

Candidate Information Bulletin State of California

PROMETRIC



Board for Professional Engineers, Land Surveyors, and Geologists

**PROFESSIONAL GEOLOGIST CALIFORNIA SPECIFIC (CSE), CERTIFIED ENGINEERING GEOLOGIST (CEG),
CERTIFIED HYDROGEOLOGIST (CHG), AND PROFESSIONAL GEOPHYSICIST (PGP) EXAMINATIONS**

The California Board for Professional Engineers, Land Surveyors, and Geologists (the Board) has contracted with Prometric to conduct the examinations at Prometric test centers throughout North America. This bulletin explains the process of taking the California geologic examinations at a Prometric test center.

The CSE examination is offered twice each year. The CEG, CHG, and PGp examinations are offered once a year. The next examination administration is:

Examination Titles	Examination Dates
CSE	October 06, 2020
CEG, CHG, PGP	October 07, 2020

Candidate Information Bulletin

It is recommended that you printout this bulletin and bring a copy with you to the testing center. It is important that you read and understand these instructions before the examination, as you will be required to sign a statement that certifies that you have read and will abide by these instructions. The steps below summarize the process.

To Take an Examination

- 1 Submit your application, all required documentation and fees to the Board.
- 2 Once you are approved by the Board, you will receive an Authorization to Test (ATT) letter from the Board via email and/or U.S. mail.
- 3 Schedule an appointment to take your examination —
The easiest way to schedule is online at:
<https://www.prometric.com/test-takers/BPELSG>
- 4 Present the required identification— Page 3.

To Get Answers Not Provided in this Bulletin

For Questions about Examination Scheduling:

Prometric
7941 Corporate Drive
Nottingham, MD 21236
Phone: 800.864.5316

<https://www.prometric.com/test-takers/BPELSG>

For Questions about Applications and Licensing:

California Board for Professional Engineers, Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300
Sacramento, CA 95833-2944
Phone: 916.263.2222 / Toll-Free Phone: 866.780.5370
Fax: 916.263.2246
www.bpelsg.ca.gov

Scheduling Your Exam

After you submit your application and fees to the Board and are approved to take an examination, the Board will send you an Authorization to Test (ATT) letter. Once you receive your ATT letter, you **must** contact Prometric to schedule an appointment to take the examination. To take the examination on the date provided in your ATT letter, you must contact Prometric to schedule an appointment to take the examination by February 18, 2020. You may schedule your examination online or by phone.

Online Scheduling

Schedule your examination online at any time by accessing Prometric's Internet Registration Service at:

<https://www.prometric.com/test-takers/BPELSG>

Scheduling by Phone

You may schedule your examination by calling 800.864.5316 between 5 a.m. and 6 p.m. (Pacific Time), Monday through Friday. At the end of the call, you will be provided with a number confirming your appointment. Record and keep this confirmation number for your records.

Test Centers

The examinations will be administered by computer at Prometric test centers throughout North America. A list of test centers where you may take the examination, addresses, and driving directions are located at:

<https://www.prometric.com/test-takers/BPELSG>

Special Test Considerations

ADA Accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an Accommodation Request form. Reasonable testing accommodations are provided to allow examinees with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Please submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements.



Note You must request special testing accommodations for each examination administration cycle, even if none of the information has changed since the last request. **Do not** contact the Board to request special accommodations, you must contact Prometric.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Left-Handed Mouse Request. In order to fulfill a left handed mouse request, examinees need to contact the **Prometric Test Accommodations department by calling (800) 967-1139, option 2.** Representatives are available Monday – Friday from 8am-6pm EST. Please note that a left handed mouse request is not associated with a disability.

Rescheduling an Appointment

If you need to reschedule and examination for another time or location, you must contact Prometric.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule at least **30 calendar days** prior to your appointment date.
- **\$40 fee** if you reschedule **3 to 29 calendar days** before your appointment date.
- **Another full examination fee** if you reschedule **less than three calendar days** before your appointment date.

Note Rescheduling an examination must be done online at <https://prometric.com/test-takers/BPELSG> or by calling 800.864.5316. You cannot reschedule an examination by fax, e-mail or voicemail. Customer Service Representatives are available to take your call Monday through Friday, between 5 a.m. to 6:00 p.m.

Emergency Closings

Severe weather or an emergency could require cancelling scheduled examinations. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures at www.prometric.com/sitestatus.

If the test center is closed, your examination will be rescheduled without a rescheduling fee. If a test center is open and you choose not to appear for your appointment, your fee will be forfeited. You must then reschedule your examination and pay another full examination fee.

