

NCC Certification Examination

GUIDE TO TESTING METHODS



Rules, Policies and Procedures for the various test administration options.

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TESTING CENTER COMPUTER TESTING

Schedule Your Exam

It is your responsibility to schedule your examination.



All PSI/AMP testing centers are CLOSED on the following days:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day (July 4)
Labor Day
Thanksgiving (& the following Friday)
Christmas Eve
Christmas Day

- You will have 90 days to schedule and take your examination. The specific starting and ending days are provided in your eligibility letter.
- You cannot schedule your examination until you receive your eligibility letter.
- NCC recommends scheduling your appointment as soon as you receive your eligibility letter. **Space availability at any specific testing center cannot be guaranteed.** If you schedule later than the first month of your testing window and space is not available in your assigned window, you will have to file an Exam Change Request Form and pay all applicable fees.
- Scheduling PSI/AMP can be done via telephone or internet (see eligibility letter). Examinations are scheduled **by appointment, Monday-Saturday** only and are available on a first-come, first-served basis. Appointment starting times may vary by location. The examination is administered by appointment only. Walk in candidates cannot be accommodated.
- A testing date can be rescheduled **ONCE** at no charge, if done at least 4 business days prior to the scheduled test date. A reschedule date, within your assigned 90 day testing window, must be selected when cancelling the original test date. Candidates must handle this directly with PSI/AMP. Subsequent reschedules require filing an Exam Change Request Form and payment of a \$125 fee.
- PSI/AMP testing centers are located throughout the country. Test sites are subject to change. Go to www.goAMP.com for a current listing of testing centers. PSI/AMP Candidate Services will be able to advise you about the availability of testing centers, specific address and directions.



Admission to the Testing Center

- Report to your designated Testing Center location on the day of the examination at the time you were instructed when your appointment was scheduled. No guests, visitors or family members are allowed in the testing room or reception areas.
- You should arrive at least 15 minutes prior to your scheduled appointment time.
An applicant who arrives more than 15 minutes after the scheduled testing time will not be admitted and will not receive a refund.
Applicants who are late or fail to take the test can file a Change Request Form with applicable fees.
- When you arrive at an PSI/AMP testing center, look for the signs indicating PSI/AMP Testing Center Check-in. You must check in with the test supervisor.
- To gain admission to the Testing Center, a candidate needs to present **two forms of identification**, one with a photograph. Both forms of **identification must be current** and include the candidate's current name and signature.
The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of photo identification include: a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph.

Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Testing Center.

YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE TESTING CENTER.

- Bring the copy of your eligibility letter with you.

Change Request

Candidates will NOT receive refunds for the below circumstances, but they may be able to file a **Change Request**.

Specific rules apply, see "Request to Change or Withdraw from the Exam".
(see page 15 for details.)

- Failure to appear at the testing center (no-show)
- Failure to call for an appointment within the 90 day window
- Arrival too late at the testing center
- Refusal of entry because of failure to have proper ID or to meet any required rule



Testing Center Rules and Policies

Personal Belongings

- Please bring a sweater or jacket that you can remove or put on as needed. While every effort is made to provide a comfortable environment, individual temperature responses or facility management is beyond the proctor's control.
- NCC allows candidates to bring a battery-operated noiseless, non-programmable, non-printing, basic calculator to the test site.
- No personal items, valuables, or weapons should be brought to the Testing Center. Only wallets and keys are permitted. Coats must be left outside the testing room.
- **No electronic devices** other than approved calculators are permitted in the Testing Center. **No cellular phones, smart phones**, tablets or other hand-held computers. **No digital music players**, signaling devices such as pagers and alarms, photographic or duplicating devices.
- No books, papers, dictionaries, other reference materials or personal items (e.g., purses, briefcases) may be taken into the Testing Center; you must leave all personal items at home or in your automobile.
- You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.
 - watches
 - hats

If any personal items are observed in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.



Testing Center Rules and Policies

Restrictions and Security

- NCC and PSI/AMP adhere to test administration and test security standards that are designed to ensure that all candidates are provided the same opportunity to demonstrate their abilities. The Testing Center is continuously monitored by audio and video surveillance equipment for security purposes.
- You will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker (see *Personal Belongs*) you will not be able to test. The site will not store any personal belongings. ***Neither PSI/AMP nor NCC is responsible for loss, damage, or misplacement of any items brought into or stored at the PSI/AMP site.***
- You will be provided with scratch paper and pencils to use during the examination which must be returned to the supervisor at the completion of testing, or you will not receive a pass/fail report. **No documents or notes of any kind may be removed from the examination room.** All computer screens, questions, paper and written materials are the property of NCC and/or PSI/AMP and may not be reproduced in any form.
- **No** questions concerning the **content** of the examination may be asked during the test.
- Eating, drinking or smoking will not be permitted in the Testing Center.
- You may take a break whenever you wish, but you will **not** be allowed additional time to make up for time lost during breaks.
- If you have any problem during your test session, you should alert the proctor. This could be related to computer function, environment or any other issue.

