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## EXAM DAY

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### What to Bring to the Test Center

- ✓ Valid, unexpired international travel passport
- ✓ One copy of your admission ticket, printed on clean, unused paper
- ✓ Allowed calculator: HP12c, HP12c Platinum, TI BA II Plus, TI BA II Plus Professional.
- ✓ Pencils for Level 1 or pens, for Level III

### Tips for Exam Day

- Earplugs
- Pencil sharpeners (no knives)
- Erasers (no paper cover)
- Loose calculator batteries and screwdriver for replacing them
- Eyeglasses (but not in the case)
- Wristwatches (disable audible alarms and timers)

### Typical Exam Day Schedule

Activity	Morning Session	Afternoon Session
Exact times may vary.		
Candidates begin check-in process	8:00 a.m.	1:00 p.m.
Doors close and announcements begin	8:30 a.m.	1:30 p.m.
Timed session begins. <b>Candidates must remain in the room.</b>	9:00 a.m.	2:00 p.m.
Timed session ends. <b>Candidates must remain seated until dismissed.</b>	12:00 p.m.	5:00 p.m.

### Admission and Departure Policy

- **We close the testing room doors before the timed portion of each exam session begins.**  
Arrive at the test center at least one hour early so you can complete check-in before we close the doors.
  - If you arrive after the doors are closed you will not be allowed to enter until after the instructions have been read. Instructions will not be repeated, and no additional testing time will be granted.
  - If you arrive more than 30 minutes after the start of the timed portion of the exam session, you will not be permitted to take the exam
- **You must remain seated in the designated, secure, proctored test area during the exam,** including when the instructions are being read, until all candidates are dismissed. Brief water and toilet breaks are permitted within the secure area.
  - Early departures are not permitted. If you leave the testing room before you are dismissed by testing personnel, you will not be allowed to re-enter and you may be subject to a professional conduct investigation and disciplinary sanctions.
- The official time on exam day is the time announced by the designated proctor.
- If you do not sit for the morning session, you cannot sit for the afternoon session. You must sit for both the morning and afternoon sessions or you will not receive an exam result.