

## **Exam Procedures for the state-specific Montana Land Surveyor Exam (as of September 2016)**

### **NEW!! ADDITIONAL "BY APPOINTMENT" TESTING LOCATION!**

Flathead Valley Community College in Kalispell MT is now an approved testing location for the state-specific Montana Land Surveyor Exam. The exam can be taken by appointment at FVCC's on-campus testing center. The testing center is open on weekdays through Dec. 9, 2016 and between January 17 and May 5, 2017. It is not available on weekends. Examinees must comply with FVCC testing procedures, including any that are required by the Board of Professional Engineers and Professional Land Surveyors. (See information on exam procedures below.)

Examinees who sit for the exam at FVCC will pay the Board's \$100 exam/re-exam fee to FVCC at the time of the exam. Examinees who fail to pay the fee will not be allowed to sit for the exam.

To schedule an examination at the FVCC testing center in Kalispell, contact Cindy Roberts at (406) 756-3888 or by e-mail at [croberts@fvcc.edu](mailto:croberts@fvcc.edu)

The Department of Labor and Industry and the Board will continue to offer the Montana Land Surveyor Exam at the Board offices at 301 S. Park Ave. in Helena MT on the day after each scheduled Board meeting. Please visit [www.landsurveyor.mt.gov](http://www.landsurveyor.mt.gov) to see upcoming meeting dates. Meeting dates are subject to change due to weather conditions or Board member schedules.

For further information about the examination or sitting for it in Helena, please contact the Board at [dlibsdpels@mt.gov](mailto:dlibsdpels@mt.gov)

### **GENERAL EXAMINATION PROCEDURES (BOTH HELENA AND KALISPELL):**

**The exam is a 2-hour CLOSED BOOK exam.** No reference materials are allowed.

You are allowed to bring NCEES-approved calculators into the exam room. To review the list of approved calculators, visit <http://ncees.org/exams/calculator/>

Cellular phones are not allowed in the exam room at any time. If you have a cell phone in your possession after the exam begins, you will be dismissed from the exam room, your exam will be invalidated, and you will forfeit your exam registration fee.

You will be provided with writing instruments. Using any writing instrument or eraser, other than those provided, to complete any portion of the exam will lead to dismissal from the exam and/or invalidation of your exam results.

You will be notified within 8-10 weeks of your results. Exam results are reported as pass or fail. If you fail the exam, you will receive a diagnostic report showing your performance for each of the major topics covered on the exam. The diagnostic report is provided to help identify the knowledge areas where improvement is needed before retaking the exam. The purpose of this report is to provide general information on performance; it is not designed or intended to be used for any other purpose.

## **EXAM PROCEDURES FOR TESTING AT THE BOARD OFFICE IN HELENA:**

### **What to Bring**

You will be required to present an acceptable form of ID upon arrival at the exam site. Acceptable forms of ID must be government issued and must include a valid expiration date, your name and date of birth, a recognizable photo, and your signature.

To avoid delays while checking in, bring a printed copy of the exam authorization that has been provided to you.

You will be provided with writing instruments. Do not bring your own pencils or pens into the exam room.

### **On Exam Day: Check-in, Allowed Items, Starting the Exam**

Arrive by 8:30 am.

Upon arrival at the exam site, you will be required to present your exam authorization and acceptable identification to a proctor prior to being admitted into the exam room. Exam proctors will assist you in locating your assigned seat and ensure that you have in your possession only the designated items below allowed into the exam room.

An area will be provided in the exam room for storage of coats.

Items permitted in the exam room are as follows:

- Snacks (such as hard candies, candy bars, gum and nonalcoholic drinks), as long as having them does not disturb other examinees
- Wristwatches and small clocks
- Head coverings that qualify as religious apparel
- Two straightedges, such as a ruler, scale, triangle, or protractor
- Eyeglasses (no case)
- Handheld, non-electronic magnifying glass (no case)
- Approved personal items only if they are in a clear plastic bag
- NCEES-approved calculators (<http://ncees.org/exams/calculator/>)

You will be allowed time to get settled in your assigned seat.

After everyone is seated, a proctor will begin reading the exam instructions. Once the proctor begins reading the instructions, examinees will no longer be admitted into the exam room.

**The exam will begin at 9:00 a.m. and will end at 11:00 a.m.**

### **Breaks**

You may request to take a break at any time by raising your hand and waiting for a proctor to assist you.

## **Finishing exam and Exit Procedures**

Raise your hand to notify the proctor when you have completed the exam. The proctor will collect the exam book before dismissing you. Once dismissed, you will not be permitted to re-enter the exam room. **If you complete the exam within 15 minutes of exam time expiring, you must remain at your seat until the exam ends and all examinees are dismissed from the exam room.**

## **Exam Irregularities**

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking the MSLE exam are strictly prohibited. Irregular behavior includes but is not limited to the following: failing to work independently; impersonating another individual or permitting such impersonation (surrogate testing); possessing prohibited items; communicating with other examinees or any outside parties by way of cell phone, personal computer, the Internet, or any other means during an exam; disrupting other examinees; creating safety concerns; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam before, during, or after the exam administration. Evidence of an exam irregularity may be based on your performance on the exam, a report from an administrator or a third party, or other information.

Proctors are authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging you from the exam room and confiscating any prohibited devices or materials. You must cooperate fully in any investigation of a suspected irregularity. The Board of Professional Engineers and Professional Land Surveyors reserves the right to pursue all available remedies for exam irregularities, including canceling scores and pursuing administrative, civil, and/or criminal remedies.