

NORTH CAROLINA STATE BOARD OF CPA EXAMINERS
WHAT TO KNOW BEFORE ARRIVING AT THE PROMETRIC TEST CENTER

ARRIVE EARLY

You must arrive at the test center at least 30 minutes prior to your scheduled appointment time. Arriving at least 30 minutes prior to your appointment time allows you to sign in, have your digital photograph taken, review the security and test center policies, and be seated at your workstation. Arriving 30 minutes or more after the scheduled start time may result in you being denied permission to test and all examination fees paid for that exam section may be forfeited. Make sure you arrive at least 30 minutes prior to your scheduled appointment to avoid forfeiting all examination fees paid for that examination section.

TAKE YOUR NOTICE TO SCHEDULE (NTS) WITH YOU

Your Notice to Schedule (NTS) includes an “Examination Password” that you must enter on the computer as part of the login process. You will not be admitted into the test center without the Notice to Schedule and you will forfeit all examination fees paid for that examination section.

MAKE SURE YOUR PRIMARY IDENTIFICATION INCLUDES THE SAME NAME THAT APPEARS ON YOUR APPLICATION AND NOTICE TO SCHEDULE

Do not change the spelling of your name or the order of your names on your application or when making appointments. If, at check-in, your name is different from the name listed on your primary identification, you will not be permitted to test and will forfeit all examination fees paid for that examination section.

HAVE TWO ACCEPTABLE FORMS OF IDENTIFICATION

You must present two (2) acceptable forms of identification to be admitted to the test center. At least one form of identification must contain a recent photograph. Each form of identification must bear your signature and must not be expired. If you do not present acceptable identification, you will not be permitted to take your examination and you will forfeit all examination fees paid for that section.

Acceptable forms of primary identification include:

- A valid (not expired) state or territory-issued driver’s license with your photograph and signature;
- A valid (not expired) state or territory-issued identification card with your photograph and signature (Candidates who do not drive may have an identification card issued by the agency which also issues driver licenses.);
- A valid (not expired) government-issued passport with your photograph and signature; or
- A United States military identification card with your photograph and signature.

Acceptable forms of secondary identification include:

- A Board-issued exam identification card;
- A valid (not expired) credit card;
- A bank ATM card;
- A debit card; or
- Another item from the list of acceptable forms of primary identification

Unacceptable forms of identification include:

- A draft classification card;
- A Social Security card;
- A student identification card (such as those issued by colleges and universities); or
- A United States permanent residence card (green card)

YOUR EXAMINATION SHOULD BEGIN WITHIN 30 MINUTES OF THE SCHEDULED START TIME

If circumstances caused by Prometric arise that delay the start of your session more than 30 minutes, you will be given the choice to continue waiting for the session to begin or rescheduling your appointment at no additional cost to you.

ALL ITEMS OTHER THAN YOUR PRIMARY PHOTO ID MUST BE PLACED IN A STORAGE LOCKER PROVIDED BY THE TEST CENTER

All items (including purses, wallets, cell phones, jackets, pens & pencils, sodas & coffee, bottled water, candy, snacks, etc.) other than your primary photo ID, must be placed in a storage locker prior to beginning your testing session. You will be given the key to the locker and you may access your assigned locker during your breaks. You must return the key to the test center staff when you finish your testing session. The lockers are very small and are not intended to hold large items. Do not bring any items, other than those that are absolutely necessary, to the test center. **NOTE:** Test center personnel is not responsible for lost or stolen items.

KEEP YOUR PRIMARY FORM OF IDENTIFICATION WITH YOU AT ALL TIMES

You must keep your primary form of identification with you at all times. If you leave the testing room for any reason, such as a break, you will be required to show your primary form of identification to be readmitted to the testing area.

THE TEST CENTER PERSONNEL WILL PHOTOGRAPH AND FINGERPRINT YOU

The test center personnel will take a digital photo of you; this photo will become a part of your permanent testing record. If the digital camera equipment is not working, the test center personnel will take a Polaroid® picture of you. A biometric fingerprint-capturing system will be used. You will also be asked to provide a fingerprint before and after breaks. If for physical/medical reasons your fingerprint will not be available, you must contact the Board prior to your testing appointment.

YOU MUST SIGN THE TEST CENTER LOGBOOK

Each time you exit and re-enter the testing room, you must sign the logbook and present your primary form of identification.

TEST CENTER PERSONNEL WILL ESCORT YOU TO A WORKSTATION

A member of the test center staff will escort you to a workstation so that you may begin your testing session. You must remain in your seat at all times during the examination except when authorized to get up and leave the testing room, such as for a scheduled break.

SCRATCH PAPER AND PENCILS WILL BE PROVIDED TO YOU

The test center staff will provide you with scratch paper and pencils to use during the testing session. You will be required to return the scratch paper (used and unused) to the test center staff when your examination is complete. If, during testing, you need additional scratch paper, you may request it from the test center staff, but you must first turn in the original sheets of paper you received. You will not be allowed to bring any paper or pencils into the testing room.

NOTIFY THE TEST CENTER STAFF ABOUT PROBLEMS

Notify the test center staff immediately if:

- You experience a problem with your computer;
- An error message appears on the computer screen (DO NOT clear the message);
- You need additional scratch paper or pencils; or
- You need the test center staff for any other reason

COMPLETING THE TEST SESSION

When you finish the examination section, leave the testing room quietly, turn in your scratch paper and pencils, and sign the test center logbook. After completing the necessary procedures, the test center staff will dismiss you and you may leave the test center.

FAX SPECIFIC QUESTIONS ABOUT THE EXAMINATION TO THE AICPA EXAMINATION TEAM

If you have specific questions or concerns regarding the Uniform CPA Examination, you are encouraged to fax those questions or concerns to the AICPA Examinations Team at (201) 938-3443. This procedure is designed to assure you that all technically accurate answers will be considered during grading. Your fax must include the precise nature of your concern, the rationale, and if possible, references. The fax must also include your candidate examination section identification number. Your fax must be received by the AICPA within four (4) days of completing the referenced examination section. This will ensure that all comments are received and reviewed in a timely

manner before grades are released to the National Association of State Boards of Accountancy (NASBA). The AICPA cannot respond personally to each candidate who faxes concerns; however, every fax received by the deadline will be reviewed and considered.

QUESTIONS OR COMMENTS ABOUT THE TEST CENTER ENVIRONMENT, THE TEST CENTER STAFF, OR OTHER ISSUES NOT DIRECTLY RELATED TO THE CONTENT OF THE EXAMINATION

Written questions or comments about the test center environment, the test center staff, or other issues not directly related to the content of the examination should be directed to the Board's Executive Director no later than ten (10) business days from the referenced date of your examination; you will receive a written response from the Board. Your written comments must include your name, the precise nature of your concern, and your candidate examination section identification number. Mail your written questions or comments to Robert N. Brooks, Executive Director, North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh, NC 27605-2827. Fax your written comments to (919) 733-4209, Attn.: Robert N. Brooks, Executive Director, North Carolina State Board of CPA Examiners. E-mail your written comments to rbrooks@nccpaboard.gov.