Part 2 - Examination Procedures

Candidates may take the examination at ISO-Quality Testing computer-based testing sites located across the nation. See http://www.isoqualitytesting.com/locations.aspx to identify location options by city and state. Candidates will not be able to secure a testing site location and date until the online test registration has been processed. Exams may only be taken during authorized examination periods or windows.

Examination Application

Application for the examination is achieved through an online registration system. Candidates registering for a computer-based assessment can access the registration system at http://www.rsvpbook.com/AAFCSCBTRegistration. The registration application will collect required personal information about the candidate as well as information about the candidate's selection of assessment title and month selected for test administration.

- *Step I. Submit Online Application and Pay Registration Fee.* Complete the online Examination Registration and pay the associated registration fee. Incomplete applications will not be processed. During a month-long testing window, a candidate may take only one AAFCS examination title and may take it only once. Application submissions after the deadline date for the month selected for test administration must have the appropriate late fee or emergency fee included to be processed. The candidate will be required to pay the examination fee in order to complete application submission. Payments are made by credit card (Visa, Master Card, Discover, American Express, or PayPal). If the candidate chooses to not charge the examination fee to a credit card, special arrangements must be made with AAFCS Credentialing Center staff (703) 636-7641) for payment by cashier's check, certified check, or money order. The examination application will be reviewed by the AAFCS Credentialing Center staff to verify the candidate's eligibility to take the examination.

- *Step II. Authorization for Testing.* Once the candidate's eligibility has been verified by AAFCS, the candidate will receive within 3-5 business days an email from Schroeder Measurement Technologies (SMT) with the subject line "ISO Quality Testing." The email will include a username, password, and further details to select a test date/location for the testing month selected.

- *Step III. Appointment to Take the Exam.* The authorization email from SMT will contain information and instructions on scheduling a test date at an ISO Quality Testing computer-based testing center. A **User ID** and **Password** will be given to each candidate to register online for a testing location and test date. Using the candidate's zip code, the five closest testing centers will be available to choose from. Please contact the SMT representative, who sent the authorization email, if there are further questions regarding testing times and locations. To look up testing locations prior to the exam registration process please go to http://www.isoqualitytesting.com/mlocations.aspx.

<u>Affirmation of the following Affidavit and Examination Agreement is required as part of the registration process:</u>

- I am eligible to sit for the AAFCS examination based on having already completed or being within one year of completing a baccalaureate degree.

- I will treat all information related to the examination as confidential, whether provided to me by AAFCS or received from other sources.

- All information provided by me in this application is true to the best of my knowledge. AAFCS may, in its sole discretion, make inquiry of individuals and organizations directly or indirectly referenced in any part of this document to verify the accuracy and completeness of the information I have provided.

- I have fully read the contents of the Candidate Information Bulletin for the assessment selected and agree with all policies and stipulations contained therein.

- I understand that my successful performance on one of the exams in the AAFCS examination system will satisfy one of the requirements for a <u>national professional level certification</u> awarded by AAFCS. Subsequently, obtaining the national AAFCS credential would be <u>optional</u> and would require submitting a separate national certification application and fee, agreeing to abide by the Professional Code of Ethics, and meeting ongoing professional development requirements.

- I understand that my test score will be reported to me.

IMPORTANT NOTES ABOUT THE EXAMINATION FEE AND SCHEDULING:

<u>Cancellation Refund Policy:</u> AAFCS test registration fees are **NONREFUNDABLE**.   Testing can be rescheduled to the immediate next testing month (January, March, May, July, September, or November) without penalty beyond those detailed herein and imposed by an ISO Quality Testing Center for violations related to admission, rescheduling, or cancellation.

If a candidate cancels or reschedules a scheduled examination five or more calendar days prior to the scheduled examination date, the candidate will pay ISO Quality Testing a $25 rescheduling fee.

If a candidate does not reschedule or cancel a scheduled examination at least five calendar days prior to the scheduled examination or comes to the testing center without proper ID and/or the proper admission letter and is unable to take the scheduled examination, the candidate will forfeit the full testing fee.

