



EXAMINATION PERSONAL BELONGINGS POLICY

Prometric Test Center Exams:

Candidates will be required to leave personal belongings outside the testing room, and you are strongly encouraged to leave personal belongings at home or in your car. As a courtesy, a small secure locker will be provided inside the test center to store your personal belongings. Storage space is limited, and you should plan accordingly. You will not have access to these items during the exam—only during the optional scheduled break and at the conclusion of the exam.

You will be provided with the key to your locker, and you are permitted to bring that key into the testing room with you. If you are found with items not permitted in the testing room, the items will be confiscated, and a report will be sent to the FDP Institute. Neither FDP Institute nor the test center or test administrators will assume responsibility or liability for stolen, lost, or damaged personal property in the test center.

Items permitted in the testing room are limited to the following:

- Your identification
- Your test center locker key
- Approved face mask (Candidates may bring their own face mask, subject to inspection)

Items NOT permitted in the testing room, include but are not limited to the following:

- Calculators
- Rulers, pencils, and pens other than the marker provided by test center personnel
- Headsets, earbuds, earphones, and headphones other than those provided by test center personnel
- Cellular (mobile) phones, pagers, and personal data assistants (PDAs)
- Contact lens solution, lip balm, and earplugs other than those provided by test center personnel
- Watches, clocks, and stopwatches
- Wearable technology, including fitness tracking devices and smart watches
- Any electronic, photographic, videographic, transmitting, or remote communication devices or potential aids
- Computers, tablets, and USB storage devices
- Books, dictionaries, translators, and thesauri (paper or electronic)
- Notes, either electronic or on paper
- Blank sheets of paper
- Food, drink (including water), and tobacco
- Coats and jackets
- Ties, scarves, hats, and hair bands
- Baggage of any kind, including but not limited to handbags, backpacks, briefcases, carrying cases, passport covers, pencil cases, luggage
- Weapons of any kind

Religious/cultural items or apparel and items required for medical purposes must be visually inspected by the test administrator before being allowed into the testing room.



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Remote Proctor Online Test Exams:

Items permitted in the testing room are limited to the following:

- Your identification
- A clear glass with water
- Four clear sheets of paper
- One pencil
- Two tissues

Items NOT permitted in the testing room, include but are not limited to the following:

- Calculators
- Rulers, pencils, pens, or marker (other than the one pencil mentioned above)
- Headsets, earbuds, earphones, and headphones other than those provided by test center personnel
- Cellular (mobile) phones, pagers, and personal data assistants (PDAs)
- Contact lens solution, lip balm, and earplugs other than those provided by test center personnel
- Watches, clocks, and stopwatches
- Wearable technology, including fitness tracking devices and smart watches
- Any electronic, photographic, videographic, transmitting, or remote communication devices or potential aids
- Computers, tablets, and USB storage devices
- Books, dictionaries, translators, and thesauri (paper or electronic)
- Notes, either electronic or on paper
- Blank sheets of paper (other than the four sheets mentioned above)
- Food, drinks, and tobacco (other than the clear glass with water as mentioned above)
- Coats and jackets
- Ties, scarves, hats, and hair bands
- Baggage of any kind, including but not limited to handbags, backpacks, briefcases, carrying cases, passport covers, pencil cases, luggage
- Weapons of any kind

Religious/cultural items or apparel and items required for medical purposes must be visually inspected by the online testing proctor before being allowed into the testing room.

If, during a visual inspection upon check-in and upon return from any breaks, you are found to be in possession of any technology or devices capable of recording audio video, photo, or any other data, you will not be permitted to test and/or your exam will be stopped and voided. Your registration fee will not be returned to you.