheat sheet” or other piece of extraneous material, the Examination Administrator or Proctor must tell the candidate the item is not permitted and collect the item. Once the candidate has been advised of the reason for the dismissal, instruct the candidate that they must leave the examination site immediately.
- F. Immediately contact the Vendor regarding the incident or state designated personnel. The incident must be documented on the NIC Secure Materials/Examination Incident Report Form (Appendix K) and include all additional witnesses. The report should be sent to NIC and SMT within 24 hours of the incident.

## **19. Candidate Permanent Withdrawal from the Examination**

If a candidate must withdraw permanently, for ANY reason from the examination, the proctor shall terminate said candidate’s examination and an incident report completed. An incident report must be completed in its entirety and submitted to the Vendor/State and SMT within 24 hours of the incident. (See Appendix L)

## **20. Irregular Incidents and Events**

The Examination Supervisor and or designee have the authority and responsibility to ensure that the examination is conducted under standardized conditions for all candidates. Vendors and States who receive a complaint regarding any examination that is egregious enough that the state or vendor warrants action, the complaint must be reported to the NEC. The Examination Supervisor and or designee are expected to handle all incidents that disturb or deviate from these conditions and document the incident(s) in a written report. SMT may be contacted during the examination if assistance is needed in handling any such situation. Observe the following procedures for disruptive, irregular behavior, or emergency situations. All incidents must be documented in an incident report. (See Appendix K)

### **A. Disruptive Behavior**

If the conduct of a candidate interferes with the testing conditions of other candidates and the candidate fails to respond to a warning, the administration staff shall terminate the examination and escort the candidate from the examination room with the least amount of disturbance to the other candidates and fill out an incident report (Appendix K). Examples of disruptive behavior are humming, mumbling, talking to self, tapping fingers, smacking gum, etc., etc. Candidate is allowed one warning at which time the proctor or examination Supervisor will warn the candidate that subsequent disruptive behavior on the part of the candidate will cause the candidate to be dismissed and the examination terminated.

## **B. Disruptions and Interruptions and Emergency Evacuation**

Each vendor/state should have in place a policy that addresses external and internal disruptions as quickly as possible with minimal disturbance to candidates. Should a disruption or interruption occur resulting in the need of an evacuation, care should be taken to secure the sign-in roster and an incident report must be completed pursuant to procedures outlined throughout this manual.

The Vendor/state should have a policy in place that addresses emergency evacuation plans. The Examination Supervisor should provide instructions to the candidates and proctors regarding exiting from and returning to the examination room. To ensure the security of the examination content the Examination Supervisor should be the last to exit and the first to return to the testing room. If possible, the room should be locked during the evacuation.

To maintain the integrity of the examination, proctors should monitor the candidates during the evacuation to ensure safety, protect the security of the examination, and minimize communication among the group. The Examination Supervisor should make note of the time that the evacuation process begins. If the room cannot be locked, and it is deemed safe to do so, the Examination Supervisor should close the browser of each terminal (for CBT administrations) and collect all examination related materials. If the building is deemed safe to return to, the Examination Supervisor must be the first person to return to the testing room. The Examination Supervisor must contact the Vendor or state-designated personnel to restart the examination. Prior to permitting candidates to return to the test area, each candidate must sign a new roster and the Examination Supervisor must compare the two signatures to verify the candidate identification.

### **21. Records to be Maintained**

Each vendor/state is responsible for creating a policy regarding the maintenance of records to include, but not limited to, incident reports, sign-in rosters and seating charts with each candidate checked off or shown as a no-show including any changes. Each vendor/state is also responsible for creating and maintaining an effective and auditable inventory control system which documents the receipt, access, use and return of all examinations or other examination related materials. With respect to the shipment of examination materials, the vendor/state must maintain insurance and shipping records/receipts from the shipment containers (retain until you receive an updated inventory report from SMT, verifying return of materials). At a minimum, the vendor/state should maintain records relating to sign-in rosters, seating charts and incident reports for a minimum of 3 years after each examination date. All records must be furnished to NIC upon request.

## **22. Examination Reviews**

NIC does not permit candidates to review NIC examinations or examination content. If the law in your state requires that examination reviews be conducted, the Board or Regulatory Agency should contact NIC to discuss the local requirements.

## **23. Special Administrations**

### **A. Americans with Disabilities Act**

The proper adherence to Americans with Disabilities Act (ADA) standards is the responsibility of each entity providing examination services. The following section is provided only as a guide to Examination Site Supervisors and Examination Room Supervisors. This does not substitute for the full and proper training in ADA standards and requirements of personnel involved in the Examination process. Refer to the latest ADA publication for full compliance. In addition, please refer to the Standard for Educational and Psychological Testing, Part III, Standard 14, for additional guidance on providing examinations for people with disabilities.

Title II of the 1990 *Americans with Disabilities Act* (ADA) prohibits discrimination in the offering of benefits, programs, or services by state and local governments:

*Title II, Section 202. Subject to the provisions of this title, no qualified individual with a disability shall, due to such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.*

Thus, any examination process carried out by state or local government entities must be offered with appropriate accommodations to preclude discrimination based on disability. Title III of the ADA prohibits discrimination in the offering of public accommodations and services:

*Title III, Section 309. Any person that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post-secondary education, professional or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.*

If a state/vendor has a candidate who requires special accommodations, with respect to the administration of the theory Examination using the pencil/paper format, due to an accident or permanent disability must notify SMT (not NIC) at least FOUR weeks in advance. Candidates who request special accommodations should be considered on an individual basis by the proper authorities within your state.

NIC requires its states/vendors to comply with all standards and requirements of the ADA as well as all other federal standards.

## **B. Special Accommodations for Candidates with Disabilities**

### **1. Deaf and Hearing Impaired**

A candidate who is deaf or has a hearing impairment is assigned a seat as close to the Examination Room Supervisor as possible. It is beneficial to seat the candidate close to the Examination Room Supervisor to facilitate lip reading of the instructions. The candidate may be given written instructions in place of, or in addition to verbal instructions. The Examination Room Supervisor should signal the candidate to indicate starting and ending times, and ensure they understand.

A candidate with a hearing impairment may request an interpreter to sign the preliminary instructions. The use of a signer is at the discretion of the agency providing the license. Each signer is required to have a government-issued photo ID. All signers are required to leave the examination room prior to the actual examination administration. However, they must be available in the event the candidate was to have an emergency.

### **2. Visually Impaired**

A candidate who has a visual impairment may request a reader to read the examination questions and/or a person to act as a scribe to record the answers on the answer sheet(s). Readers must be approved by the proper authorities, and will be required to have a photo ID for admission to the examination. They will also be required to sign the NIC Examination Supervisors, Proctors, Staff or any other designee an Affidavit of Confidentiality and Non-Disclosure Form prior to beginning the examination (see Appendix E).

If a reader is needed, the examination must be given in a separate room where the candidate and reader will not disrupt other candidates. A reader may not assist the candidate in answering or interpreting a question. The reader may read the examination question and/or examination materials as many times as requested by the candidate. The reader may read the questions only in the language of the examination booklet. For example, if the examination booklet is in English, the questions must be read in English; if the examination booklet is in Spanish, the questions must be read in Spanish, etc. The reader cannot translate the examination questions into any other language. The entire session should be recorded, and the Examination Supervisors should pay particular attention to any touching or signaling that may occur.

The NIC ASC must be notified of all recordings within 24 hours of the recording and all recordings should be shipped to the McNair Law Firm in Columbia to be stored. The recordings must be sent by traceable means, such as UPS, Federal Express, etc. **U.S. First Class Mail is NOT acceptable**, as this provides no means to track packages. The NIC ASC must be provided the tracking number.

A copy of the examination roster and packing list must be placed in the package. Ensure

that the McNair Law Firm is clearly identified on the shipping label, as follows:

**McNair Law Firm**  
**1221 Main St. Ste. 1800**  
**Columbia, SC 29201**  
**(803) 799-9800**

### **3. Learning Impaired**

A candidate that has a learning disability may have impairments such as nominal brain damage, brain dysfunction, dyslexia, perceptual disorders, or language disorders. A candidate who has a learning disability may request additional time to take an examination, may have a reader, or require a person to act as a scribe to record the answers on the answer sheet. Special accommodations for a candidate that has a learning disability must be approved by the proper authorities.

### **4. Physically Impaired**

A candidate that has a physical disability may be in a wheelchair, wear braces, or use crutches, and may need assistance to move about the examination site.

A candidate that has a physical disability may need extra examination time, additional rest periods, a separate room, or a larger work area. A candidate that has poor dexterity may require a Room Supervisor to act as a scribe to record the answers on the answer sheet. In this case, the candidate is required to sign a statement indicating that the Examination Room Supervisor is performing this service at the candidate's request.

## **24. NIC Policy on the Use of Readers, Translators, and Foreign Language Dictionaries**

NIC **does not permit** candidates to use readers, translators, or foreign language dictionaries, and any such use is deemed a breach of security. These terms are described as follows:

*Readers* are individuals who simply read the examination questions, in the language they are written, to candidates. This language is assumed to be the first language of the candidate. Readers are used because the candidate has some degree of inability to read the examination.