Taking Your Examination

Your examination will be administered by computer at a Prometric test center using Prometric's user-friendly, Microsoft Windows®-based, computerized testing system. Testing centers are located throughout North America. Before you start the examination, you will receive a personalized tutorial to the testing system. The tutorial is not included as part of the testing time.

Arrival

You should arrive at least **30 minutes** before your scheduled examination appointment in order to verify your identification and allow time for you to sign in. If you arrive late, you will not be admitted to the test center and will forfeit the application and examination fees.

Identification Required

You will not be admitted without proper identification and it **must be current**. Identification will only be accepted if it meets **all** of the following criteria:

- Issued by a state or federal government agency including military IDs, other U.S. states and foreign countries.
- Contains your photograph, visible signature and printed (typed) name.
- Has not expired.



Important Student or employee identification cards and government-issued IDs that do NOT contain a photo and visible signature will not be accepted. If you fail to provide appropriate identification at the time of the examination, you will not be admitted to the test center and will not be allowed to take the examination.

Examination Content

Test plans, sample questions and reference lists that may be helpful for studying are located at http://www.bpelsg.ca.gov/applicants/exa_app_info_for_gg.shtml.

Reference Materials

You are not permitted to bring any reference materials into the testing room.

Testing Aids

Examinees are allowed to bring the following approved items: engineer's ruler (scale), triangles (45 and 30/60/90 degree), a rolling ruler, ruler, and a protractor.

Calculator Usage

You are limited to two (2) calculators in the exam testing area. The calculators that are allowed to be used for the Board's state-specific examinations include any handheld calculator that does not meet the exceptions listed:

The use of any calculating/computing device having a QWERTY keypad arrangement similar to a typewriter or a keyboard during the examination is strictly prohibited. The following devices are also prohibited, whether or not they have a QWERTY keypad function: Smartwatches (i.e. Apple watch and Fitbit or similar), palmtop, laptop, handheld or desktop computers, data collectors, personal data assistants (PDA), organizers, and tablet devices. Calculators with other alphanumeric keypads are acceptable. Notwithstanding the above, the Board or its designees have the right to prohibit the use of any device that, in the opinion of the Board, may pose a threat to examination security.

It is your responsibility to determine if your calculator meets the above criteria. Board staff or Prometric will not confirm whether your calculator is acceptable prior to your examination.

Please know that you could be required to clear your calculator memory upon exiting the examination. However, you will not be required to clear your calculator memory before you take the examination.

Scratch Paper and Pencils

You will be provided with two (2) scratch paper booklets and pencils to use during the examination. You **may not** bring your own scratch paper to the examination. The test center administrator (TCA) will collect all scratch paper (used and unused) upon completion of the examination. Removing scratch paper from the test center is considered an act of misconduct.

The size of the workspace area at Prometric test centers is limited. The approximate desk dimensions are 48" in length and 24" in width. You may consider moving the keyboard behind the monitor to allow for a larger workspace to use your scratch paper and tools.

Examination Format

You will have three (3) hours to complete the CSE, CEG, or CHG, and four (4) hours to complete the PGp. The time remaining for your examination is displayed in the upper right-hand corner of the computer screen. Once the examination has started time cannot be stopped if you choose to leave the testing area.

A hard copy of the Artwork Pamphlet **will not** be provided for this examination administration. Exhibits will be accessible through the computerized testing system, if required. Graphics will be displayed in an exhibit pop-up window.

Examination Security

Failure to follow oral and written instructions and/or conduct that results in a violation of security or disrupts the administration of the examination could result in your removal from the test center, voiding your examination results, and forfeiting your application and examination fees (See California Code of Regulations section 3035). Conduct which jeopardizes the integrity of the examination is a misdemeanor and in violation of Section 123 of the Business and Professions Code and may result in the imposition of a fine up to \$10,000.

Emergency Closings

Severe weather or an emergency could require canceling the scheduled examination. If this occurs, Prometric will attempt to contact you by phone or email; however, you may check for testing site closures online at

<https://www.prometric.com/closures>. If the site is closed, your examination will be rescheduled.

Test Center Regulations

To ensure that all examinees are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center.

