



# *Candidate Information Bulletin*

## *State of California*

### *Professional Land Surveyor Examination*

**At a glance**

The California Board for Professional Engineers, Land Surveyors, and Geologists (the Board) Professional Land Surveyor Examination is offered once each year. The next exam administration is:

Exam Date	Appointment Scheduling Deadline
April 23,2012	March 23, 2012

The Board has contracted with Prometric Inc. to conduct this exam at Prometric test centers in California, Nevada, and Oregon. This bulletin explains the process of taking the California Professional Land Surveyor Examination at a Prometric test center. 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 Prometric.
- 3** Schedule an appointment to take your exam—Page 2.  
The easiest way to schedule is online at:  
[www.prometric.com/california/professional+land+surveyor+exam.htm](http://www.prometric.com/california/professional+land+surveyor+exam.htm).  
Scheduling by phone is also available.
- 4** Present the required identification and take the exam—Page 2.



**To get answers not provided in this bulletin**

**For questions about exam scheduling:**

Prometric  
1260 Energy Lane  
St. Paul, MN 55108  
Phone: 800.864.5316

[www.prometric.com/california/professional+land+surveyor+exam.htm](http://www.prometric.com/california/professional+land+surveyor+exam.htm)

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**For questions about applications and licensing:**

The California Board for Professional Engineers, Land Surveyors, and Geologists  
2535 Capitol Oaks Drive, Suite 300  
Sacramento, California, 95833-2944  
Phone: 916.263.2222

Toll-Free Phone: 866.780.5370

Fax: 916.263.2246

[www.pels.ca.gov](http://www.pels.ca.gov)

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## ***Scheduling an exam appointment***

After you submit your application and fees to the Board and are approved to take the Professional Land Surveyor Examination, Prometric 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. To take the exam on **April 23, 2012**, you must schedule an exam appointment by **March 23, 2012**. 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:

[www.prometric.com/california/professional+land+surveyor+exam.htm](http://www.prometric.com/california/professional+land+surveyor+exam.htm).

### **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.

### **Test centers**

The exam will be given by computer at Prometric test centers in California, Nevada, and Oregon. A list of test centers where you may take the exam, addresses, and driving directions is located at:

[www.prometric.com/california/professional+land+surveyor+exam.htm](http://www.prometric.com/california/professional+land+surveyor+exam.htm).

In the box titled **Do More**, click on "Continue" and select your preferred state to get a list of test center options.

### **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.

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## ***Taking your exam***

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.

Your exam will be given 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 fee.

### 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 governmental 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 or visible signature will not be accepted. If you fail to provide appropriate identification at the time of the exam, 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 [www.pels.ca.gov](http://www.pels.ca.gov). 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.

Before you enter the exam room, the test center administrator 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).

### Calculator usage

The calculators allowed to be used for the Board's state-specific examinations include (but are not limited to) the HP 39 series; the HP 41 series; the HP42S; the HP 48 series; the HP 49 series; the HP 50 series; the TI 81, 82, 83, 84, 85, 86, 89 series; the Casio CFX 9850; the Casio FX 7400; the Casio FX 9750; and the Casio FX 2.0.

## TEST CENTER REGULATIONS

The use of any calculating/computing device having a QWERTY keypad arrangement similar to a typewriter or a keyboard during the exam is strictly prohibited. The following devices are also prohibited, whether or not they have a QWERTY keypad function: palmtop, laptop, handheld or desktop computers, data banks, data collectors, personal data assistants (PDA), and organizers. 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 exam security.

### Scratch paper

You will be provided with an Artwork Pamphlet with extra pages for scratch paper to use during the exam. You may not bring your own scratch paper to the exam. The test center administrator will collect the Artwork Pamphlet (used and unused) upon completion of the exam. Removing pamphlets from the test center is considered an act of misconduct.

### 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. You are encouraged to bring your own food and beverage for break. These items will need to be placed in a test center locker during your exam.

### 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 the confiscation of your exam, removal from the test center, voiding of your exam results, and forfeiting your application 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.

### Emergency closings

Severe weather or an emergency could require canceling the scheduled exam. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures online at [www.prometric.com/sitestatus](http://www.prometric.com/sitestatus). If the site is closed, your exam will be rescheduled.

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## ***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** You will be continuously monitored by video, physical walk-throughs and the observation window during your test.
- 2** You will not be admitted without proper identification, and it **MUST BE CURRENT**. (See "Identification required" on Page 3).
- 3** You are required to sign out on 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 be re-admitted to the test room.
- 4** 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.
- 5** You **must not** talk to other examinees or refer to their screens, testing materials, or written notes in the test room or on break.
- 6** You are **allowed** to bring soft earplugs or center-supplied tissues in the test room.

- 7 Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewelry items must be stored in your locker.
- 8 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 telephones, recording devices, unauthorized calculating 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.
- 9 You will be scanned with a metal detector wand prior to every entry into the test room. If you refuse, you cannot test.
- 10 You **must** return all materials issued to you by the TCA at the end of your test.
- 11 You are not allowed to use any electronic devices or phones during breaks.
- 12 Repeated or lengthy departures from the test room for unscheduled breaks will be reported by the TCA to Prometric and to the Board for possible further investigation.
- 13 If you need access to an item stored in a test center locker during a break such as food or medicine, you must inform the TCA **before** you retrieve the item. You are not allowed to access any prohibited item (as defined by the Board).
- 14 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 criminal prosecution.
- 15 To protect the privacy of all testers, the TCA will neither confirm nor deny if any particular individual is present or scheduled at the test center.
- 16 Persons not scheduled to take a test are not permitted to wait in the test center.
- 17 You **must not** write on anything other than the designated Artwork Pamphlet.
- 18 You **must not** view or copy another examinee's material and or monitor.
- 19 You **must not** share reference materials, calculators, or any other exam materials with other examinees during your test.
- 20 You **must not** attend this exam only to review or audit test materials.



**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.

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## ***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. The Board will post the release date of the exam results on their website at [www.pels.ca.gov](http://www.pels.ca.gov).

## FEEDBACK

Once the exam scoring is finalized, Prometric will send you a printed score report with your exam results.

In order to receive your results, your address must be current (30) days prior to the release date. All address changes must be submitted in writing to the Board office. The online address change form is available on the Board's website at [www.pels.ca.gov](http://www.pels.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 diagnostic indicators that are intended to help identify areas of strength and weakness for further study prior to you retaking the exam. If you fail the exam, you must retake it in its entirety.

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### **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.

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