*Translators* are individuals who read aloud their interpretation of the meaning of an examination to candidates that have some degree of inability to read the examination in the language it is written. For example, a candidate whose native language is Russian and has little command of written English may need a translator. The translator would read the examination, as printed, in English, and provide the candidate with their interpretation of how the questions would be written in Russian.

*Foreign language dictionaries* are references that provide an equivalent between English words and words in another language. Foreign language dictionaries do not provide word definitions.



## A. Reason for the Policy

### 1. Security Risks and Credentialing Examination Programs Goals

The potential for a breach of security occurring as a result of the reading or translation is great. A candidate with a concealed audio recorder or transmitter can easily steal the entire examination with little possibility of detection. In addition, all credentialing examination programs share a set of goals. These include, but are not limited, to the following:

- a. **Recognition of competency.** That is, decisions to offer a license or certificate should be based upon the competency of the candidate alone.
- b. **Standardization of the examination process.** That is, the process of candidate evaluation should be the same from location to location and from administration to administration.
- c. **Fairness to candidates.** That is, no candidate or group of candidates should be disadvantaged or advantaged by the examination process. All candidates should have the same access to the same information as all other candidates.
- d. **Security of the examination process.** That is, no candidate should have advance knowledge of the examination content.

### 2. Problems in achieving Credentialing Examination Programs Goals

Allowing candidates to use readers, translators, or foreign language dictionaries creates problems in meeting credentialing examination goals for the following reasons:

- a. The profession of cosmetology and related fields require that the licensee be capable of reading instructions, particularly in connection with the use of chemicals. The licensing of cosmetologists and related professionals is based on the need to protect the public from unsafe practice. The ability to read and understand information relevant to public protection is essential. The use of readers, translators, or foreign language dictionaries may help people get licensed who do not have these skills. NIC does offer some examinations in other languages; however, these are also administered without readers, translators, or foreign language dictionaries.
- b. Standardization can be harmed because a translator necessarily provides candidates with their interpretation of each question's meaning if written in another language. In addition, readers often change the way a question is written, based on their own interpretation, so that it is easier to understand. Such interpretations may fundamentally change what is being examined because the intent of the question may change due to the subjective nature of any kind of translation.
- c. When foreign language dictionaries are permitted, a mechanism is created through which information about the examination can be brought into the examination room, and removed from the examination room. Permitting foreign language dictionaries is almost always associated with security breaches.
- d. Readers or translators may provide verbal or non-verbal cues to help the candidate find the correct answer.

## **B. Exceptions to the NIC Policy**

### **1. ADA and State Law Requirements**

NIC recognizes that exceptions to this policy may be necessary for the following reasons:

- a. Accommodations under the Americans with Disabilities Act (ADA) may include the use of readers. However, it is important to understand that the ADA does not recognize a candidate's inability to read and understand English, because of illiteracy or the fact the examination language is not the same as the candidate's first language, as a disability. A reader then would not be provided in such a situation.
- b. A state's laws or regulations may require that a reader, translator, or foreign language dictionary be provided in the event of illiteracy or because English is not the candidate's first language. Any such materials must be provided by the State or the NIC approved Administration vendor and will be inspected before and after the examination.

### **2. Policy Exception Guidelines**

- a. When exceptions to this policy are necessary, the following guidelines should be observed:
- b. The potential of a breach of security because of the use of readers or translators is great. A candidate's concealed audio recorder or transmitter can easily steal the entire examination with little possibility of detection. Every precaution should be taken to preclude such an event. For example, candidates should have no personal possessions such as purses, briefcases, or backpacks near them during the Examination since a recording or transmitting device can be concealed in these items. Further, the Examination should be proctored just like any other Examination. That is, the reader or translator cannot also serve as Proctor and the Proctor must be constantly vigilant for clues of the presence of such a device. One clue would be the candidate frequently reaching into their pocket as if to manipulate a device.
- c. The reader or translator should be selected and paid by the licensing board or the NIC approved administration vendor. . In no case should a candidate be allowed to select the reader or translator.
- d. The licensing board must provide any foreign language dictionary permitted during examining. No candidates may bring their own dictionary into the examination room.
- e. The reader or translator must not be an expert in, or be knowledgeable in the field of cosmetology or related professional areas being examined. This policy minimizes the potential that a reader or translator will inadvertently give cues for correct answers.

## **25. NIC Request for Proposal (RFP) Procedures**

A. These procedures apply on each occasion when a State or other Jurisdiction issues a Request for Proposal (“RFP”) or other notice where the RFP is for the administration of cosmetology examination services. These procedures are to be considered part of NIC’s Test Administration Manual and therefore are part of the Vendor Minimum Qualifications Agreement (“VMQA”).

B. Upon receipt of an RFP from a State or other Jurisdiction for cosmetology examination services; Administration Vendors who have executed a VMQA will email a copy of the RFP to the NIC Administrative Services Coordinator (ASC).

C. An Administration Vendor must inform the NIC ASC of its intent to bid the NIC examinations within five (5) days after issuance of the RFP. In addition, the Administration Vendor will at that time provide to NIC a written list of questions regarding any state-specific requirements that will require consideration and approval by the NEC. Only those Administration Vendors who execute an Addendum to the VMQA for the jurisdiction issuing the RFP are authorized to bid examination(s) developed by NIC.

D. SMT will review the RFP and prepare a spreadsheet which contains the SMT/NIC deliverables contained in the RFP, by section, a description of the deliverables, TD work that must be completed for any state-specific TD requirements; cost to be borne by whom (NIC/SMT standard fee; NIC/SMT additional fee, etc.). The spreadsheet is to be distributed to the members of the NEC with a copy to the NIC ASC and subsequently a conference call will be scheduled between NEC/SMT to discuss any state-specific components and or pricing elements that need to be considered and approved by the NEC. SMT will develop, for submission to the state procurement officer, any questions that need to be answered for clarification as it pertains to SMT/NIC deliverables and forward to the NEC Chair and the NIC ASC.

E. Any Administration Vendor who has notified NIC of its intent to bid the NIC examinations will receive an Addendum to the VMQA after NIC completes all the steps above stated. The Addendum to the VMQA will contain the price of the examinations and additional terms, if any, approved by the NEC (e.g. inclusion of state law questions and or any other modification(s) to the standard national test forms, NIC standard practices, policies, or any other similar matter material to the administration of the NIC tests). The information in the Addendum is “Confidential Information” as defined in the VMQA at Section 11.

F. An Administration Vendor, which wishes to participate in the RFP, must execute an Addendum for that jurisdiction’s RFP and return it to NIC before participating in any step hereafter. By execution of an Addendum, the Vendor represents and warrants to NIC that it will not for purposes of a response to the RFP submit a response, proposal, bid, or quotation utilizing a test other than NIC’s Cosmetology Tests.

G. A conference call between NIC and all Administration Vendors who have executed an Addendum will be scheduled to discuss the scope of work as it pertains to test development, state-specific development issues if any, address administration vendor questions, etc. Only those Administration Vendors who have executed an Addendum to the VMQA will be included on the call.

- H. Any Administration Vendor who has executed an Addendum to the VMQA will provide NIC a copy of the answers to vendor questions it receives from the state procurement officer.
- I. SMT will develop and provide the language, for inclusion in all Administration Vendor(s) proposal(s), as it pertains to SMT/NIC deliverables to the NEC and the NIC ASC. Vendors are not permitted to modify the language developed by SMT. The NIC ASC will distribute the language to only those Administration Vendors who have executed an Addendum to VMQA.
- J. Each Administration Vendor will keep NIC apprised of any notice it receives from the state procurement office regarding the state's intent to withdraw a RFP, award the contract, evaluator review forms, protest filed by the Administration Vendor, etc.
- K. If awarded a contract as a result of the RFP, the Administration Vendor will provide NIC and SMT with a copy of the contract for their respective records along with a contract compliance checklist, which contains the deliverables, frequency of deliverables, party responsible for compliance, etc., as it pertains to the scope of work to be provided under the contract.



# APPENDICES

**NIC recommends that a sufficient amount of copies of all applicable appendices be printed and available on site at all times.**



# Appendix A

## Written Examination Seating Chart

Proctor: \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_

**Proctor Instructions:**

- Indicate the position of each candidate with his/her identification number.
- Indicate any changes in seating assignments.
- Please alternate test forms when distributing to candidates.
- Please distribute test forms from left to right and then right to left on the next row etc.