Inclement Weather, Power Failure or Emergencies

- In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI/AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Testing Center personnel are able to open the Testing Center. If power to a testing center is temporarily interrupted during an administration, your examination will restart where you left off, and you may continue the examination.
- Candidates may contact PSI/AMP at the same number they called to schedule their appointment, or visit www.goAMP.com to determine weather related test site closures. Every attempt will be made to administer the examination as scheduled; however, should an examination be canceled at a testing center, all scheduled candidates will receive notification regarding a rescheduled examination date or reapplication procedures.



Taking the Exam

What to Expect

- After your identification has been confirmed, you will be directed to a testing carrel. You will be prompted on-screen to enter your NCC assigned ID number. Your photograph, taken before beginning the examination, will remain on-screen throughout your testing session. This photograph will also print on your preliminary pass/fail report.
- Prior to the examination, you will be given the opportunity to practice taking a test on the computer. The time you use for this practice test is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination. Instructions for taking the examination are provided on-screen. If you have any questions about how the computer testing works, please ask your proctor.
- **The NCC examinations are timed.** The examination will terminate if you exceed the time limit. You may select the TIME key to monitor your time. A digital clock indicating the time remaining for you to complete the examination will appear. The time feature may also be turned off during the examination.

Three (3) hours are allotted to complete the core exams

Inpatient Obstetric Nursing
Low Risk Neonatal Nursing
Maternal Newborn Nursing
Neonatal Intensive Care Nursing
Neonatal Nurse Practitioner
Women's Health Care Nurse Practitioner

Two (2) hours are allotted to complete the subspecialty exams

Electronic Fetal Monitoring
Neonatal Pediatric Transport

- Only one test item is presented at a time showing the stem and three answer options labeled A, B and C. **Indicate your choice by either entering the letter of the option you think is correct (A, B, or C) or clicking on the option.** To change your answer, enter a different option. *You may change your answers as many times as you wish during the testing time limit.*
- To move to the next item, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination item by item. If you wish to review any item or items, click the backward arrow (<) or use the left arrow key to move backward through the examination.
- A test item may be left unanswered and returned to later in the testing session. Items may also be bookmarked (flagged) for later review. Select the double arrows (>>) to advance to the next unanswered or bookmarked item on the examination.

(Continued on page 8.)



(Continued from page 7.)

Taking the Exam

What to Expect

- When the examination is completed, the number of test items answered is reported. If not all items have been answered, return to the examination and answer those items. **Any unanswered question is considered a wrong answer. It is to your advantage to provide an answer for each test item before ending the examination.**
- Online comments may be provided for any item by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided. **NOTE: the time to make comments will be counted toward the test time and comments are NOT accepted as answers.**

Misconduct

- The supervisor may **dismiss a candidate from the examination** for any of the following reasons:
 - the candidate's admission to the examination is unauthorized
 - the candidate creates a disturbance, is abusive, or otherwise uncooperative
 - the candidate gives or receives help or is suspected of doing so
 - the candidate attempts to record test questions, answer keys or to make notes
 - the candidate displays and/or uses electronic communications equipment such as pagers, cellular phones
 - the candidate talks or participates in conversations with other examination candidates
 - the candidate leaves the Testing Center during the administration
 - the candidate attempts to take the examination for someone else
 - the candidate is observed with personal belongings
 - the candidate is observed with notes, books or other aids without it being noted on the roster

Violation of any of the above provisions will result in dismissal from the testing session. The exam score will be voided and the examination fees will not be refunded.



FORFEITURE OF FEES

All fees will be forfeited by the candidate for any of the following:

- Failure to follow any PSI/AMP rules
- Dismissal from the testing center for being disorderly or otherwise disruptive to other test candidates, testing center personnel or others at the testing center
- Dismissal from the testing center for any reason. **See Misconduct**



Taking the Exam

Results Notification

- The pass/fail report received at the test site is preliminarily and **will be unofficial until you receive official written notice** from NCC. This process allows NCC to verify the accuracy of all test results.
- Your official notice will be sent within 21 business days of your test date **via US first class mail**. Pass/fail status will not be reported over the telephone, the NCC website, by electronic mail, express mail or by fax. **There are no exceptions to this policy.**
- Your official notice will confirm your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.
- **Third party notification of pass/fail status will not be released without authorization from the candidate.** A \$30 fee is required for any third party notification or issuance of duplicate pass/fail reports. Such verifications will not be issued until official written confirmation of pass/fail is made by NCC and notification has been sent to the candidate. **Verification requests can only be made via the online verification system on the NCC website.**

Testing Center Locations

www.goAMP.com

PSI/AMP testing centers are located throughout the country. Test sites are subject to change. Go to www.goAMP.com for a current listing of testing centers.