- 1** While in the test center, you will be continuously monitored by video. During your examination, you will also be monitored by physical walk-throughs and through an observation window. All testing sessions are video and audio recorded.
- 2** You must present valid (unexpired) and acceptable ID(s) in order to take your test. (See "Identification required" in the previous section).
- 3** You will be scanned with a metal detector wand prior to every entry into the test room. If you refuse, you cannot test.
- 4** You will be required to raise your pant legs above your ankles, empty and turn all pockets inside-out and raise shirt sleeves above your wrists prior to every entry into test room.
- 5** If you are wearing eyeglasses, you will be required to remove them for visual inspection to ensure they do not contain a recording device. Large jewelry items must be stored in your locker due to concerns over concealed recording devices.
- 6** You must sign the test center roster each time you leave the test room. You must also sign back in and show your ID to the Test Center Administrator (TCA) in order to re-enter the test room.
- 7** You are **prohibited** from communicating, publishing, reproducing, or transmitting any part of your test, in any form or by any means, verbal or written, for any purpose.
- 8** You **must not** talk to other examinees or refer to their screens, testing materials, or written notes in the test room.
- 9** You are **allowed** to bring soft ear plugs or center-supplied tissues into the test room.
- 10** Light clothing items removed for comfort such as sweaters, suit jackets, scarves, etc., must be hung on the examinee's chair, not placed in laps or on the workstation desktop. Outerwear such as heavy coats, parkas, rain coats, etc., is not permitted in the test room. You are not allowed to use any electronic devices or phones during breaks.
- 11** You **must not** bring any personal/unauthorized items into the testing room. Such items include but are not limited to outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, phones, recording devices, and photographic equipment. Weapons are not allowed at any Prometric test center. You will be asked to empty and turn your pockets inside out prior to every entry into the test room to confirm that you have no prohibited items.
- 12** You **must** return all materials issued to you by the TCA at the end of your test.
- 13** You are not allowed to use any electronic device or phone during breaks.
- 14** If you have a medical condition that may require you to access food or medicine during your exam session, you must store those items separately from other items you place in the test center locker. You must inform the TCA before you retrieve the food or medicine, and the TCA will observe you obtaining the item from the locker. You are not allowed to access any item other than food or medicine needed for a medical reason

You must conduct yourself in a civil manner at all times when on the premises of the test center. Exhibiting abusive behavior towards the TCA or any other staff member of the test center may result in examination disqualification and criminal prosecution.

Complete Test Center Regulations can be located at:

<https://www.prometric.com/en-us/for-test-takers/prepare-for-test-day/documents/TestCenterRegulations.pdf>

Important Failure to follow any of these security procedures may result in the disqualification of your exam. Prometric reserves the right to audio and videotape any exam session.

If Questions Arise. Test center administrators are not allowed to answer any questions pertaining to the examination content. Select the **best answer** of the choices provided. Try to answer every question. There is **no penalty** for an incorrect answer and every question has equal weight. If you are not sure of the correct answer but have some knowledge of the question and are able to eliminate one or more choices as wrong, your chance of getting the right answer is improved, and it will be to your advantage to answer such a question. Therefore, you should examine the answer choices given and select the answer that seems best even though it may not be completely satisfactory to you, if necessary, guess.

Copyrighted Questions. All test questions are the property of the State of California and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Your Examination Results

At the end of your examination, you will receive a notice indicating that you have completed the examination. The Board will post the release date of the examination results on their website at www.bpelsg.ca.gov. Once the examination scoring is finalized, the Board will send your examination results.

Do not contact the Board for your results. Results **will not be** given over the phone.

In order for you to receive your results, your address and email address must be current (30 days) prior to the release date. All address and email address changes must be submitted directly to the Board's online address change form on their website at www.bpelsg.ca.gov.

Score interpretation. The Board will set the passing score to correspond to a minimum level of knowledge deemed acceptable by those persons who will be practicing as a Professional Geologist, Certified Engineering Geologist, Certified Hydrogeologist or Professional Geophysicist.

Pass. If you pass, your result report will only show a passing designation. It will not show a score. All score values above passing indicate that an examinee is qualified – not *how* qualified.

Fail. If you fail, you will receive a diagnostic report intended to help identify areas of strength and weakness for further study prior to retaking the examination. If you fail the examination, you must retake it in its entirety. For additional information regarding the diagnostic report, visit the Board's web page at

https://www.bpelsg.ca.gov/applicants/diagnostic_reports.pdf.

Candidate Feedback

Prometric's goal is to provide a quality exam and pleasant testing experience for every candidate. If you have comments or feedback about how Prometric can enhance or improve the candidate testing experience, Prometric would like to hear from you. Prometric provides an opportunity for general comments at the end of the examination. We will review all comments and feedback submitted in this manner, but you will not receive a direct response.