**BACK OF ROOM**

Row 9									Row 9	
Row 8									Row 8	
Row 7									Row 7	
Row 6									Row 6	
Row 5									Row 5	
Row 4									Row 4	
Row 3									Row 3	
Row 2									Row 2	
Row 1									Row 1	
	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6	Row 7	Row 8	Row 9	

**FRONT OF ROOM - LEFT TO RIGHT**

SL start time:	_____	WR 45 min remaining:	_____
SL end time:	_____	WR 30 min remaining:	_____
WR start time:	_____	WR 15 min remaining:	_____
WR 60 min remaining:	_____	WR end time:	_____

**Vendor/State must retain this document no less than 3 years and provided to NIC upon its request**

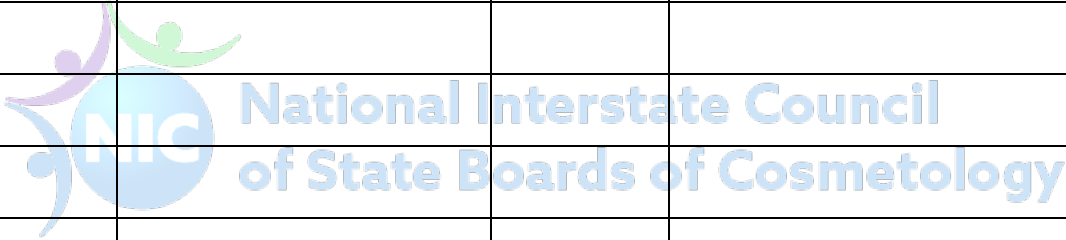
## Appendix B

# RESTROOM ROSTER

**Examination:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Date	Station #	Signature Out	Time Out	Signature In	Time In



\_\_\_\_\_  
**Proctor Signature & Date**

**Vendor/State must retain this document no less than 3 years and provide to NIC upon its request**

**NIC CBT Examination Rules and Security Agreement  
Examination Duplication Non-Disclosure**

Candidate Name:	
Home Address:	
Home Telephone #:	
Employer Name:	
Position / Job Title:	
Employer Address:	
Employer Phone #:	
Other Phone #:	

Talking with other candidates during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to proper authorities.

Please be advised that reproducing or copying this examination you are taking is a serious copyright violation as well as breach of security. Any individuals caught copying or attempting to copy examination materials, by any means, will not be allowed to continue the examination and will be reported to the proper authorities. The consequences for cheating or copying examination materials could include denial of your application for the license you are pursuing and financial responsibility for any examination materials compromised by your actions. Violation of this policy will result in prosecution to the fullest intent of the law.

Rude or disruptive behavior will not be tolerated. Behavior of this sort will result in your dismissal from this examination.

Your signature below reflects your understanding and your willingness to abide by all security guidelines and follow all instructions given by the test administration staff.

Sign your full legal name on the signature line provided below this statement and please print today's date. Failure to sign and date the agreement will result in your dismissal from this examination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Appendix D

**NIC Theory Paper/Pencil Examination Rules and Security  
Agreement Examination Duplication Non-Disclosure**

Candidate Name:	
Home Address:	
Home Telephone #:	
Employer Name:	
Position / Job Title:	
Employer Address:	
Employer Phone #:	
Other Phone #:	

Talking with other candidates during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to proper authorities.

Please be advised that reproducing or copying this examination you are taking is a serious copyright violation as well as breach of security. Any individuals caught copying or attempting to copy examination materials, by any means, will not be allowed to continue the examination and will be reported to the proper authorities. The consequences for cheating or copying examination materials could include denial of your application for the license you are pursuing and financial responsibility for any examination materials compromised by your actions. Violation of this policy will result in prosecution to the fullest intent of the law.

Rude or disruptive behavior will not be tolerated. Behavior of this sort will result in your dismissal from this examination.

Your signature below reflects your understanding and your willingness to abide by all security guidelines and follow all instructions given by the test administration staff.

Sign your full legal name on the signature line provided below this statement and please print today's date. Failure to sign and date the agreement will result in your dismissal from this examination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix E

**Examination Supervisors, Proctors, Staff or any other  
Designee  
Affidavit of Confidentiality and Non-Disclosure**

**Administrator/Proctor/Supervisor/Staff Information**

Name:	
Home Address:	
Home Telephone #:	
Employer Name:	
Position / Job Title:	
Employer Address:	
Employer Phone #:	
Other Phone #:	

I, (name) \_\_\_\_\_, the below signed have been informed and fully understand that any and all examinations placed within my care, custody and control are and will remain intellectual, and proprietary owned by National-Interstate Council of State Boards of Cosmetology (NIC), and are considered and shall remain a Trade Secret. All examination materials, including form and content are to, and at all times be treated as a Trade Secret, and therefore are by the very nature confidential.

Examination materials shall at all times be kept secure and only viewed by candidates while taking their assigned examination. Further, any and all individuals which are given access to or possession of any examination materials will be first required to fully execute an Affidavit of Confidentiality and Non-Disclosure.

I, the below signed swear and affirm, that I will treat any and all examination materials as a Trade Secret, as such I will maintain complete confidentiality of all examination materials provided, which includes form and content.

Furthermore, under no circumstances will I produce, or permit anyone else to produce, or retain copies of any examination materials provided.

## Appendix E

To avoid conflict of interest, individuals associated with the development, administration, or review of NIC examinations are bound by the terms of the Affidavit(s) executed.

Violation of this policy will result in prosecution to the fullest intent of the law.

It is understood that all documents, examination questions, or confidential information received from the National-Interstate Council of State Boards of Cosmetology, Inc. (NIC), are and shall remain the exclusive property of the National-Interstate Council of State Boards of Cosmetology, Inc., (NIC) and that all such documents or information shall be returned promptly to NIC's testing company, Schroeder Measurement Technologies, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date



**National Interstate Council  
of State Boards of Cosmetology**

**Vendor/State must retain this document no less than 3 years and provided to NIC upon its request**

**Vendor/State Affidavit of Confidentiality  
and Non-Disclosure**

**Administrators Information**

Name:	
Home Address:	
Home Telephone #:	
Employer Name:	
Position / Job Title:	
Employer Address:	
Employer Phone #:	
Other Phone #:	

I, (name) \_\_\_\_\_, the below signed have been informed and fully understand that any and all examinations placed within my care, custody and control are and will remain intellectual, and proprietary owned by National-Interstate Council of State Boards of Cosmetology (NIC), and are considered and shall remain a Trade Secret. All examination materials, including form and content are to, and at all times be treated as a Trade Secret, and therefore are by the very nature confidential.

Examination materials shall at all times be kept secure and only viewed, or distributed to those individual(s) having a demonstrable need. Further, any and all individuals which are given access to or possession of any examination materials will be first required to fully execute an Affidavit of Confidentiality and Non-Disclosure.

I, the below signed swear and affirm, that I will treat any and all examination materials as a Trade Secret, as such I will maintain complete confidentiality of all examination materials provided, which among other things include form and content.

I further agree and affirm, I will not in any manner disclose, directly or indirectly, any examination material information, or documents to which I have been made privy, without obtaining a signed and witnessed Affidavit of Non-disclosure from any person(s) that have been assigned to review any NIC examination, for the purpose of evaluating content as part of the contract renewal proposal process.

## Appendix F

Furthermore, under no circumstances will I produce, or permit anyone else to produce, or retain copies of any examination materials provided.

To avoid conflict of interest, individuals associated with the development, administration, or review of NIC examinations are bound by the terms of the Affidavit(s) executed.

Violation of this policy will result in prosecution to the fullest intent of the law.

It is understood that all documents, examination questions, or confidential information received from the National-Interstate Council of State Boards of Cosmetology, Inc. (NIC), are and shall remain the exclusive property of the National-Interstate Council of State Boards of Cosmetology, Inc., (NIC) and that all such documents or information shall be returned promptly to NIC's testing company, Schroeder Measurement Technologies, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_



**National Interstate Council  
of State Boards of Cosmetology**

**Vendor/State must retain this document no less than 3 years and provided to NIC upon its request**

**Examination Review Facilitator Affidavit of  
Confidentiality and Non-Disclosure**

This Nondisclosure and Confidentiality Agreement (the “Agreement”) is entered into by and between Schroeder Measurement Technologies, Inc. located at 25400 US Highway 19 North, Suite 285 Clearwater, Florida 33763, as the authorized representative for the National-Interstate Council of State Boards of Cosmetology, hereafter referred to as “NIC.” (NIC) and, \_\_\_\_\_ (Receiving Party), for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below.

The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information, specifically:

NIC examination materials being provided are identified below:

Test Code	Test Form	Booklet Number	Description

- Definition of Confidential Information.** For purposes of this Agreement, “Confidential Information” shall include any and all information or material that has or could have commercial value or other utility in the business in which NIC is engaged. If Confidential Information is in written form, NIC shall label or stamp the materials with the word “Confidential” or some similar warning. If Confidential Information is transmitted orally, NIC shall promptly provide in writing indicating that such oral communication constituted Confidential Information.
- Exclusions from Confidential Information.** Receiving Party’s obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by NIC; (c) learned by the Receiving Party through legitimate means other than from the NIC or NIC’s representatives; or (d) is disclosed by Receiving Party with NIC’s prior written approval.

**Appendix G**

3. **Obligations of Facilitator.** Facilitator shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of NIC. Facilitator shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Facilitator shall not, without prior written approval of NIC, use for Receiving Party’s own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of NIC, any Confidential Information. Facilitator shall return to NIC any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if NIC requests it in writing. The Facilitator will also, and agrees to store any and all “Confidential Information” in a locked and secure area at all times when such materials are not within the immediate, direct, and exclusive control of the Receiving Party.