PROFESSIONAL EDUCATION CENTER (PEC) TESTING

PEC testing is administered through special arrangements with NCC. All aspects of NCC quality and integrity of exam administration are maintained, but certain special rules apply. Refer to the information provided by PEC for additional test day procedures. For specific questions regarding these exams, contact Betty Sobala at bsobala@nccnet.org.

Special Rules

- All PEC applicants must be registered for a PEC course and have PEC provided exam registration code before registering to take the exam at the NCC website.
- **No refund will be issued for any reason.** A candidate who signs up for the NCC exam and does not successfully complete the PEC course, fails to take the exam after signing up for the exam, fails to appear at the site, or fails to take the exam for any other reason will not be entitled to a refund.
- **Withdrawals are not allowed.** Once the candidate is determined eligible for the exam, withdrawal from the process will not be allowed.
- **All applicants must have a PEC test code to complete their registration at NCCwebsite.org.** The online application must be completed and submitted with full payment by the stated deadline date. All applicants must be approved by NCC to sit for the exam. **PEC has no authority to accept or to allow any applicant to take the NCC exam.** Incomplete applications or those received after the deadline for the NCC exam will be returned.

IF YOU LOSE YOUR ELIGIBILITY LETTER, BRING YOUR PHOTO ID TO THE TESTING SITE AT YOUR SCHEDULED EXAM TIME.

Taking the Exam

Restrictions and Security

- **No documents or notes of any kind may be removed from the examination room.**
- **No** questions concerning the **content** of the examination may be asked during the test.
- If you have any problem during your test session, you should alert the proctor. This could be related to environment or any other issue.



Taking the Exam

The NCC examinations are timed.

Three (3) hours are allotted to complete the core exams

Inpatient Obstetric Nursing
Low Risk Neonatal Nursing
Maternal Newborn Nursing
Neonatal Intensive Care Nursing

Two (2) hours are allotted to complete the subspecialty exams

Electronic Fetal Monitoring

Misconduct

- The supervisor may **dismiss a candidate from the examination** for any of the following reasons:
 - the candidate's admission to the examination is unauthorized
 - the candidate creates a disturbance, is abusive, or otherwise uncooperative
 - the candidate gives or receives help or is suspected of doing so
 - the candidate attempts to record test questions, answer keys or to make notes
 - the candidate displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
 - the candidate talks or participates in conversations with other examination candidates
 - the candidate leaves the test site during the administration
 - the candidate attempts to take the examination for someone else
 - the candidate is observed with notes, books or other aids without it being noted on the roster
- Violation of any of the above provisions will result in dismissal from the testing session. The exam score will be voided and the examination fees will not be refunded.**



FORFEITURE OF FEES

All fees will be forfeited by the candidate for any of the following:

- Failure to follow any PEC rules
- Dismissal from the testing center for being disorderly or otherwise disruptive to other test candidates, testing center personnel or others at the testing center
- Dismissal from the testing center for any reason. **See Misconduct**

Results Notification

- Your official notice will be sent within 6 weeks of receipt of the answer sheets **via US first class mail**. Pass/fail status will not be reported over the telephone, the NCC website, by electronic mail, express mail or by fax. **There are no exceptions to this policy.**
- Your official notice will confirm your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.
- **Third party notification of pass/fail status will not be released without authorization from the candidate.** A \$30 fee is required for any third party notification or issuance of duplicate pass/fail reports. Such verifications will not be issued until official written confirmation of pass/fail is made by NCC and notification has been sent to the candidate. **Verification requests can only be made via the online verification system on the NCC website.**



INSTITUTIONAL CERTIFICATION (ICP) TESTING

ICP testing is administered through special arrangements with NCC. All aspects of NCC quality and integrity of exam administration are maintained, but certain special rules apply. For additional test day procedures or specific questions regarding these exams, contact your local test Coordinator.

Special Rules

- **No refund will be issued for any reason.** A candidate who signs up for the NCC exam and fails to appear at the site, or fails to take the exam for any other reason will not be entitled to a refund.
- **Withdrawals are not allowed.** Once the candidate is determined eligible for the exam, withdrawal from the process will not be allowed.
- **All applicants must have a ICP test code to complete their registration at [NCCwebsite.org](https://nccwebsite.org).** The online application must be completed and submitted by the stated deadline (see your Coordinator for deadline). All applicants must be approved by NCC to sit for the exam. Incomplete applications or those received after the deadline for the NCC exam will be returned.
- All communications regarding the exam must be to the Coordinator of the exam.
Do not contact NCC for any reason concerning the exam.

IF YOU LOSE YOUR ELIGIBILITY LETTER, BRING YOUR PHOTO ID TO THE TESTING SITE AT YOUR SCHEDULED EXAM TIME.

