ESRI TECHNICAL CERTIFICATION POLICY GUIDE

The policies contained in this Esri Technical Certification Policy Guide ("Policy Guide") are in furtherance of the Esri Technical Certification Program. The Policy Guide is subject to change.

1. **EXAM RULES**
    A. Candidates taking an Esri Technical Certification Exam are not allowed to bring anything into the exam room or take anything out. This includes, but is not limited to cellular phones, handheld computers/personal digital assistants (PDAs), laptop computers, pagers, or other electronic devices; personal items such as watches, wallets, backpacks, briefcases, purses, hats, car keys, bags, vests, or coats; or books, notes, paper, documents, or writing materials.
    B. Candidates MUST NOT confer or consult with anyone about the exam while taking the exam or after the exam is completed.
    C. Candidates will need to show two forms of identification, one of which must be government issued and include a picture ID; both should contain a signature.

2. **RETAKE POLICY**
    A. If a candidate does not pass a certification exam, said candidate may retake the exam for the same certification a minimum of fourteen (14) days after the first exam.
    B. If the candidate does not pass the exam after a second attempt, the candidate must wait ninety (90) days before attempting to take the exam a third time.
    C. If the candidate does not pass the exam after a third attempt, the candidate must request permission from Esri before attempting the exam a fourth time.
    D. Beta exams may only be taken one (1) time per exam. This policy supersedes the general retake policy.

3. **EXAM VIOLATIONS**
    A. An exam violation is any activity that negatively affects the integrity and/or security of the Esri Technical Certification Program or enables an unqualified candidate to pass an exam.
    B. As explained to all exam candidates at the testing centers, if a candidate violates testing rules, the candidate may be permanently ineligible for any Esri Certification and may lose any Esri Certifications the individual already holds. Proctors at testing centers are authorized to respond immediately and appropriately against candidates who are caught violating testing rules.
    C. Below is a partial list of actions that represent suspicious activity under Esri's Nondisclosure Agreement and violation of test policies. These actions include, but are not limited to, the following:

        i.   Disseminating actual exam content by any means, including, but not limited to, Web postings, formal or informal test preparation or discussion groups, chat rooms, reconstruction through memorization, study guides, or any other method
        ii.   Seeking and/or obtaining unauthorized access to examination materials
        iii. Using falsified or altered certificates, score reports, or other documents or electronic media to misrepresent Certification status
        iv.   Except as authorized by the Testing Delivery Partners or Esri, possession in the testing area of any materials or equipment including, but not limited to, cellular phones, handheld computers/personal digital assistants (PDAs), laptop computers, pagers, or other electronic devices; personal items such as watches, wallets, backpacks, briefcases, purses, hats, car keys, bags, vests, or coats; or books, notes, paper, documents, or writing materials
        v.   Providing falsified information, documentation, or statements as a means of a false identity, false address, or solicitation of someone to take a test on another's behalf
        vi.   Intentionally causing a disturbance of any kind in a Testing Facility
        vii. Removing or attempting to remove examination material (in any format) from the testing area
        viii. Tampering with the operation of the testing facility computer or attempting to use it for any function other than taking an Esri Certification Exam
        ix.   Giving, receiving, or obtaining unauthorized assistance during the examination or attempting to do so

x. Making notes of any kind while in the secure areas of the test center except on the writing materials provided at the test center for this purpose

xi. Failing to adhere to any Esri or Test Delivery Partner's policy, procedure, rule, or instruction

xii. Altering or misrepresenting examination scores

xiii. Sharing candidate registration account information with third parties

xiv. Using computer scripts to register for exams

xv. Allowing another person, or an organization in which you are not actively involved, to use your certification credentials to obtain employment or promotions

xvi. Removal of any test materials or scrap paper from the testing environment

xvii. Discussions concerning test content with anyone other than the proctor without express written permission from Esri

xviii. Failure to follow the exam retake policies

xix. Disruptive or harmful behavior

xx. Failure to protect Esri exam content through carelessness or in an attempt to shield facts regarding a violation that has occurred

4. CHALLENGING ITEMS
A. To maintain exam security, a participant will not be able to find out whether he or she answered a specific question correctly or whether this answer affected his or her pass/fail status
B. To help protect exam security, we keep the rationale for challenged decisions confidential. The evaluation remains a part of Esri's records until the exam is retired. All feedback is compiled and carefully considered as Esri makes decisions on how to improve the overall quality of the exam.

5. SCORING
Passing scores are set by using statistical analysis and are subject to change. A score report will be provided five to ten (5–10) business days after exam completion. Esri does not publish exam passing scores but will supply the candidate with a pass/fail rating.

6. BETA TESTING
Beta testing is a step of the exam development process that helps Esri determine the final sets of questions and scoring model of final published exams. A candidate's participation may result in achieving the certification that he or she is testing for.

7. ACCOMMODATIONS
A. If you have a disability that requires you to have special equipment or other accommodations to take an exam, e-mail an accommodation request to certification@esri.com. Be sure to include the following:

i. Accommodation Request in the subject line
ii. Name
iii. Esri ID as provided by Pearson VUE
iv. Type of accommodation
v. E-mail address
vi. Phone number

B. Please submit the e-mail to Esri at least twenty-one (21) calendar days before registering for an exam. Pearson VUE testing centers will work with you to accommodate your needs as best they can. If the testing center of your choice cannot accommodate your needs, please contact Pearson VUE for further assistance. The information requested in the e-mail and any documentation regarding your need for accommodation in testing will be held in strict confidence and will not be shared without your express written permission.

8. ENGLISH AS A SECOND LANGUAGE
At this time, all exams are in English.