NIC Examination Review Facilitator Participant and Material Roster:				
Facilitator Name:				
Date of Review:				
Location:				
Reviewer Name (L, F, M)	Reviewer Signature	Identification Verified (Facilitator’s Initials)	Affidavit Verified	Booklet Number

Comments:

Comments:

- 4. **Time Periods.** The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party’s duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until NIC sends Facilitator written notice releasing Facilitator from this Agreement, whichever occurs first.
- 5. **Relationships.** Nothing contained in this Agreement shall be deemed to constitute either party as partner, joint venture or employee of the other party for any purpose.
- 6. **Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
- 7. **Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
- 8. **Waiver.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights. This Agreement and each party’s obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.
- 9. **Penalty.** Violation of this policy will result in prosecution to the fullest intent of the law.



## Appendix G

### Facilitator Information

Name:	
Home Address:	
Home Telephone #:	
Employer Name:	
Position / Job Title:	
Employer Address:	
Employer Phone #:	
Other Phone #:	

\_\_\_\_\_  
Facilitator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Typed or Printed Name)

Schroeder Measurement Technologies, Inc.,  
as authorized Representatives for  
National-Interstate Council of State Boards of Cosmetology (NIC)



## Appendix H

### Examination Reviewer Affidavit of Confidentiality and Non-Disclosure

**Administrator/Proctor/Supervisor/Staff Information**

Name:	
Home Address:	
Home Telephone #:	
Employer Name:	
Position / Job Title:	
Employer Address:	
Employer Phone #:	
Other Phone #:	

I, (name) \_\_\_\_\_, the below signed have been informed and fully understand that any and all examinations placed within my care, custody and control are and will remain intellectual, and proprietary owned by National-Interstate Council of State Boards of Cosmetology (NIC), and are considered and shall remain a Trade Secret. All examination materials, including form and content are to, at all times be treated as a Trade Secret, and therefore are by the very nature confidential.

Examination materials shall at all times be kept secure and only viewed by the reviewer. Further, any and all individuals which are given access to or possession of any examination materials will be first required to fully execute an Affidavit of Confidentiality and Non-Disclosure.

I, the below signed swear and affirm, that I will treat any and all examination materials as a Trade Secret, as such I will maintain complete confidentiality of all examination materials provided, which includes form and content.

Furthermore, under no circumstances will I produce, or permit anyone else to produce, or retain copies of any examination materials provided.

To avoid conflict of interest, individuals associated with the development, administration, or review of NIC examinations are bound by the terms of the Affidavit(s) executed.

It is understood that all documents, examination questions or confidential information received from the National-Interstate Council of State Boards of Cosmetology, Inc. (NIC), are and shall remain the exclusive property of the National-Interstate Council of State Boards of Cosmetology, Inc., (NIC) and that all such documents or information shall be returned promptly to NIC's testing company, Schroeder Measurement Technologies, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date



**NIC Practical Examination Model  
Affidavit of Confidentiality and Non-Disclosure**

**Model Information**

Name:	
Home Address:	
Home Telephone #:	
Employer Name:	
Position / Job Title:	
Employer Address:	
Employer Phone #:	
Other Phone #:	
Candidate Name	

I, (name) \_\_\_\_\_, the below signed have been informed and fully understand that any and all examination content and information are and will remain intellectual, and proprietary owned by National-Interstate Council of State Boards of Cosmetology (NIC), and are considered and shall remain a Trade Secret. All examination content is to, at all times, be treated as a Trade Secret, and therefore is by the very nature confidential. As such I will maintain complete confidentiality of all examination materials provided, which includes form and content. I further, certify and affirm that I do not work for, attend, nor am I in any way, directly, or indirectly affiliated with any school or examination preparation program; nor have I had any such associations for the last three years. This is not meant to include continued education activities.

It is understood that all documents, examination content, materials, processes and confidential information received from NIC, are and shall remain the exclusive property of the NIC and that all such documents or information shall be returned promptly to NIC's testing company, Schroeder Measurement Technologies, Inc.

Violation of this policy will result in prosecution to the fullest intent of the law.

## Appendix I

I, the below signed swear and affirm that I am at least 15 years of age and am not licensed or a student studying in this field. I also agree to submit to all services in the practical examination, and I will not participate in any way during the examination. I also understand that I am not permitted to talk to the candidate or examiners at any time during the examination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date

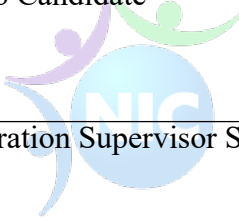
\_\_\_\_\_  
Candidate Name

Release Obtained

\_\_\_\_\_  
Relationship to Candidate

\_\_\_\_\_  
Test Administration Supervisor Signature

\_\_\_\_\_  
Date



**National Interstate Council  
of State Boards of Cosmetology**

**Vendor/State must retain this document no less than 3 years and provided to NIC upon its request**

## Appendix J



### NIC Practical Examination Observer Affidavit of Confidentiality and Non-Disclosure

#### Observer Information

Name:	
Home Address:	
Home Telephone #:	
Employer Name:	
Position / Job Title:	
Employer Address:	
Employer Phone #:	
Other Phone #:	

I, (name) \_\_\_\_\_, the below signed have been informed and fully understand that any and all examination content information and associated processes are and will remain intellectual, and proprietary owned by National-Interstate Council of State Boards of Cosmetology (NIC), and are considered and shall remain a Trade Secret. I, the below signed swear and affirm that I will maintain complete confidentiality of all examination materials observed, which includes form and content. Violation of this policy will result in prosecution to the fullest intent of the law.

I, the below signed, have been informed and fully understand that it is a policy of NIC that school owners and or instructors are not permitted to observe an examination where any candidate taking the examination is a student from the school said owner and or instructor is affiliated. I also understand that I am not permitted to talk to the candidate or examiners at any time during the examination.

It is understood that all documents, examination content, materials, processes and confidential information observed during a NIC examination, are and shall remain the exclusive property of NIC and that all such documents or information shall be returned promptly to NIC's testing company, Schroeder Measurement Technologies, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

Observer Relationship \_\_\_\_\_

**Vendor/State must retain this document no less than 3 years and provided to NIC upon its request**

# Appendix K



## NIC SECURE MATERIALS / EXAMINATION INCIDENT REPORT PAPER & PENCIL/CBT

<b>State:</b>	<b>Report Date:</b>
<b>Report Completed By (Name):</b>	

### INCIDENT LOCATION INFORMATION

Please provide information relating to the actual test administration site, or incident location where the incident actually occurred.

<b>Site Code:</b>			
<b>Incident Date:</b>		<b>Incident Time:</b>	
<b>Incident Location, Or Site Name:</b>			
<b>Exam Location Address:</b>			
<b>Exam Supervisor Name:</b>			
<b>Site Telephone #:</b>		<b>Fax #:</b>	
<b>Number of Offenders:</b>			

**This Appendix and supporting documentation must be submitted to SMT & NIC within 24 hours of incident.**

**Vendor/State must retain this document no less than 3 years and provided to NIC upon its request**

## SUSPECT CANDIDATE OR OFFENDER IDENTIFICATION

Please provide detailed person information and identification relating to any candidate, or other party who is involved or suspected of being involved, directly or indirectly in cheating; theft, misappropriation, compromise or unauthorized disclosure of secure or examination related materials. For more than one candidate, make additional copies of this page.

<b>Suspect Candidate or Offender #</b>			
<b>Exam Title:</b>			
<b>Name (L, F, M):</b>			
<b>Seating Location:</b>			
<b>Computer Terminal IP Code:</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>D.O.B.:</b>		<b>S.S.N.:</b>	
<b>Driver's License #:</b>		<b>Issuing State:</b>	
<b>Other I.D.</b>		<b>I.D. Type</b>	
<b>Photograph Available</b>	( ) Yes                      ( ) No		
<b>Sex:</b>	( ) Male                      ( ) Female		
<b>Employer Name:</b>			
<b>Job / Position:</b>			
<b>Employer Address:</b>			
<b>Work Phone:</b>			
<b>Name of School Attended:</b>			
<b>School Address:</b>			
<b>School Phone:</b>			
<b>Date Graduated:</b>			

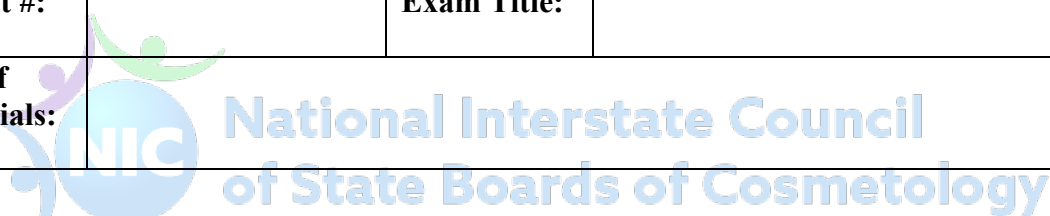


## INVOLVED SECURE MATERIALS/BOOKLETS

Please provide a detailed description of any and all “Secure Materials”, and/or Examination Booklets involved in the incident. It is important that all such materials are clearly identified using the information requested below.

