

TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

William Treacy, Executive Director
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505 E. Huntland Drive, Suite 380
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EXAMINATION AGREEMENT

The Texas State Board of Public Accountancy (the Board) has the responsibility, under the Public Accountancy Act, of maintaining the security and integrity of the Uniform Certified Public Accountant Examination (the CPA Exam). Prometric Test Centers conduct the exam on behalf of the Board. This Examination Agreement applies to all Texas candidates who take the CPA Exam regardless of the location of the Prometric Test Center where you test. The following procedures must be followed during each section of the exam, so read this document carefully.

The **Testing Center** is defined as the Prometric facility where a candidate takes a section of the CPA Exam and includes the testing room, lobby area, restrooms, and all common areas. The **Testing Room** is defined as the area in the testing center where candidates are seated at computers to take a section of the CPA Exam.

THE BOARD WILL TAKE ACTION AGAINST THE CANDIDATE IF NOTIFIED OF ANY ACTIVITY WHICH IS NOT IN COMPLIANCE WITH THIS AGREEMENT.

For and in consideration for the privilege of taking the Uniform CPA Examination under the jurisdiction of the Texas State Board of Public Accountancy, I hereby agree that I will:

- 1. Arrive promptly.** Arrive 30 minutes prior to the scheduled CPA Exam time to complete check-in procedures.
- 2. Present acceptable identification.** Present two forms of identification; one must be a valid government-issued identification document and one may be a valid government-issued document, a Board-issued identification card, a major credit card, or bank debit card. The Notice to Schedule (NTS) must be in your possession and presented with identification documents.
- 3. Have my photograph taken and allow a biometric fingerprint to be taken.** A Prometric test center administrator (TCA) will take your photograph and a biometric fingerprint, and they may be used to verify your identity with the Board.
- 4. Sign in and out of the testing room.** Candidates are required to sign in and sign out of the testing room on a log sheet. Identification is also required.
- 5. Store personal items in a test center locker.** A small locker in the lobby may be used to store personal items, such as a purse, wallet, keys, glasses case, jewelry, cell phones, pagers, pens, pencils, and other valuables. Coats, jackets, sweaters, and hats may also be stored. Neither the Board nor Prometric is responsible for lost, stolen, or damaged items. Study materials should not be brought into the testing center nor stored in the locker.
- 6. Not bring prohibited items into the testing center or testing room.** A list of prohibited items is provided on the Board's website and as part of this agreement and should be reviewed prior to arriving at the test center.
- 7. Bring only authorized material into the testing room.** The only material allowed in the testing room are the two forms of identification, the NTS, and testing center-issued pencil, scratch paper, and earplugs. All materials allowed into the testing room must be verified or collected before the candidate is permitted to leave the testing center.
- 8. Not access, use, or refer to any prohibited item after launching a CPA Exam section or during breaks, until the exam is concluded.** Candidates who sign in and launch a section of the CPA Exam are not permitted to take any prohibited item from the locker or refer to any study materials or printed materials until the exam is concluded and the candidate is permitted to leave the testing room by the TCA. The prohibition also includes items and study material that may be located outside of the locker and the testing center, to include areas of ingress and egress and vehicles.

