



IDENTIFICATION POLICY

You will be required to present one valid, government-issued photo ID with a signature (e.g., driver's license or passport).

The ID you bring must match your name as stated on your application.

All of your personal belongings will be placed in your temporary Prometric locker during your time in the test center. You will be permitted to keep your ID and your locker key with you at all times.



CALCULATOR POLICY

Any silent, hand-held, battery-operated calculator with NO PROGRAMMABLE memory will be permitted. Programmable calculators tend to have graphing capabilities, the ability to store text/alphanumeric data by the input of the user, and a function (fn, F1, F2, etc.) button.

Calculators such as the Texas Instruments TI-89 or similar are absolutely not allowed because they are programmable.

All computer-based exams feature a basic scientific calculator on-screen in the exam.

YOUR EXAM DATE IS APPROACHING!

As you prepare for the challenge of earning your ASQ certification, it's important that you have the most correct information at your fingertips.

You will have already been notified of your eligibility to sit for an ASQ certification exam and received your eligibility ID number.

Knowing in advance what to expect at the test center helps test takers feel more confident and comfortable on exam day, and you deserve the best chance to earn your ASQ certification. Review the following policies and procedures to understand what to expect at the test center on the day of your exam.

If you have any questions about your exam please contact Customer Care at **800-248-1946** or help@asq.org.

Thanks,



ARRIVAL TIME

Plan to arrive 30 minutes before the scheduled appointment to allow time for check-in procedures. If you are late in arriving, you will not be allowed to test and will forfeit your exam fee.

REFERENCES/OPEN-BOOK POLICY*

Prometric will provide you with a dry erase board and pen.

All reference materials (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.

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).

**With the exception of the constructed-response portion of the Manager of Quality/Organizational Excellence (CMQ/OE) exam and the performance-based portion of the Master Black Belt (CMBB) exam, exams are open-book.*



PROHIBITED ITEMS

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).

ABSENCES, CANCELLATIONS, AND RESCHEDULES

If you wish to change your exam appointment date or time, you must do so at least five days prior to your appointment using the Reschedule/Cancel option on Prometric's website, or by contacting Prometric's automated voice response system. There is a \$70 fee for changing an appointment. Failure to appear for your exam appointment will result in a loss of all application fees.