<b>Item / Booklet #1</b>			
<b>Test Code:</b>		<b>Test Form:</b>	
<b>SMID/Booklet #:</b>		<b>Exam Title:</b>	
<b>Description of Secure Materials:</b>			

<b>Item / Booklet #2</b>			
<b>Test Code:</b>		<b>Test Form:</b>	
<b>SMID/Booklet #:</b>		<b>Exam Title:</b>	
<b>Description of Secure Materials:</b>			

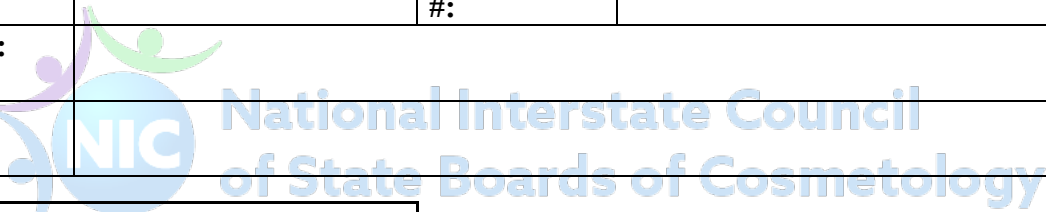


<b>Item / Booklet #3</b>			
<b>Test Code:</b>		<b>Test Form:</b>	
<b>SMID/Booklet #:</b>		<b>Exam Title:</b>	
<b>Description of Secure Materials:</b>			

## INVOLVED TEST ADMINISTRATION STAFF

Please complete a section or block for each and every staff member, who is in any way involved in the incident, directly or indirectly. This includes exam administrators, proctors, board staff, etc. This information is needed and is very important should further investigation be required.

<b>Test Administration Staff Member #1</b>			
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			



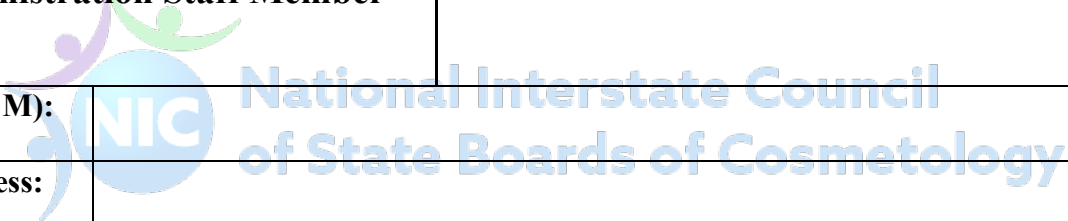
<b>Test Administration Staff Member #2</b>			
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			

<b>Test Administration Staff Member #3</b>
--

<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			

<b>Test Administration Staff Member #4</b>
--

<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			



## INVOLVED INDIVIDUALS

Please complete a block or section for each and every involved individual, who are not listed in any other section. This would include individuals such as law enforcement officials, candidates who may have witnessed events, board office staff, state officials, other witnesses, etc. This information is needed and is very important should further investigation be required.

<b>Involved Individual / Witness #1</b>			
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			



<b>Involved Individual / Witness #2</b>			
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			

For additional witnesses, please make notations on the back page of this report


## ITEMS / MATERIALS RECOVERED

Please provide a detailed list and description of any documents, papers, notes, etc. discovered and/or obtained during the incident. Please attach copies of any such documents or items listed.

Items / Materials Recovered:

## INCIDENT DETAILS

Please provide a detailed description of the facts and circumstances surrounding the incident, making sure to detail observations, individuals involved and their involvement, statements made, documents and evidence obtained, etc. Use and attach additional pages as required to provide a detailed and comprehensive report of the incident.

<b>Narrative:</b>
 National Interstate Council of State Boards of Cosmetology

Submitted by (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix L



### NIC EXAMINATION INCIDENT REPORT – PERMANENT CANDIDATE WITHDRAWAL

<b>State:</b>	<b>Report Date:</b>
<b>Report Completed By (Name):</b>	

### INCIDENT LOCATION INFORMATION

Please provide information relating to the actual test administration site, or incident location where the permanent removal of candidate incident actually occurred.

<b>Site Code:</b>			
<b>Incident Date:</b>			
<b>Incident Time:</b>			
<b>Incident Location, Or Site Name:</b>			
<b>Exam Location Address:</b>			
<b>Exam Supervisor Name:</b>			
<b>Site Telephone #:</b>		<b>Fax #:</b>	
<b>Number of Offenders:</b>			

## CANDIDATE IDENTIFICATION

Please provide detailed person information and identification relating to any candidate, or other party who was removed:

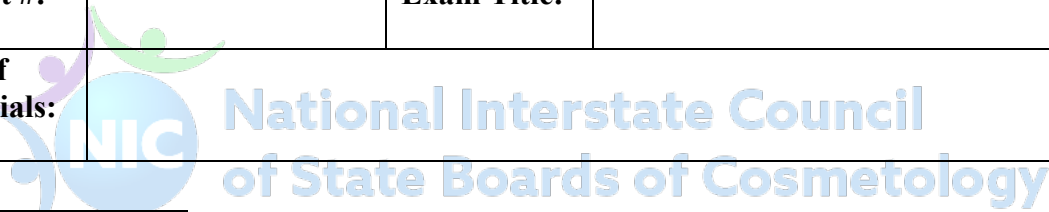
<b>Removed Candidate</b>			
<b>Seating Location:</b>			
<b>Computer Terminal IP Code:</b>			
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>D.O.B.:</b>		<b>S.S.N.:</b>	
<b>Driver's License #:</b>		<b>Issuing State:</b>	
<b>Other I.D.</b>		<b>I.D. Type</b>	
<b>Photograph Available</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Sex:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>Employer Name:</b>			
<b>Job / Position:</b>			
<b>Employer Address:</b>			
<b>Work Phone:</b>			
<b>Name of School Attended:</b>			
<b>School Address:</b>			
<b>School Phone:</b>			
<b>Date Graduated:</b>			

## INVOLVED SECURE MATERIALS/BOOKLETS

Please provide a detailed description of any and all “Secure Materials”, and/or Examination Booklets involved in the incident. It is important that all such materials are clearly identified using the information requested below.

<b>Item #1</b>			
<b>Test Code:</b>		<b>Test Form:</b>	
<b>SMID/Booklet #:</b>		<b>Exam Title:</b>	
<b>Description of Secure Materials:</b>			

<b>Item / Booklet #2</b>			
<b>Test Code:</b>		<b>Test Form:</b>	
<b>SMID/Booklet #:</b>		<b>Exam Title:</b>	
<b>Description of Secure Materials:</b>			



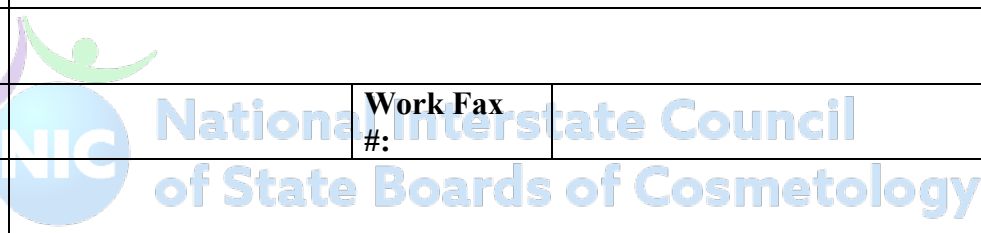
<b>Item / Booklet #3</b>			
<b>Test Code:</b>		<b>Test Form:</b>	
<b>SMID/Booklet #:</b>		<b>Exam Title:</b>	
<b>Description of Secure Materials:</b>			




## INVOLVED TEST ADMINISTRATION STAFF

Please complete a section or block for each and every staff member, who is in any way involved in the removal of the candidate, directly or indirectly. This includes examination administrators, proctors, board staff, etc. This information is needed and is very important should further investigation be required.

