*IMPORTANT NOTICE*

Please read and follow the examination guidelines and procedures provided below.

IN FAIRNESS TO ALL APPLICANTS AND TO MAINTAIN THE INTEGRITY AND SECURITY OF THE WORKERS’ COMPENSATION LAW SECTION SPECIALTY CERTIFICATION EXAMINATION, THE FOLLOWING RULES/RESTRICTIONS WILL BE STRICTLY ENFORCED DURING THE EXAMINATION. VIOLATIONS MAY RESULT IN DISQUALIFICATION.

The examination will be given on **Friday, March 13, 2020 from 9:00 a.m. to 1:00 p.m.** at PBI Headquarters, 5080 Ritter Road, Mechanicsburg, PA 17055 and at no other locations. This is the ONLY examination opportunity in 2020. No make-up examination is available. If your application has been approved and you have not previously deferred taking the examination and are not able to sit for the examination on this date, your application will be kept on file until the next examination date.

* IMPORTANT NOTE ON EXAMINATION ROOM CONDITIONS *

The temperature in the examination room will be set to accommodate most people; however, everyone is comfortable at different temperatures. Therefore, dress accordingly (layers of clothing are recommended). Bulky clothing items will be inspected by PBI/PBA staff. In consideration of other applicants, it is required that body fragrances such as perfumes, after shaves, etc. not be worn during testing. Thank you for your assistance in ensuring that all applicants are provided a quiet and distraction-free examination environment.

Applicants are NOT permitted to have in the examination room:

- Cell phones, computers of any type, headsets of any kind, bags, purses, backpacks, briefcases, computer cases, study materials, iPods, PDAs, calculators, alarm watches, or any other electronic or programmable devices, etc. Any device that emits noise during the examination will be confiscated by PBI/PBA staff.

**PLEASE LEAVE ALL VALUABLES AT HOME OR IN YOUR CAR. THE PBI AND PBA ARE NOT RESPONSIBLE FOR THE SECURITY OF YOUR PERSONAL ITEMS.**

Examination site Check-in Information:

- Applicants are required to arrive at the examination site between 8:00 a.m. and 8:30 a.m. to check-in so that the examination may begin promptly at 9:00 a.m.
- Applicants are required to show **government issued photo identification** at check-in.

An anonymous identifying number will be provided for test taking purposes. Your name will not be identified on your examination answers – multiple choice nor essay. This will ensure anonymous scoring of both portions of the examination.

Requests for special examination accommodations must be made in advance. Please call or email requests by March 11, 2020, to Tameka Altadonna at phone: 800-932-0311 ext. 2280 or email: Tameka.Altadonna@pabar.org.
If you are approached by one of the examination site proctors, you agree to answer the proctor’s questions and/or surrender any materials that the proctor requests or disqualification may result.

A. **Applicants are required to:**

1. Make a good faith effort to answer each part of the examination.
2. Report to the examination site between 8:00 a.m. and 8:30 a.m. so that the examination can begin promptly at 9:00 a.m. If you are late or need to leave the examination room for any reason, you will not be permitted to make up any lost time.
3. Show your official government issued photo identification (e.g. state driver’s license, passport or military identification) during the examination check-in.
4. Have black ballpoint or roller pens for the essay portion of the examination and soft lead (No. 1 or No. 2) pencils or mechanical pencils for the multiple-choice portion of the examination.

B. **Applicants are permitted to have:**

1. Drinks in completely re-sealable containers (e.g. water bottle) and coffee cups with tight-fitting lids.
2. A small clear plastic bag (no larger than 7” x 8” quart size) that must be displayed on your examination table containing unwrapped food items such as: candy, cough drops, mints and/or chewing gum as well as individual tablets of medicine, if needed, and a second, clear, quart sized bag, for cash/credit cards and keys that may not be opened and must be kept on the floor during the examination.
3. Foam or rubber earplugs without a cord or string. Headphones or “shooter muffs” are not permitted.
4. Lumbar support or seat cushion.
5. One non-digital wristwatch.

C. **Applicants are NOT permitted to have:**

1. Any items other than those listed above in the examination room. Additionally, your pockets must be empty.
2. Bags, cell phones, purses/wallets, backpacks, briefcases, computer cases, study materials, iPods, PDAs, calculators, alarm watches, headsets or headphones of any kind, "The Silent Timer" or any other electronic or programmable devices, etc. in the examination room.
3. Erasable ink pens, felt tip pens, white out or liquid paper, book copy holders or stands.
5. Written material.

D. **Applicants are prohibited from:**

1. Making or receiving calls for any reason. This will result in disqualification.
2. Creating a disturbance.
3. Leaving the examination room during the last 10 minutes of the multiple choice or essay portions of the examination. You must remain seated and **cannot** use the
restroom or smoke during the last 10 minutes of each of the portions of the examination.
(4) Communicating with another applicant or external source during the examination.
(6) Looking at another applicant's test booklet, scratch paper or answer sheet.
(7) Giving, receiving, or seeking assistance or information while taking the examination.
(8) Using any device to share, exchange, or obtain information.
(9) Using unauthorized aids in taking the examination.
(10) Continuing to work on the examination after the instruction to stop testing.
(11) Beginning to work on the examination or writing any information relating to the examination prior to the instruction to begin testing.
(12) Wearing outdoor coats, baseball caps, visors, fashion hats, hoods (cannot cover head with hood), costume headgear and/or other head coverings, during the examination, except for religious reasons. A PBI/PBA staff member must approve these exceptions.
(13) Smoking or using any tobacco or tobacco substitute products in the examination room, lobby area, hallways and/or restrooms.

E. Restroom Breaks:

(1) In the event an applicant requires a restroom break during the examination, the applicant should raise their hand so that an examination proctor can secure their examination materials while they are absent from their seat.
(2) Only one examination applicant will be permitted in the restroom at a time.
(3) The applicant is required to return to their seat immediately and will not be permitted to make up any lost time.

F. Emergency Message:

(1) Calls for applicants by family members in extreme emergencies may be made to the following by dialing the PBI Headquarters at (800) 932-4637:
(2) A PBI/PBA staff member will deliver the emergency message to the applicant.