

## Examination Descriptions and Study Materials

Exam Descriptions			
Category	Number and Type of Questions	Total Exam Time	Total Appointment Time
INS, AIC, AIT, API, ARe, ARM, AU, AAI, AFSB, AIAF, AIM, AMIM, APA, ASLI and IR 201	85 multiple-choice questions	2 hours	2 ½ hours
CPCU 520, 530, 540, 553 and 557 *	85 to 100 multiple-choice questions	3 hours	3 ½ hours
CPCU 510, 551, 552, 555, 556, and 560	30 to 35 short-answer essay questions	3 hours	3½ hours
ERM 57	6 to 8 short –answer essay and 4 to 5 comprehensive application cases, each with several essay questions	3 hours	3½ hours
Segmented INS, AIC, and ARM examinations	15 to 40 multiple-choice questions, depending on the course content	1 hour	1 ½ hours

\* Beginning in the January–March 2010 testing window, CPCU 520, 530, and 540 will be administered as a multiple-choice exam with 85 to 100 questions. Grades for these new exams will not be available at the conclusion of your exam during the January-March testing window only.

Study Material Information	
<b>Current Study Material</b>	Be sure you have the correct edition of the course guide and textbook(s) for the testing window in which you plan to take your exam. A current list of study material changes can be found in the <a href="#">Key Resources</a> section of the Institute’s homepage.

General Exam Information	
<b>Test Administration Sequence</b>	Computer-administered exams are preceded by an optional 30-minute tutorial and are followed by a brief survey. The Institutes recommend trying the <a href="#">demonstration exam</a> before sitting for your examination.
<b>Retesting</b>	Examinees may register to take the same exam a maximum of two times during a given testing window and a maximum of four times per calendar year. All exam retakes are subject to the full applicable exam registration fee.
<b>Assistance on Day of Examination</b>	If you are denied admission to a testing center, or if you require assistance on the day of your exam, immediately call the Institutes at (800) 644-2101 or (610) 644-2100. Customer Service is available between 8:00 AM and 6:00 PM Eastern Time. <i>Do not leave the testing center without first calling the Institutes.</i> If you are testing outside of the Institutes' business hours, please contact customer service for assistance when we are next open for business.
<b>Student Information Release Policy</b>	The Institutes release information about students only on a limited basis. Review the <a href="#">Student Information Release Policy</a> for the specific guidelines.

Continuing Education Credit	
<b>Inform the Institutes About CE Needs</b>	<p>Before sitting for your exam, go to <a href="#">State Continuing Education License Information</a> or contact the Institutes to update your record. After you pass the exam, the Institutes will file the CE credit in all approved states in which you have current license information filed with us.</p> <p>It is your responsibility to understand the reporting requirements of your state(s). Failure to provide the Institutes with your current license information in accordance with the codes, policies, or regulations of your state(s) may result in CE credits not being filed.</p> <p>Any late filing fees and charges will be the sole responsibility of the student.</p>

## Appointment Information

Reschedule or Cancel a Prometric Exam Appointment	
<b>Reschedule Your Prometric Exam Appointment</b>	
<b>Reschedule Appointment</b>	To change an appointment to another date <i>within the same testing window</i> , please have your appointment confirmation number available and reschedule at least three business days before the original appointment date. Otherwise, all fees will be forfeited if the exam is not taken.
<b>Cancel Your Prometric Exam Appointment</b>	
<b>Cancel Appointment</b>	Canceling your appointment through Prometric does NOT cancel your exam registration. You also must cancel your registration with the Institutes. Otherwise, no credit will be granted. An appointment must be canceled at least three business days before the test date.

## Registration Information

<b>Modify Your AICPCU Exam Registration</b> <b>Be Aware of Possible Study Material Changes *</b>	
<b>Transfer an Exam Registration *</b>	
<b>Transfer an Exam to the Next Testing Window</b>	<p>Contact the Institutes at least three business days before the scheduled appointment to transfer your registration to the next testing window and pay only a transfer fee.</p> <p>The Institutes will cancel your appointment at the Prometric Testing Center. <i>Be aware of possible study material changes.</i> See <a href="#">Study Material Information</a>.</p>
<b>Transfer Deadline</b>	<p>If you do not have a scheduled appointment, a request to transfer a registration is accepted until the last business day of the testing window for which you are registered. However, a transfer fee applies.</p>
<b>Transfer Fees</b>	<p>Refer to the current <a href="#">Registration Booklet</a> for the specific amount.</p>
<b>Cancel an Exam Registration *</b>	
<b>Cancel an Exam Registration</b>	<p>Contact the Institutes three or more business days before your scheduled appointment to cancel the exam registration. Doing so will also cancel your appointment at the Prometric Testing Center. <i>Be aware of possible study material changes.</i></p> <p>An exam registration and the Prometric appointment must be canceled at least three business days before the appointment date.</p> <p>Contact the Institutes three or more business days before your scheduled appointment to cancel the exam registration. Doing so will also cancel your appointment at the Prometric Testing Center. <i>Be aware of possible study material changes.</i></p> <p>An exam registration and the Prometric appointment must be canceled at least three business days before the appointment date.</p> <p>If no appointment is scheduled, a registration can be canceled up to the last business day of the testing window.</p>
<b>Cancellation Deadline</b>	<p>You are eligible for a partial fee credit from the Institutes if both the registration and the exam appointment are canceled at least three business days before the appointment date.</p>
<b>Cancellation Credit</b>	<p>Refer to the current <a href="#">Registration Booklet</a> for the specific credit amount.</p>