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- 9. Comply with all written and oral guidelines of the Board, the National Association of State Boards of Accountancy (NASBA), the American Institute of CPAs (AICPA), and Prometric before, during, and after the CPA Exam.** Candidates are required to follow all written instructions while at the test center, as well as instructions, policies, and statements that are provided on the computer to launch the CPA Exam and to take breaks during the exam, and all oral instructions and directions given by the TCA.
- 10. Read, understand, and comply with the Confidentiality and Break Policy Statement after launching the CPA Exam and throughout the entire exam.** Candidates are required to read the AICPA Confidentiality and Break Policy statement that is available on the computer and to accept these requirements to launch the CPA Exam. These conditions should be followed during the entire time after the launch of the exam and until the candidate has concluded the entire exam. These conditions are in effect even though a test question may not be present on the computer screen.
- 11. Not communicate with others by electronic device, direct conversation, or in writing.** Candidates are not permitted to communicate with others in the testing room or the testing center, with the exception of the TCA or an approved proctor.
- 12. Take only scheduled breaks.** Candidates are permitted to take a short break in between testlets. The duration of the break should be less than 10 minutes. The TCA will document extended breaks taken by the candidate, and the Board will receive this information. Candidates are advised that they may not access, use, or refer to any prohibited item while on a break.
- 13. Not cheat or conduct myself in a suspicious manner.** Cheating and suspicious activities are defined as subverting, attempting to subvert, aiding, abetting, or conspiring to cheat on the CPA Exam. The definition also includes, but is not limited to, engaging in, soliciting, or procuring:
 - Any communication between the candidate and any person other than a proctor or TCA
 - Any communication between the candidate and any person at any time concerning the content of the CPA Exam including, but not limited to, any exam question or answer, unless the exam has been publicly released by the AICPA
 - Taking by another person all or part of the CPA Exam for the candidate
 - Possessing or using at any time during the CPA Exam or while the candidate is in the testing center any device, material or document that is not expressly authorized for use by the candidate during the exam, including, but not limited to, notes, crib sheets, books, and electronic devices
 - Using or referring at any time after the start of the CPA Exam and prior to the conclusion of the exam, including all breaks during the exam, to any device, material, or document that is not expressly authorized for use by the candidate.
 - Taking by another person all or part of the CPA Exam for the candidate
- 14. Not tamper with computer software or hardware.** Candidates are not permitted to use, or attempt to use, a computer for any reason other than completing the CPA Exam.
- 15. Not leave the testing room or testing center without authorization.** TCA authorization is required for a candidate to leave the testing room or testing center after signing in and launching the CPA Exam.
- 16. Not write notes, mnemonics, or formulas on any scratch paper or other surface prior to the start of the CPA Exam.** Candidates who attempt to write notes, mnemonics, or formulas on any scratch paper after the launch of the CPA Exam and before the first question is presented will risk the exam being timed-out. This method is not recommended, and the TCA will not be able to relaunch the exam if it is timed-out.
- 17. Not remove or attempt to remove CPA Exam questions.** All CPA Exam questions are the property of the AICPA, and the removal or any attempt to remove a question, in whole or in part, subjects the candidate to possible civil or criminal penalties. Candidates are required to keep confidential and not disclose in any manner whatsoever, to any individual or entity, any information concerning the CPA Exam questions, simulations, or content that is acquired as a result of taking the exam. A breach of these terms may result in the candidate's automatic disqualification or expulsion from the exam, invalidation of scores, and/or prohibition from taking the exam for a period of up to five years.

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18. **Not read exam questions or simulations aloud.** Candidates are not permitted to read aloud any question or simulation, as it may disturb others.
19. **Not engage in conduct that interferes with the administration of the CPA Exam or unnecessarily disturbs other candidates.** Candidates should be courteous to other candidates in the testing room and conduct themselves in a manner that does not disturb or distract others.
20. **Not conduct myself in a manner that may threaten or cause bodily harm to another, or cause damage to property.** The TCA may expel a candidate from the testing center and/or contact a member of area law enforcement to meet with a candidate who is acting in a threatening manner or who has threatened to cause bodily harm to another or damage to property.
21. **Take the CPA Exam responsibly.** Candidates are taking a professional licensing examination to become a certified public accountant and as such are required to be ethical and responsible by being honest and by not copying from anything or allowing questions or answers on the exam to be copied. Candidates will report anyone seen cheating or believed to be cheating to the Texas State Board of Public Accountancy.
22. **Contact the Texas State Board of Public Accountancy if I observe or believe a TCA acted improperly.**

PROHIBITED ITEMS

Prohibited items include, but are not limited to:

Books	Non-prescriptive sunglasses
Briefcase	Notebook
Calculator	Notes in any written form
Calculator watch	Organizer/day planner
Camera, photographic or scanning device (still or video)	Outline
Cellular phone	Pager/beeper
Cigarette/tobacco product	Paper (not provided by Test Center)
Container of any kind	Pen/pencil (not provided by Test Center)
Dictionary	Pencil sharpener
Earphone	Personal digital assistant or other electronic device
Earplug (not provided by Test Center)	Plastic or paper bag
Eraser	Portable computer
Eyeglass case	Purse/wallet
Food or beverage	Radio/transmitter/receiver
Handbag/backpack/hip pack	Ruler/slide ruler
Head covering (e.g., cap, hat, scarf, or visor except if worn for religious reasons)	Study material
Headset or audio earmuffs (not provided by Test Center)	Tape/disk recorder or player
Jackets and sweaters unless worn at all times due to room temperature	Umbrella
Jewelry - pendant necklace or large earrings	Watch
Newspaper or magazine	Weapon of any kind