Candidate Information Bulletin
State of California

PROFESSIONAL LAND SURVEYOR EXAMINATION

PROMETRIC

The California Board for Professional Engineers, Land Surveyors, and Geologists (the Board) has contracted with Prometric LLC. to conduct this exam at Prometric test centers throughout North America. This bulletin explains the process of taking the California Professional Land Surveyor Examination at a Prometric test center. The steps below summarize the process.

The Professional Land Surveyor Examination is offered twice each year. The next exam administration is:

Exam Date
April 14, 2021

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 exam, 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 US mail.
3. Contact Prometric to schedule an appointment and pay to take the exam—Page 2.

   The easiest way to schedule is online at:

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

   Scheduling by phone is also available.
4. Present the required identification and take the exam—Page 3.

To get answers not provided in this bulletin

For questions about exam scheduling:

Prometric LLC.
7941 Corporate Drive
Nottingham, MD 21236
Phone: 800.864.5316

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

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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: 916.999.3600 or Toll-Free Phone: 866.780.5370
Fax: 916.263.2246
www.bpelsg.ca.gov

Scheduling an exam appointment

After you submit your application and fees to the Board and are approved to take the Professional Land Surveyor 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 exam. You may schedule your exam online or by phone.

Online scheduling

Schedule your exam 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 exam 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 given a number confirming your appointment. Record and keep this confirmation number for your records. You will need it to re-schedule, cancel or change your appointment.

Test centers

The exam will be administered by computer at Prometric test centers throughout North America. A list of test centers where you may take the exam, addresses, and driving directions is 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.

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. There is no additional charge for these accommodations.

Note You must request special accommodations for each exam 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 5am-3pm (Pacific Time)**.** Please note that a left-handed mouse request is not associated with a disability.

Rescheduling an appointment

If you need to reschedule an 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 www.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 5am to 6:00pm (Pacific Time).

Emergency closings

Severe weather or an emergency could require canceling 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 Exam

Your exam will be administered by computer at a Prometric test center using Prometric's user-friendly, Microsoft Windows®-based, computerized testing system. Before you start the exam, 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 exam 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. Failure to provide appropriate identification at the time of your exam is considered a missed appointment. You will not be admitted to the test center and will not be allowed to take the exam.

Exam content

The area of practice is structured into five primary content areas. The Professional Land Surveyor Examination Test Plan is located at: **https://www.bpelsg.ca.gov/applicants/refs.shtml**.

The website also includes a reference list that may be useful to use while studying for the exam.

Reference materials

You are permitted to bring as many reference materials into the testing room as one trip and one box (e.g., Bankers Box) will permit. Boxes larger than 10"H x 15"W x 24"D will not be permitted. All reference materials (i.e. including all forms of notes) must be bound and remain bound during the exam. Bound refers to material permanently bound by stitching or glue and materials fastened securely in its cover by fasteners, which penetrate all papers (i.e. ring binders, spiral binders, plastic snap binders, brads, or screw posts). Manually or hand stapled documents that **are not** securely fastened in their covers **are not** allowed. The size of 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.

Before you enter the exam room, the Test Center Administrator (TCA) will inspect all references. “Post-Its” will be permitted as book tabs only (must be attached prior to entering the test center). Items strictly prohibited in the exam area: hand stapled materials, blank writing tablets or tablets containing blank pages, unbound tablets, unbound notes, slide charts and/or wheel charts (hand-held cardboard or plastic calculating devices with rotating or sliding pieces).

In addition, examinees may bring in any two of the following four measuring devices: ruler, protractor, architect scale, or engineer scale.

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 includes any handheld calculator that does not meet the exceptions listed below.

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

Prometric's COVID-19 safety procedures currently prohibit Prometric from providing pencils for candidates to use on their scratch paper. Therefore, you may bring your own #2 wooden pencils to use during your exam until the safety procedures are no longer necessary. You may use up to two pencils at a time and store extra pencils in your locker for later use. Mechanical pencils will not be allowed.

Exam format

You will have four hours to complete the exam. The time remaining for your exam is displayed in the upper right-hand corner of the computer screen. Once the exam is started time cannot be stopped if you choose to leave the testing area.

Exhibits will be accessible through the computerized testing system, if required.

Exam security

Failure to follow oral and written instructions and/or conduct that results in a violation of security or disrupts the administration of the exam could result in your removal from the test center, voiding of your exam results, and forfeiting your application and examination fees. (See Title 16, California Code of Regs. sec. 442). Conduct which jeopardizes the integrity of the exam 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.

Test center regulations

*** Due to the impact of COVID-19, your test center may be operating under social distancing policies. To view the up to date policies for North America, please visit the following link on Prometric.com.**

Please see Prometric's Travel Advisory Notice before attending your appointment: https://www.prometric.com/travel-advisory-notice

To ensure that all examinees are tested under equally favorable conditions, the following regulations and procedures will be enforced at each test center. Failure to follow any of these security procedures may result in disqualification from taking an examination.

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.
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, cellular 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.

15 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 exam 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 exam results

At the end of your exam, you will receive a notice indicating that you have completed the California Professional Land Surveyor Examination. Once the exam scoring is finalized, The Board will send your exam results via email.

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

In order to receive your results, your email and address must be current 30 days prior to the release date. All address and email changes must be submitted directly to the Board using their 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 Land Surveyor.

Pass. If you pass, the score report will 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 exam. If you fail

the exam, you must retake it in its entirety. For additional information regarding the diagnostic report, visit the Board's website at: **www.bpelsg.ca.gov/applicants/diagnostic_reports.pdf**.

Candidate Feedback

At the conclusion of the exam, you will have the opportunity to complete a survey that will allow you to provide Prometric with feedback on the testing experience. While your comments are considered, you will not receive a response to your survey comments. You may also visit us at: **https://www.prometric.com/contact-us**.

Review or appeals of an examinee's exam are not permitted in accordance with California Code of Regulations 443(b) and 444(d).