

# **Examination Instructions**

Please read and follow instructions carefully. **Exam session is voluntary.**

- **Most exams will be scheduled from 8:00 am – 12:00 noon at the Environmental Training Center, 2639 East Main Avenue, Bismarck, ND. Some exams will be located at alternate sites, please double check dates and times for these alternates. Testing will end at noon.**
- **Payment must be received no later than the 10<sup>th</sup> of your examination month, after eligibility is confirmed. If payment is not received on time, your exam(s) will be cancelled. Best practice would be to pay for exam once confirmation letter has been received.**
- **You must arrive at your scheduled time. If you agree to test at this time and find out that you will be late or cannot make the exam session, you must notify us at 701-328-5413 or 701-328-6628 as soon as possible. If you do not show up to write an examination on the date and time for which you are scheduled, future rescheduling will be at the Department's discretion.**

## **Examination Day Instructions**

- **If you feel ill on day of testing, leave a voicemail with us, and please stay home.**
- **A photo ID is required.**
- **Please bring your own pencils and calculators. Calculators must be simple calculators, no laptop computers, cell phones, or PDA's will be allowed. If you bring in a cell phone and it goes off during the examination period, your test will be confiscated, and you will be asked to leave.**
- **You must arrive at indicated time and check in at the entryway desk.**