If a candidate reschedules or cancels a scheduled exam less than five calendar days prior to the scheduled exam date but has an approved excuse based on candidate medical emergency, death of an immediate family member, or candidate active duty military orders, the candidate will pay ISO Quality Testing a $25.00 rescheduling/cancellation fee.

If a candidate for any reason forfeits the examination fee, a new online registration application and full examination fee payment must be submitted to register for subsequent testing.

Examination Administration

The candidate is to arrive at the test center at the time noted on the authorization admission documents. In order to be admitted, the **Admission Letter** and a **photo identification** is required. **A candidate will not be admitted without proper identification.** The only acceptable forms of identification are: driver's license, government-issued identification card, or a passport. No other forms of identification will be accepted. If the candidate's name has changed since receiving the admission letter, the candidate must bring legal documentation showing the previous name and current name (for example, divorce decree, court order, marriage license, or notarized affidavit).

No candidate will be admitted without the required documents. This policy is applicable for both original candidates and those who take the examination again. No walk-in candidates will be admitted.

After establishing positive identification, the candidate will be escorted to a computer station to begin. Before beginning the test, the candidate will fill out a series of screens that will gather basic identification information. The system then compares this information to the registration record as a second quality assurance measure. Following the identifying information screens, a practice test is presented to train the candidate on how to use the computer mouse or keyboard to take the test. Additionally, the proctor is trained to assist candidates if they have any questions about how to use the system.

The online testing system is extremely user-friendly and can be completely operated with a few keys or a computer mouse. After the demonstration test, which is untimed, the candidate will be asked if he or she wishes to begin the test. If yes, the clock begins and the first question appears. The amount of elapsed time will continuously show on the computer screen.

Each test question is an independent item. The best answer should always be selected. The candidate will have the option to "tag" questions for review later. At any time, candidates can initiate the display of a list of the questions that have been tagged, review them, change the answers, etc.

The test ends when 3 hours have elapsed (after a 10 minute and 5 minute warning), or earlier if the candidate concludes the test. The software will provide warnings at 10 minutes and 5 minutes before the 3 hours elapse. The system will then ask the candidate to fill out a short questionnaire about the experience at the test center (the proctor's behavior, level of service, ease of use, etc.). After completion of the examination, the candidate will receive an immediate score report.

During the first 5 business days in the month following the testing date, all candidates will receive official scoring notification via email from AAFCS. This official notification will include exam scores. If a passing score is achieved, candidates will also receive a certification application and other documents necessary for earning the AAFCS professional credentials. examination.

Examination Rules

1. Dress is "business casual" (neat...but certainly comfortable).

2. Failure to follow test center instructions will result in the candidate's application being voided and forfeiture of the application fee. Conduct that results in a violation of security or disrupts the administration of the examination could result in dismissal from the examination. In addition, the examination will be considered void and will not be scored. Examples of misconduct include, but are not limited to,

    - Writing on any material other than official testing materials provided by the proctor for completion and return.
    - Talking to a person other than a Exam Supervisor or a Proctor during the examination
    - Looking at another candidate's exam
    - Allowing someone to look at or copy from your exam
    - Extending work on the exam before or after the proctor's authorization to work
    - Removing, or attempting to remove, any secure material or information from the examination room.

3. Candidates must not discuss or possess reference materials or any other examination information at any time during the **entire** examination period. Candidates are clearly cautioned not to do so after having completed the exam and checked out of the test room, as other candidates in the area could be taking a break and might not have completed the examination. Candidates may not attend the examination only to review or audit test materials. Candidates may not copy any portion of the examination for any reason. No unauthorized persons will be admitted into the testing area. Please be further advised that all examination content is strictly confidential. **At no other time, before, during, or after the examination, may candidates communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions.**

4. Candidates writing on anything other than official exam materials that will be returned will be in violation of the security policies above. Reference materials are not allowed in the testing room. Candidates are asked to bring as few personal and other items as possible to the testing area.