Taking the Exam

Restrictions and Security

- **No documents or notes of any kind may be removed from the examination room.**
- **No** questions concerning the **content** of the examination may be asked during the test.
- If you have any problem during your test session, you should alert the proctor. This could be related to environment or any other issue.



Taking the Exam

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Two (2) hours are allotted to complete the subspecialty exams

Electronic Fetal Monitoring
Neonatal Pediatric Transport

Misconduct

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 - the candidate gives or receives help or is suspected of doing so
 - the candidate attempts to record test questions, answer keys or to make notes
 - the candidate displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
 - the candidate talks or participates in conversations with other examination candidates
 - the candidate leaves the test site during the administration
 - the candidate attempts to take the examination for someone else
 - the candidate is observed with notes, books or other aids without it being noted on the roster
- Violation of any of the above provisions will result in dismissal from the testing session. The exam score will be voided and the examination fees will not be refunded.**



FORFEITURE OF FEES

All fees will be forfeited by the candidate for any of the following:

- Failure to follow any ICP rules
- Dismissal from the testing center for being disorderly or otherwise disruptive to other test candidates, testing center personnel or others at the testing center
- Dismissal from the testing center for any reason. **See Misconduct**

Results Notification

- Your official notice will be sent within 6 weeks of receipt of the answer sheets **via US first class mail**. Pass/fail status will not be reported over the telephone, the NCC website, by electronic mail, express mail or by fax. **There are no exceptions to this policy.**
- Your official notice will confirm your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.
- **Third party notification of pass/fail status will not be released without authorization from the candidate.** A \$30 fee is required for any third party notification or issuance of duplicate pass/fail reports. Such verifications will not be issued until official written confirmation of pass/fail is made by NCC and notification has been sent to the candidate. **Verification requests can only be made via the online verification system on the NCC website.**



REQUEST TO CHANGE OR WITHDRAW FROM THE EXAM

Change your Testing Date, Method of Testing or Exam Category

Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take a different exam - can request a change. Candidates may request to change their examination category, reschedule their testing date or even change their method of testing, provided that they meet the requirements listed below. Candidates are only allowed one change option (ex. if you reschedule your examination date, you will not be able to change your examination category). All change requests must be approved by NCC and you may be required to provide additional information. **Candidates rescheduling or changing to a computer test will be assigned to the next available testing window.** There will be no refund of original fees or Exam Change Request Form fees. Candidates who fail to take the examination under this change option must re-apply with full fees. You can anticipate a new eligibility letter within 2-4 weeks.

Computer exam candidates can change their scheduled testing date to another date within their window **once for free**. Candidates must handle this directly with PSI/AMP. Refer to page 3 for details.

All candidates requesting a change **MUST**:

- Submit the change request within one calendar year from
 - the date of the exam you are changing for ICP or PEC candidates
 - the first date of your assigned testing window for computer candidates
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (changes requested in any other format, will not be accepted)

To reschedule or change method of testing:

- Candidates changing a current computer test must have canceled or never made their appointment to take the exam at a PSI/AMP testing center
- Candidates changing from an ICP test must have their assigned test site code
- Candidates changing from a PEC test must have their assigned PEC class code
- Candidates changing to a PEC test must have already enrolled in the PEC course and have their assigned PEC class code



To change examination category:

Eligibility must be re-established for the new exam category, and additional documentation and fees may be required. The time to consider eligibility for the new category will count toward the original assigned 90 day computer testing window. **Examinees must take the exam for which they have been determined eligible. No changes will be permitted on examination day.** If a candidate knowingly or unknowingly takes an examination other than the one she/he was found eligible to take, the examination will not be scored. No refunds will be allowed, and all fee policies will apply if the candidate reapplies for an examination.

- Computer Candidates must submit their request at least 30 days prior to the end of their testing window
- ICP Candidates must have their assigned test site code and submit their request at least 45 days prior to testing date
- PEC Candidates CANNOT change their examination category

Withdrawing Candidates

- Only the applicant/candidate taking the exam via Computer testing with PSI/AMP can withdraw from the examination process. **PEC and ICP candidates cannot withdraw.**
- Candidates withdrawing from a Core exam will receive a \$160 refund of their \$325 payment.
- Candidates withdrawing from the EFM or NPT subspecialty exam will receive a \$105 refund of their \$210 payment. .
- No refund for withdrawal will be considered after the exam date.
- All withdrawal requests must be submitted online at the **NCC website BEFORE the final day of the assigned testing window** and provided that:
 - the candidate has not made an appointment to take the exam at a PSI/AMP testing center or
 - if the candidate has made an appointment with PSI/AMP, appointment must be cancelled no later than four business days prior to the scheduled testing date.
- Candidates who have previously submitted a Change Request Form (to change test mode, category or date of exam) **CANNOT subsequently withdraw.**

