

## Microsoft Candidate Rules Agreement

Please review and sign the following test rules agreement. After you have read this document, please provide your signature in print or digital form. Contact the TA if you have any questions. (The term TA will be used in this document to mean test administrator, invigilator, and proctor.) The test center is not responsible for lost, stolen, or misplaced personal items. If a violation of any of the below rules occurs, you may not be allowed to begin or continue your test.

1. You are permitted to use noise-reducing apparel in the testing room. This includes earmuffs or noise-canceling headphones. If you are using noise-canceling headphones, you may not use the headphones for audio of any kind. Standard headphones or wireless earbuds are not permitted.  
**No other personal items are allowed in the testing room**, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses and bags, firearms or other weapons, hats and other non-religious head coverings, coats, jackets, eyeglass cases, pens, pencils, and books or notes. **No** accessories that are larger than enough to hide any potential devices or notes (larger than 1/4 inch [1/2 centimeter]) are allowed in the testing room. You must store all personal items in a secure area as indicated by the TA or return them to your vehicle. All electronic devices must be turned off before storing them in the designated secure area.
2. You may be asked to turn your pockets or roll up your sleeves so that the TA can verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them so that the TA can verify that no Bluetooth devices are present.
3. **Studying IS NOT allowed in the test center.**
4. TAs will collect a digital photograph and/or digital signature. This is done to verify each candidate's identity and to protect the security and integrity of the test. You understand that if there are discrepancies during the check-in process you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee. Examples of discrepancies include expired or incorrect IDs; name differences between the ID and the testing profile; or not matching the photo on the ID. The TA cannot alter or remove these requirements.
5. Upon entering and being seated in the testing room, the TA will provide you with a notepad and pen to use during the test to make notes or calculations on. You may not begin writing on your notepad until your test has been started. If you need new or additional materials during the test, please raise your hand. You must return all items and materials to the TA immediately following the test. The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.
6. Once you have entered the testing room, you may not eat, drink, chew gum, or communicate with other candidates. One warning will be provided by the TA. Any threatening or fraudulent behavior in the testing room may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date.
7. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.
8. A Non-Disclosure Agreement (NDA) will be presented to you before the test begins. You must read and agree to the terms and conditions of the NDA within the specified time limit. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select "DECLINE," your test session will immediately end.

9. If you need a **break**, please raise your hand. Unscheduled breaks are permitted, but please note that you will not be able to review any exam questions you completed prior to taking the break. You may access mobile phones, comfort aids, medication, and food. Personal items that cannot be accessed during any break include (but are not limited to) test notes and study guides.

You must leave the testing room for all breaks, but you are not permitted to leave the building. The test time continues running during your break.

10. If you experience any problems or distractions or if you have other questions or concerns, you must raise your hand so the TA can assist you. The TA cannot answer questions related to test content.

11. Unless otherwise instructed, please raise your hand after you have completed the test. The TA will come to your workstation and verify that your test session has ended properly. Your test score may appear on the computer screen after you have completed the test. Return all materials to the TA after you have completed your test.

12. You may not remove copies of test questions or test answers from the testing center. You may not share or discuss with anyone either the test questions or answers you viewed during the taking of the test.

**Your Privacy:** Your test results will be encrypted and transmitted to Pearson VUE and the test sponsor. The test center does not retain any information other than when and where your test was taken. The Pearson VUE Privacy and Cookies Policy provides additional information, which you can obtain by visiting the Pearson VUE website at [www.pearsonvue.com](http://www.pearsonvue.com) or by contacting the Pearson VUE call center.

**By signing below or providing a digital signature:**

- I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE located in the U.S. and to the test sponsor (either of which may be outside of the country in which I am testing).
- I understand the information provided above and agree to follow these rules in addition to any other program rules I may have agreed to during my registration for this test.
- I understand that if I do not follow the rules or I am suspected of cheating or tampering with the computer this will be reported to Pearson VUE and the test sponsor, and I acknowledge and understand that my test may be invalidated, and the sponsor may take other action such as decertifying me, and I will not be refunded my test fee.

Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

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