5. While the site climate is controlled to the extent possible, candidates should be prepared for either warm or cool temperatures at the testing center to reduce the likelihood of becoming uncomfortable. Cellular phones and beepers are prohibited in the testing area. Electrical outlets will not be available for any reason. The use of headphones inside the testing area is prohibited. Earplugs for sound suppression are allowed. No smoking or use of tobacco will be allowed inside the testing area. Food and drinks are not allowed in the testing room. Candidates must vacate the testing area after completing the examination. Due to limited parking facilities at some sites, candidates should allow ample time to park and reach the testing area.

6. Only calculators built into the testing software are allowed.

Examination Scoring

The examination consists of 150 multiple choice questions with four (4) choices for each question. Thirty of these questions are included for research purposes only. The research questions are not identified; therefore, all questions are to be answered to the best ability of the candidate. Examination results will be based only on the 120 scored questions on the examination. The order of items and answer choices vary from candidate to candidate. Expert content practitioners have provided input regarding the difficulty level of every question used in AAFCS examinations. That information is used to develop examination forms that have comparable difficulty levels. When there are differences in difficulty in different versions of an examination, a mathematical procedure is used to equalize the difficulty scores. Because the number of questions required to pass the examination may vary for different test versions, the scores are converted to a reporting scale to ensure a common standard. <u>The passing grade required is a scale score of 240 out of a possible 300 points on the scoring scale</u>.

Should a candidate who fails the exam request that their examination be re-scored, the request and reason must be made in writing and submitted to the Certification Department at AAFCS with a $50.00 rescoring fee. The rescoring fee is set by the testing company; AAFCS collects the fee and sends the request for rescoring. If the examination is rescored and an error is found in the scoring, the $50.00 rescoring fee will be refunded and the corrected score will be reported. If the original score is found to be accurate, the $50.00 rescoring fee will not be refunded.

Examination Results

Examination results will be provided immediately following the computer-based examination. Consistent with testing industry standard practices, passing candidates will be given pass-status and total scaled score information only, not breakout numeric scores. Failing candidates will be provided with an overall numeric scale score as well as a report indicating the percentage of items answered correctly for each standard/domain area. This serves as diagnostic information of strong and weak areas to guide preparation for retesting.

During the first 5 business days in the month following the testing date, all candidates will receive official scoring notification via email from AAFCS. This official notification will include exam scores. If a passing score is achieved, candidates will also receive a certification application and other documents necessary for earning the AAFCS professional credentials.

Should a candidate need a duplicate of the results provided at the computer-based testing center, a written request must be submitted to Credentialing Center staff at AAFCS. Results WILL NOT be released over the phone because positive identification cannot be established.

Retaking the Examination

If the candidate does not achieve a passing score on the examination, he or she may sit for the examination again. To take the examination again, the candidate must again complete the online registration application and examination fee, following the complete registration procedure previously outlined. During a month-long testing window, a candidate may take only one of the AAFCS examination titles and may take it only once. Texas exam candidates must adhere to the retake policies set forth by the Texas Education Agency.

The report issued to a candidate who has not passed the test provides (a) an overall scale score, and (b) a diagnostic breakdown of the candidate's strong and weak areas.   This information is provided in order to enable the candidate to use this information to focus study efforts on weak areas in preparation for taking the examination again.

Special Accommodations and Language Policies

AAFCS provides special accommodations in accordance with the Americans with Disabilities Act of 1991 (ADA). If a disability prevents a candidate from taking the examination under normal conditions, he or she may request special accommodations. The request must be in writing, accompany the application form, explain the name of the disability (i.e. the diagnosis), the type of accommodation the candidate is requesting, and <u>must included attached supporting documentation of the diagnosis from a qualified healthcare professional</u>. After receiving the request and appropriate documentation, the candidate will be contacted to make arrangements for special accommodation.

Please note that for reasons related to examination standardization, security, and cost, the AAFCS examinations are offered only in English at this time. If English is not the primary language, AAFCS recommends (but does not require) that candidates consider sitting for the TOEFL (Test of English as a Foreign Language) examination before sitting for the AAFCS examination. Candidate scores on the TOEFL® will provide a useful gauge for understanding if reading and comprehending English will provide difficulty for the candidate on the AAFCS examination. The TOEFL® examination is offered at multiple locations both domestically and internationally throughout the year at Sylvan Learning Centers®. More information is available on the Sylvan web site.