<b>Test Administration Staff Member #1</b>			
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			



**Test Administration Staff Member #2**

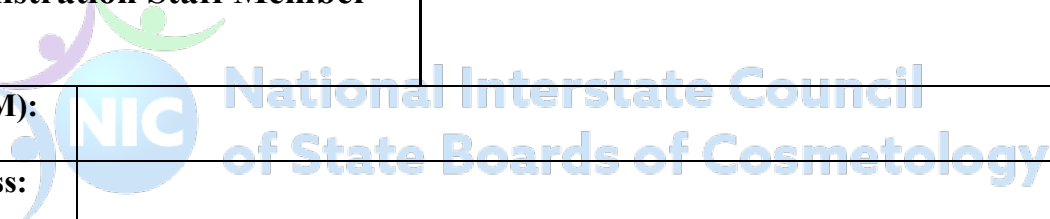
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>	 <p><b>National Interstate Council of State Boards of Cosmetology</b></p>		

<b>Test Administration Staff Member #3</b>
--

<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			

<b>Test Administration Staff Member #4</b>
--

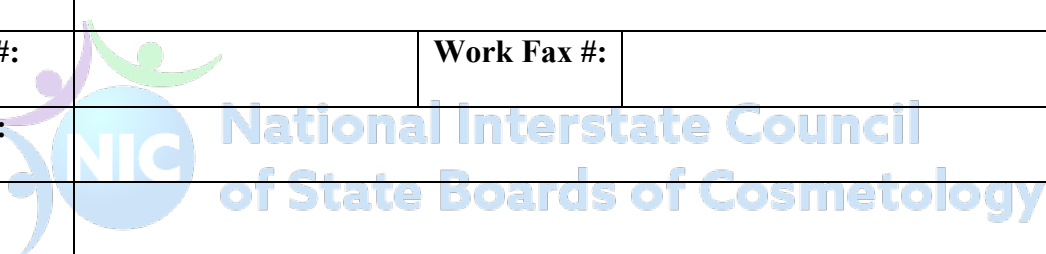
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>			




## INVOLVED INDIVIDUALS

Please complete a block or section for each and every involved individual, who are not listed in any other section. This would include individuals such as law enforcement officials, candidates who may have witnessed events, board office staff, state officials, other witnesses, etc. This information is needed and is very important should further investigation be required.

Involved Individual / Witness #1			
Name (L, F, M):			
Home Address:			
Home Phone #:		Cell Phone #:	
Personal E-Mail:			
Employer Name:			
Work Address:			
Work Phone #:		Work Fax #:	
Work E-Mail:			
Involvement:			



<b>Involved Individual / Witness #2</b>			
<b>Name (L, F, M):</b>			
<b>Home Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>Personal E-Mail:</b>			
<b>Employer Name:</b>			
<b>Work Address:</b>			
<b>Work Phone #:</b>		<b>Work Fax #:</b>	
<b>Work E-Mail:</b>			
<b>Involvement:</b>	 <b>National Interstate Council of State Boards of Cosmetology</b>		

## ITEMS / MATERIALS RECOVERED

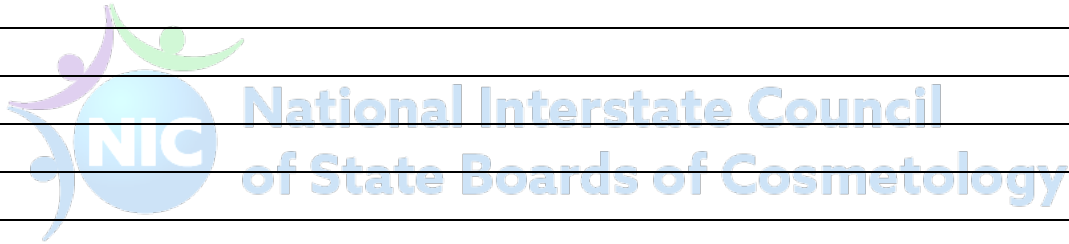
Please provide a detailed list and description of any documents, papers, notes, etc. discovered and/or obtained during the incident. Please attach copies of any such documents or items listed.

Items / Materials Recovered:

# INCIDENT DETAILS

Please provide a detailed description of the facts and circumstances surrounding the incident, making sure to detail observations, individuals involved and their involvement, statements made, documents and evidence obtained, etc. Use and attach additional pages as required to provide a detailed and comprehensive report of the incident.

<b>Narrative:</b>



Submitted by (Signature): \_\_\_\_\_ Date: \_\_\_\_\_



# Appendix M

## Packing List

Sequence Number XXXXXX

**SAMPLE**

Page 1 of 2

Print Date xx/xx/xxxx

Shipped to:

Site Shipped From:

XX State Board of Cosmetology  
1234 Main Street  
Any City, XX 12345-0000  
Attn:

Schroeder Measurement Technologies, Inc.  
25400 US Highway 19 N. Suite 285  
Clearwater, FL 33763

**Tracking Numbers:**

**Total Number of Boxes**

The following listing represents Examination booklets shipped to you in this shipment. Any damage or irregularities must be documented and reported to the shipper and the SMT Vault Monitor immediately. If the booklets enclosed in this shipment DO NOT match those listed below, please complete and fax the enclosed "Discrepancy Form" to the SMT Vault Monitor at 727-734-9578.

If the Examination booklets enclosed in this shipment match those listed below, please complete the Shipment Receipt Confirmation section of this form and fax the entire form to the SMT Vault Monitor at 727-734-9578 within 24 hours of shipment.

Thank you.

---

### CONTENTS:

**Box#: 1**    NIC COSMETOLOGY XXXXXX XXX XXXXXX XXXXXX (5)  
              NIC COSMETOLOGY XXXXXX XXX XXXXXX XXXXXX (4)  
              NIC COSMETOLOGY XXXXXX XXX XXXXXX XXXXXX (2)  
              NIC COSMETOLOGY XXXXXX XXX XXXXXX XXXXXX (12)  
              COSMETOLOGY Total=23  
              NIC NAIL TECHNOLOGY XXXXXX XXX XXXXXX XXXXXX (2)  
              NIC NAIL TECHNOLOGY XXXXXX XXX XXXXXX XXXXXX (5)  
              NAIL TECHNOLOGY Total=7  
              NIC BARBER XXXXXX XXX XXXXXX XXXXXX (3)  
              NAIL TECHNOLOGY Total=3



Appendix M

# Packing List

Sequence Number XXXXXX

**SAMPLE**

Page 2 of 2

Print Date xx/xx/xxxx

## SHIPMENT RECEIPT CONFIRMATION

### INSTRUCTIONS:

If Examination booklets enclosed in shipment match those listed above, please complete this section of the form and fax the entire form to the SMT Vault Monitor at 727-734-9578 within 24 hours of receipt of this shipment.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

If the Examination booklets do not match those listed above, please complete the enclosed "Discrepancy Form".

Date: \_\_\_\_\_





# Appendix N

## SHIPMENT TRACKING SHEET

Print Date: xx/xx/xxxx

Contract Name: NIC

Order Number 123456

**Shipped to:**

ABC BOARD OF COSMETOLOGY AND  
BARBERS  
ATTN: CONTACT NAME  
1234 MAIN STREET  
ANYTOWN USA 12345  
Contact Phone (555) 555-1212

**Site Shipped From:**

Schroeder Measurement Technologies, Inc.  
25400 US Highway 19 North, Suite 285  
Clearwater, FL 33763

**PACKED BY**

SMT Employee 1

SMT Employee 2

**COURIER TRACER**

(Attach Courier Info Here)

**COURIER**

ONLINE TRACER CONDUCTED BY:

NOTE: Attach print out of screen from tracer

**CONTRACT CONFIRMATION (Contract Confirmation of Receipt):**

Confirmation from Contract Received

SMT Representative: \_\_\_\_\_

Document attached

Date: \_\_\_\_\_

Phone Call (Contract Representative)

**EXPECTED RETURN DATE (Shipments with Predetermined Return Dates):**

No Immediate Return Date Available

Expected Delivery Date

**RETURN SHIPMENT (Contract has notified us of Return Shipment to SMT):**

Phone Notification

Date: \_\_\_\_\_

Contract Notification Attached

Contract Representative: \_\_\_\_\_

Courier: \_\_\_\_\_

Tracking No: \_\_\_\_\_

Page 1 of 2

Order Number: 123456

## Appendix N

**RETURN RECEIPT (Shipment received from Contract Site):**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

### SHIPMENT TRACKING SHEET

*(List of Inventory included in the shipment as follows:)*

*Exam Title/ Test Code/ Test Form/Booklet Numbers/ Number of booklets*

NIC INST 701203 2345 222222 - 222223 (2)

NIC INST 701203 2345 222345 - 222346 (2)

INST Total = 4

NIC COSMETOLOGY 700403 1234 112985 - 112989  
(5)

NIC COSMETOLOGY 700403 2345 140110 - 140114  
(5)

NIC COSMETOLOGY 700403 5678 165110 - 165114  
(5)

NIC COSMETOLOGY 700403 5798 178110 - 178114  
(5)

COS Total = 20



# Appendix O

## **Schroeder Measurement Technologies, Inc.**

25400 US Highway 19 N., Suite 285, Clearwater, Florida 33763

Inventory Report Generation

**SAMPLE**

Date: x/xx/xxxx

### **IMPORTANT NOTICE**

The following listing represents examination booklets shipped to you and not yet returned to us as of the date listed above. If this listing agrees with your records, there is no need to take action. If this listing does not agree with your records, please fill out the enclosed "Discrepancy Form" and fax it to 727-724-9578.

