

## **Exam Policies**

### **ARRIVAL**

We ask that you arrive at the test center thirty (30) minutes before your scheduled exam time. This will give you adequate time to check in and get settled. Once the door is closed and testing begins, you cannot enter or re-enter. If you are late or fail to report for exam, you will forfeit your exam fee and receive a disqualification. Guests, visitors, animals (except for service animals), interpreters, or children are not allowed at the exam centers.

### **ELECTRONIC DEVICES**

Cellular phones, pagers, smartwatches, or any other electronic devices are not permitted on the premises of any testing site. The testing locations are not equipped to store any electronic devices. If you use an electronic device to display the Exam Approval Letter, please return your phone to your vehicle after checking in.

If the testing candidate's electronic device makes any noise during the exam, the candidate will be asked to leave the testing location, receive a failure, and forfeit exam fees.

### **PERSONAL BELONGINGS/STUDY AIDS**

Personal belongings (e.g. purse, bag, briefcase, study material, books, paper, etc.) are not permitted in the exam room.

### **EATING/DRINKING/SMOKING/VAPING**

Eating, drinking, smoking, and/or vaping are not permitted during the exam.

### **MISCONDUCT**

A testing candidate's disruptive conduct will result in the candidate's removal from the exam, failure of the exam, and forfeiture of any exam fees.

### **CANCELLATION/RESCHEDULING**

Any testing candidate who fails to pass an exam (theory, practical, and/or Law and Sanitation) is prohibited from re-testing until the required testing fee is paid and at least fourteen (14) days from the date of the failed exam have passed.

Exam fees paid by any testing candidate may not be refunded to the applicant if the applicant cancels the exam within five (5) days prior to the exam.

### **WHAT TO BRING**

#### **Theory and Practical**

1. Identification - Two (2) forms of current identification with signature. The name on the identification must exactly match the name on the registration. The primary identification must be government-issued, display your photo, and bear your signature (example: Driver's License, Passport), and the secondary identification must contain your valid signature.
2. Exam Approval Letter – This may be printed or in electronic format.
3. Student Work Permit – If you received a Student Work Permit, you must bring the original Student Work Permit. If you have already turned in your Student Work Permit, please contact the Board office before test day.
4. Equipment - You must bring all equipment, including live models (barbering and esthetics), as detailed in the Supply List provided in the Practical Exam Student Handbook.

If you do not bring all required materials, you will be turned away from the test center, and your exam fees will be forfeited.

#### **Law & Sanitation Exam**

1. Picture identification (Driver's License or Passport)
2. Temporary Work Permit – You must bring the original temporary work permit (no copies). If you have already turned in your temporary work permit, please contact the Board office before test day.

If you do not bring all required materials, you will be turned away from the test center, and your exam fees will be forfeited.