## Examination and Testing Information

Exam Policies and Procedures	
<b>Arrival</b>	Arrive at the Prometric Testing Center at least 30 minutes before your appointment time.
<b>Required Identification</b>	<p>You must present valid, unexpired government-issued identification that contains BOTH a photograph and a signature. Acceptable forms of identification are a passport, drivers license or a military ID.</p> <p>The name on your ID must exactly match your name as it appears on the examination confirmation. If your identification and confirmation notice do not match because you recently married or divorced, bring the original copy of your marriage license or divorce decree to the Prometric center.</p> <p>Contact the Institutes at least one week before your appointment date if you have any questions about proper ID.</p>
<b>Incorrect ID Number</b>	If your ID number is incorrect on your examination confirmation and you made the appointment under that number, sit for your exam and contact the Institutes immediately afterward.
<b>No Visitors at Testing Centers</b>	Visitors and companions are not permitted to wait in the testing center.
<b>Inclement Weather</b>	<p>In the event of inclement weather, contact your Prometric test center directly or go to <a href="http://www.aicpcu.org/testcenter">www.aicpcu.org/testcenter</a> to determine whether your Prometric center is open.</p> <p>If the center is closed, wait two business days then contact Prometric to make a new appointment.</p> <p>If the center is open and you do not take the exam, you will forfeit your entire registration fee.</p>

Test Administration Policies and Procedures	
<b>Items Provided for Computer Exams</b>	Scratch paper and a pencil will be provided by the test administrator and will be collected at the end of the exam. Answers written on scratch paper, but not entered into the computer, are not graded. Earplugs are available.
<b>Use of a Calculator</b>	Examinees may bring their own solar or battery-powered calculator not equipped with alphabetic keys or paper tape for use during an exam. Business/financial calculators that meet these criteria are permitted. Prometric Testing Centers will provide a basic calculator upon request.
<b>Prohibited Items</b>	No personal items are permitted in the testing room. Personal items include, but are not limited to, food and drink, jackets and hats, wallets, study notes, course materials, dictionaries, and any form of electronic device for storing or transmitting information. Secure lockers are available at Prometric Testing Centers for storing personal items. Do not bring anything to a Prometric Testing Center that you hesitate to place in a locker.
<b>Break</b>	No scheduled breaks are provided. However, examinees may visit the restroom. When doing so, you will be required to sign out and then sign in again. You must return to your exam within five minutes. The examination clock will continue to run during your absence. Anyone leaving the testing room during the testing session remains bound by the Institutes Rules of Conduct.
<b>Communication</b>	Communication with anyone other than a test administrator during the testing session, including during a restroom break, is prohibited.
<b>Problems During the Exam</b>	Raise your hand if you encounter a problem during the exam.
<b>Copyright Exams</b>	Institute exams are copyrighted. Any reproduction of materials contained in an Institute examination, in whole or in part, through any means, including but not limited to videotaping, copying or printing of electronic files, reconstruction through memorization and/or dictation, and/or dissemination of exam materials or derivatives works through any form of verbal, electronic or written communication, is strictly prohibited.
<b>Rules of Conduct</b>	<p>The Institutes' Rules of Conduct are outlined in the preceding statements. An examinee who does not agree to abide by these rules at the beginning of the testing session will not be permitted to sit for an exam.</p> <p><b>A CPCU candidate</b> is bound by the Code of Professional Ethics of the American Institute of CPCU. The Code is the standard by which violations of the examination Rules of Conduct are judged. Before taking your examination, review the <a href="#">Code of Professional Ethics</a>.</p> <p><b>All other examinees</b> are bound by the Disciplinary Rules, Procedures and Penalties for the Insurance Institute of America. Before taking your exam, review the <a href="#">IIA Disciplinary Rules</a>.</p>

<b>Exam Grading</b>	
<b>Multiple Choice Exams</b>	As soon as you complete the exam, you will receive an unofficial pass/nonpass notification, unless grading is delayed (see below).
<b>CPCU Essay Exams</b>	CPCU essay exams are returned to the Institutes for grading. As many as three graders may independently review an exam to determine the final score. Grades are available within one month of the test date, unless grading is delayed (see below).
<b>Examinee ID</b>	An exam is identified by candidate number and not by name. The Institutes never reveal personal information.
<b>Exam Grades</b>	Institute exams are scored using a letter grade. Grades are final and are not subject to appeal. Numerical scores are not released.
<b>Exam Grade Notification</b>	A notice sent to your preferred e-mail address will inform you that an official grade report is available on the Institutes' Web site. Be advised that spam filters and firewalls could result in the inability to deliver the grade notification.
<b>Grading Delays</b>	Grading delays may occur when tests are based on new or revised material or the exam is first given in an objective format. This most often occurs during the January–March testing window. Please note that the grading of all CPCU essay exams is delayed for up to seven weeks during the January–March testing window.