-Thank you

## **INVENTORY REPORT**

XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX  
XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX  
XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX  
XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX  
XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX

**NAIL TECHNOLOGY** **Total: 20**

XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX  
XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX  
XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX  
XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX  
XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX XXXXXX XXXX XXXXXX

**VIET NAIL TECHNOLOGY** **Total: 20**

\*\*\*\*\*

### **SHIPMENT RECEIPT CONFIRMATION**

#### INSTRUCTIONS:

If you are returning any of the Examination booklets listed above, please complete this section and circle those Examination booklets listed above that you have included on this shipment. Please fax this entire form to the SMT Vault Monitor at 727-738-8727 before releasing the shipment. Include a copy of this form in the actual shipment.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# Appendix P

Schroeder  
Measurement Technologies, Inc.  
25400 US Highway 19 N., Suite 285  
Clearwater, Florida 33763

Inventory Report Generation Date:  
Date: xx/xx/xx  
**SAMPLE**

XXXXXXXX XXXX  
XXXXXXXX XXXX  
XXXXXXXX XXXX  
XXXXXXXX XXXX

FAX TO: SMT Vault Monitor  
727-734-9578

## DISCREPANCY FORM

Please fax this form to 727-734-9578 if your inventory records **do not** match those listed on the enclosed "Inventory Report". Please state nature of the discrepancy in detail. Include Examination Title, Examination Code, Examination Form, and Booklet Numbers.



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Receiving Party:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix Q

## EXAMINATION MATERIALS ORDER FORM

**NOTE: ALL ORDERS MUST BE RECEIVED BY SMT AT LEAST 30 DAYS PRIOR TO THE REQUESTED DELIVERY DATE. THIS MEANS SMT MUST RECEIVE WRITTEN EXAMINATION ORDERS 30 CALENDAR DAYS BEFORE AN EXAM ADMINISTRATION, EXCLUDING THE DAY THE ORDER IS RECEIVED AND THE ACTUAL EXAMINATION DAY. IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT FOR YOUR ORDER WITHIN 24 BUSINESS HOURS, PLEASE CALL 727-738-8727.**

Email completed form to [nic@smttest.com](mailto:nic@smttest.com) or transmit completed form to SMT's fax number (727) 734-9578

State Requesting Order:

Today's Date:

Date Order Needed By:

Print Name of Authorized Individual:

Authorized Signature:

Business/Other Name (If applicable):

Contact Name:

Shipment Physical Address:

City, State, Zip code:

Telephone Number:

Email:

Fax Number:

Theory Examinations - Quantity				Practical Examinations - Quantity	
English	*Spanish	*Vietnamese	*Korean Exam Title	English Only	
			Barber (50 questions)	Barber 1	
			Barber 1- No Chemical (50 Questions)	Barber Styling	
			Barber Styling (100 Questions)	Body Piercing	
	N/A	N/A	Body Piercing	Cosmetology	
			Cosmetology	Electrology	
			Electrology	Esthetics	
			Esthetics	Esthetics Advanced	
	N/A	N/A	Esthetics Advanced	Hair Design	
			Hair Design (110 questions)	Hair Removal (Replaces Wax Tech.)	
	N/A	N/A	Hair Removal (Replaces Wax Technology)	Instructor	
			Instructor	Nail Technology	
	N/A	N/A	Manager	Natural Hair Styling	
	N/A	N/A	Micropigmentation (Perm. Makeup)	<b>Other</b>	
	N/A	N/A	Advanced Practice Micropigmentation	<b>Answer Sheets</b>	
			Nail Technology	Written Answer Sheets (For State Law)	
	N/A	N/A	Natural Hair Styling	<b>NIC Examination Administration Manual</b>	
	N/A	N/A	Tattooing	Theory/Practical Administration	
			State Law - <i>Please Specify State</i>	<b>Miscellaneous/Other (Please Specify)</b>	

\*Applies only to states that offer foreign language exams

### CANDIDATE INFORMATION BULLETINS

Theory	Practical Title
N/A	Barber
	Barber 1- No Chemical
	Barber Styling
	Body Piercing
	Cosmetology
	Electrology
	Esthetics
	Esthetics Advanced
	Hair Design
	Hair Removal (Replaces Wax Technology)
	Instructor
N/A	Manager
N/A	Micropigmentation (Perm. Makeup)
N/A	Advanced Practice Micropigmentation
	Nail Technology
	Natural Hair Styling
	Tattooing

*SMT Internal Use Only*

Received by:

Date:

Updated 9.2018

## Appendix R

### NIC Theory Examination Administration Verbal Instructions

Adhering to precise verbal instructions is very important to a fair examination administration. The Examination Room Supervisor must ensure that all verbal instructions are carefully and clearly read, and that all examinees are able to hear them.

In this section, procedures or comments for the Examination Administrator or Examination Room Supervisor are in normal text, as in this sentence. ***Verbal instructions and announcements to the examinees are shown in bold, italic text, as in this sentence***

The NIC National Examination booklets are produced with two adjoined pre-coded answer sheets, one located at the front of the booklet and a second on the last page of the booklet. Please be cognizant of the following:

1. The adjoined answer sheets contained within these booklets are printed on perforated paper. The candidates will be able to easily separate the coded answer sheet from the examination booklet.
2. The examination content (questions) is sealed within the booklet, and should not be opened by the candidate until the verbal instructions are read and the candidate is directed to do so.
3. Candidates will be required to complete and bubble in all of the information on the answer sheet, including the Test Code and Test Form. Failure to follow these procedures will result in improper or delayed scoring.
4. **It is imperative that the candidates only use the answer sheet contained within the specific booklet assigned to the candidate. Answer sheets must never be shared. This is a crucial measure as the information contained on the answer sheet directly coincides with the examination booklet it was contained within. If the candidate uses an answer sheet, which was contained within another examination booklet, the examination will be scored with an incorrect test code and/or form.**

Instruct the Proctor(s) to distribute the examination booklets to the examinees making sure that the forms are alternated so that no examinees sitting next to each other have the same Examination Test Form number. The Test Form number is located on the front cover of the booklet. Always try to use written examination booklets in numerical order from the smallest number to the largest number.

The verbal instructions should be read once the candidates are seated. Begin the examinee pre-examination procedures with the following announcement:

***Good morning/afternoon. On behalf the National Interstate Council of State Boards of Cosmetology, we welcome you.***

***If you have a question during these instructions, please raise your hand.***

*You are strictly prohibited from being in possession of any electronic device, such as watches, smart phones, cellular phones, pagers, cameras, recording devices, etc. Purses, backpacks, briefcases, book bags, printed materials, or handwritten notes are NOT permitted in the examination room. If you have any of these items or are in possession of any item that is operated by a battery, regardless if it is turned on or not, please raise your hand. (Proctor, remove or check for candidate compliance.)*

*Talking to other candidates is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your proctor has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Written Examination. If you have an emergency situation please ask to speak with the supervisor.*

*Restrooms are located \_\_\_\_\_ . Drinking water is located \_\_\_\_\_ . If you need to leave your seat, please raise your hand. An Examination Supervisor will assist you and secure your examination materials. You will need to leave your ID with the Supervisor, sign out on the restroom roster and sign in upon your return at which time your ID will be returned to you. Only one person at a time may leave, so return as quickly as possible.*

*No smoking or use of smokeless tobacco or e-cigarettes is permitted.*

*In the event of an emergency, the emergency exits are located \_\_\_\_\_. If there is an emergency, which requires us to evacuate the room, you must leave all examination materials on your testing table.*

*We will now distribute the examination booklets. Please inform the proctor of the title of the examination you are scheduled to take as the examination booklets are distributed.*

*Remove everything from your table or desk; there should be no items in front of you except the booklet, answer sheet, and pencil(s). If you do not have a booklet or answer sheet, please raise your hand.*

*Do not open the examination booklet until you are instructed to do so. You must use a number two pencil for this examination. If you do not have one, raise your hand and a staff member will provide you with one.*

*(Pause and check for candidate compliance.)*

*Look at the title on the cover of your examination booklet. Make sure it is the correct examination title and language (if applicable). The seal on the examination booklet should be intact. If the seal has been broken on your examination booklet, raise your hand for assistance.*

*(Pause for candidates to check.)*

*Write your name on the front cover of the examination booklet directly under the booklet number. Please open the front cover of the examination booklet and carefully remove the answer sheet located behind the front cover of the booklet. DO NOT BREAK THE SEAL OF THE EXAMINATION BOOKLET.*

*We will now go over the information required to be filled out on the answer sheet.*

*In the upper left-hand corner of your answer sheet write your complete mailing address including the city, state, and zip code.*

*In the space marked "Examination Location" print \_\_\_\_\_*  
*<CITY AND STATE, OR PROVINCE>*

*In the space marked "Examination Date" print today's date (Give the candidates the correct date).*

*In the space marked "Test Title" print the name of the Examination that is printed on the front of your Examination booklet.*

*In the space labeled "Candidate Name", print your last name, one letter to each box starting at the left hand side of the box. Your name must match the name printed on your admission document. Bubble in the correct circle below each letter. (Pause for candidates to complete.)*

*Do the same for your first name and middle initial. Be certain to leave one empty box between your last name and first name and between your first name and middle initial. Bubble in the correct circle below each letter and bubble the empty circle below each empty box. (Pause for candidates to complete.)*

*Has everyone filled and bubbled in their name correctly? (Staff members should be circulating throughout the room and checking answer sheets.)*

Incorrect bubbling of an answer sheet will interfere with scoring and may result in the delay or impede the provision of the candidate score results. Staff members should also circulate the room with a seating chart and confirm each candidate's name or candidate number in the designated box. The NIC seating chart is Appendix A of this administration manual.)

*Now, in the space labeled "Social Security or Candidate Number", print one number in each box and bubble the correct circles If your State requires you to use a candidate number it can be located \_\_\_\_\_.. (Pause for candidates to complete.)*

*Locate the section titled "Test Date". Bubble the circle for the current month. Print the Day and the last two digits of the year in the spaces provided. Bubble the circle below each number for the day and the year. (Pause for candidates to complete.)*

*The "Test Code" is located on the top, left corner of your examination booklet, which is a six-digit code. Print these numbers in the boxes and bubble the correct circle below each box. (Pause for candidates to complete.)*

*The "Test Form" is located on the top, left corner of your examination booklet, which is a four-digit code. Print these numbers in the boxes and bubble the correct circle below each box. (Pause for examinee to complete.)*

*The "Booklet Number" is located on the top right corner of your examination booklet, which is a larger, bold font and has seven digits. Print these numbers in the boxes and bubble the correct circle below each box. (Pause for candidates to complete.)*





MISC 709999 9999

**9191919**

*Locate the box labeled "Attempts" on your answer sheet. Attempts are the number of times that you have taken this examination. For example, if this is the first time that you have taken the examination, write the number 1 in the box and bubble the circle with the number "one". If this is your second attempt, write the number 2 in the box and bubble the circle with the number "two", and so on.*

*The "School Code" is the school you attended for your training Your school code can be located \_\_\_\_\_ . Please write the school code number in the boxes and bubble in the correct circle below each box (Pause for candidates to complete).*

If your state does not require tracking of school information, say:  
  
**Please leave the box titled "School Code" blank.**

*The "State Code" is listed on the answer sheet, please write the name of your State and your state code in the spaces below, and then say:*

*The "State Code" for \_\_\_\_\_ is \_\_\_\_\_.*

*Print these numbers in the boxes and bubble the correct circle below each box.*

*Make sure you have filled in all spaces carefully and that you have completely bubbled in all the correct circles. If you have any questions before we begin, please raise your hand for assistance. (Pause and verify that the candidates understand and have no questions.)*

Resolve any problems before proceeding, then say:

*Please turn your answer sheet over to the other side.*

*Please read silently, along with me as I read aloud the security statement printed on your answer sheet.*

*Talking with other candidates during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions submitted to the proper authorities.*

*Please be advised that reproducing or copying this examination you are taking is a serious copyright violation as well as breach of security. Any individuals caught copying or attempting to copy examination materials, by any means, will not be allowed to continue the examination and will be*

**reported to the proper authorities. The consequences for cheating or copying examination materials could include denial of your application for the license you are pursuing and financial responsibility for any examination materials compromised by your actions.**

**Rude or disruptive behavior will not be tolerated. Behavior of this sort will result in your dismissal from this examination.**

**Your signature below reflects your understanding and your willingness to abide by all security guidelines and follow all instructions given by the examination administration staff.**

**Sign your full legal name on the signature line provided below this statement and please print today's date. Failure to sign and date the agreement will result in your dismissal from this examination.**

(The candidate's signature is required for NIC Examinations. Please stop and verify that all candidates have signed and dated the statement before proceeding. Note that the proctor/examiner monitoring the candidate must also sign the answer sheet under examiner's signature as stated in the Collection of NIC Examination Materials/Checkout Procedures section of this manual.)

**Mark your answers on the answer sheet and not in the examination booklet. You will receive credit for each correctly answered question marked on the answer sheet. Questions left blank, or multi-keyed, will be scored as incorrect. Examination Administration Staff are not permitted to answer questions on examination content.**

**Have all candidates completed filling out the written answer sheet?**

**You will have 90 minutes to complete the written examination. At the beginning of the last hour of this examination and every fifteen minutes thereafter, I will make an announcement of the time remaining. When you have finished your examination, raise your hand. The Examination Supervisor will indicate for you to bring your examination booklet and your answer sheet to the supervisor's table and you will be excused from the examination. Are there any final questions?**

**The time is now \_\_\_\_\_ . Your examination will end at \_\_\_\_\_ .**

Record the starting time of the examination and the number of candidates in the room on the seating chart.

**You may break the seal on your examination booklet, and begin the examination.**

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Should candidates complete the examination in less than the time allotted, they may use the time to review their responses. If they choose to leave the room, they must turn in all materials and leave the room, quietly and will not be permitted to return. When there is fifteen minutes left, no other candidates are allowed to leave.

Always record the start time of the examination using a clock visible to the candidates. Examination Administration Staff must record the time the first candidate completes the examination and exits the examination site.

Make an announcement when one hour remains, then every fifteen minutes afterward. At each announcement of the time remaining, record the time and the number of candidates still testing and when five minutes is left, record the number of candidates remaining.

At the end of the examination time limit, make a clear and understandable “STOP” announcement. Make sure all candidates actually stop. If all candidates finish the examination before the time limit, record the time the last candidate finishes the examination. As candidates complete the examination and their materials are collected and recorded, a Proctor or Administration Staff should be stationed at the exit to ensure examination materials are not carried from the room.



## Appendix S

### NIC National Practical Examination Verbal Instructions

**At the beginning of the examination, please read the following statements:**

*“Good morning/afternoon. On behalf of the National Interstate Council of State Boards of Cosmetology, we would like to welcome you”*

*“All candidates participating in the practical examination will be given the same instructions”*

*“Talking with other candidates or the examiners is strictly prohibited. Examiners are not allowed to answer any questions”*

*“Candidates are responsible for having all the necessary supplies and are evaluated at **ALL** times”*

*Rest rooms are located \_\_\_\_\_; drinking water is located \_\_\_\_\_;*

*Emergency exits are located \_\_\_\_\_;*

*“Once the examination has started, you may only leave the testing area with permission. Please raise your hand for assistance. You will need to leave your ID with the Supervisor, sign out on the roster and sign in upon your return at which time your ID will be returned to you. The examination will continue and you will not be given extra time. Only one candidate may leave at a time. If you have an emergency situation please ask for the supervisor.”*

*“Cellular phones, pagers, and electronic devices are not permitted in the examination room. If it is discovered that you have any electronic devices, you will be dismissed immediately and your actions will be reported to the proper authorities.”*

*“All verbal instructions will be read twice.”*

Proctors (**not the Examiners**) may make the following statements when needed during the examination:

- ***“Do as you were taught”***
- ***“Do the best you can with what you have available”***

There may be times when it will be appropriate for the Examiner to make these statements during the examination. For example, in the chemical waving section when the examiner says “please demonstrate saturation”; if the candidate were to ask “what if I forgot my lotion?”, then the examiner would have to say ***“do as you were taught”*** or ***“do the best you can with what you have available”***. This example or a similar situation is the only time an examiner is permitted to speak to a candidate and said response is limited to the statements, as appropriate, noted above.

## Appendix T



**ORAL EXAMINATION INFORMATION  
CANDIDATE CONSENT AND UNDERSTANDING OF GUIDELINES  
(This statement is to be read to candidate.)**

Testing Candidate's Name \_\_\_\_\_ (print)

Test Date \_\_\_\_\_ Test Location \_\_\_\_\_

I, \_\_\_\_\_ (Testing Candidate's Name) have requested and am being provided with an Oral Examination with the accommodations indicated on my accommodations letter. I understand that the Proctor that is reading the examination to me is not permitted by the National-Interstate Council of State Boards of Cosmetology (NIC) to be licensed in the industry for which they will be reading the examination. Each question and all options will be read twice. I understand that I may ask the Proctor to read a question and the options additional times if time permits.

At the conclusion of the examination the Supervisor (not the Proctor) will ask me to sign the Exam Conclusion Statement indicated below and to indicate any concerns that I may have regarding my Oral examination:

My signature below reflects that I have personally read, or I have had the above statement read to me, and that I understand this statement.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Proctor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Exam Conclusion Statement**  
**(This statement is to be read to candidate.)**

I, \_\_\_\_\_ (Testing Candidate’s Name) have completed my Oral examination and I confirm that I understood the questions read to me by the Proctor and I do not have any objection to the way the Proctor administered the examination.

**-OR-**

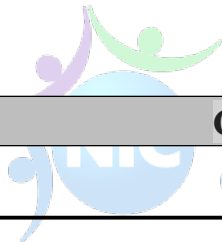
I, \_\_\_\_\_ (Testing Candidate’s Name) have completed my Oral examination, and I confirm that I did NOT understand some, or all, of the questions read to me by the Proctor, or have concerns with the ability of the Proctor to read the questions to me. I will indicate those in the space provided titled “Comments or Concerns” below and I will give this signed statement to the Supervisor as instructed.

My signature below reflects that I have personally read or I have had the above statement read to me and that I understand this statement. In either case, my signature means I understand this statement.

Candidate’s Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**COMMENTS OR CONCERNS**



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**COMMENTS OR CONCERNS CONTINUED**

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Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_



**National Interstate Council  
of State Boards of Cosmetology**