

ASIS International Certification Program

CBT Instructions for taking the Certified Protection Professional (CPP), Professional Certified Investigator (PCI) and Physical Security Professional (PSP) Examinations

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The examination consists of objective, multiple-choice questions. Of the four responses, one and only one are correct. There is no penalty for guessing; therefore, it is to your advantage to answer every question, since the final score will be based on the number of questions marked correctly. Do not linger over any one question. You should proceed and return to the troublesome questions after you have gone through to the end of the examination.

Candidates 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.

Reviewing Exam Questions

The tutorial at the beginning of the session indicates that candidates may review any question:

1. if they choose from the review screen "Items marked for review"
2. if they choose items unanswered/omitted
3. Also, double clicking on Item 1, will take them back to Item 1 and through the test again. Candidates can double click on any item to take them back to that item, whether it is marked for review or not.

Warning: You will NOT be allowed to go back and review any questions after you hit "Finish"!

Disciplinary and Demographic Information

Candidates are required to answer three questions about convictions or disciplinary procedures. The opening screen will ask candidates to press "enter" to affirm that they have not been convicted or subject to disciplinary procedures before being able to move to the next step. They must also answer demographic questions before leaving the test center. Answering these questions will only take a few minutes and the time spent will **not** count toward the time allotted for the examinations. The total four (4) hours are available for answering questions on the CPP examination. Two and a half (2 ½) hours are available for answering questions on the PCI and PSP examinations.

Test Questions

The CPP exam consists of 200 scored multiple-choice questions and may contain 25 pre-test questions randomly distributed throughout the examination for a total of 225 questions. The PCI and PSP exam consists of 125 scored multiple-choice questions and may also contain 15 pre-test randomly dispersed items for a total of 140 questions. The time allowed takes into consideration the review of pre-test items.

What is computer-based testing?

Computer-based testing is simply the administering of an examination using an electronic question-answer-and-score format.

How are the computer-based tests administered?

The examinations are administered on an electronic testing system that eliminates the use of paper and pencil answer sheets. A keyboard or mouse will be used to answer examination questions presented on the computer screen. The computer will store responses and automatically time the examination. The time remaining and the number of the question currently being answered will be on the computer screen. Answers can be changed, skipped and marked for review.

How much computer experience is required for computer-based testing?

No prior computer experience is necessary to complete the electronic examinations. Computer-based testing provides simple, easy-to-follow instructions to complete the examination.

Reserving a Test Date

Once authorization is received from ASIS, candidates may arrange for a test date and location by contacting the Prometric Testing Center, at www.prometric.com/ASIS. **Please note that CBT World-Wide candidates can schedule to test up to 90 days in advance of the date they wish to test.**

Special Accommodations

Special accommodations candidates can schedule by contacting Prometric Testing Center, at www.prometric.com/ASIS.

Directions to a Prometric Testing Center

To obtain directions to your local Prometric Testing Center at www.prometric.com/ASIS

Reporting to the Testing Center

Candidates should allow sufficient time to find the test center. They should report to the test center for registration thirty (30) minutes, before the beginning of the scheduled examination session. Candidates who arrive late for their examinations will forfeit their reservations.

Increased Security Measures

Prometric offers biometric check-in at all locations. Candidates still provide the required ID for check-in, but in addition, they put a finger onto a small device that captures a fingerprint. Should they leave the testing room for a break, they use the finger print device to check out and check back in, instead of signing out and in. This is a useful security measure, as it assures that the candidate who originally checked in for the exam is the same candidates returning to the exam. An electronic record of departure from and return to the testing room is maintained. All fingerprint data is erased on a daily basis.

Prometric testing staff are not allowed to pat a candidate down during the check in process and they will use a security wand (similar to those used at airports), to check candidates for any type of cheating devices. This is in addition to having the candidates turn their pockets inside out.

There is no additional charge for security services.

Sound Distractions Alternatives

- a. Candidates can bring their own small earplugs to the center with them. These must be presented to the test center proctors for examination before entry into the testing room. Note that candidates may not bring their own large headphone-style noise reducers without a special accommodation.
- b. Candidates can opt to use the noise-reducing headphones available at Prometric sites. These are large “airport” style headphones, and may be uncomfortable when worn for a long period. There are no small earplug-type noise reducers available at Prometric centers.

What to Take to the Testing Center?

The following items must be presented at the test center when reporting to the exam:

1. **Two forms of identification, one of which is photo-bearing; both must have candidate’s signature. (A Social Security card is not an acceptable form of identification.)**
 - a. Only your first and last/surname on approval letter from ASIS and identifications must match EXACTLY or you may NOT be permitted to test. This includes abbreviated or hyphenated names.
2. Confirmation number given when examination reservation was made.

Upon arrival at the test center candidates must report to the test center manager and present their confirmation numbers and identification.

Test Center Regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures are observed at each test center:

- Candidates are not permitted to 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, and photographic equipment. Weapons are not allowed at any Prometric Testing 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. You will be asked to discard or dispose of any such materials brought into the testing facility. Prometric Testing Center is not responsible for lost or misplaced items.
- Candidates are not permitted to eat, drink, or smoke during the test. Under no circumstances will candidates be permitted to work beyond the time allotted for the examination. Time limits are generous; candidates should have ample time to answer all questions and check all work.
- Candidates may not leave the room during an examination without notifying the manager.
- Candidates will be required to check out when leaving and check back in upon returning to the testing room.
- Candidates who need to leave the examination room for any reason will not be allowed additional time for the examination.
- Candidates discovered causing a disturbance of any kind or engaging in any kind of misconduct such as giving or receiving help, using notes, books, or other aids, taking part in an act of impersonation, or removing test materials or notes from the testing room may be summarily dismissed from the examination.
- No visitors, guests, or children are allowed at the test center.
- No notes of any kind may be taken from the testing room.
- No notes of any kind may be taken from the test center.
- Scratch paper will be provided at the test center and will be collected at the end of the examination.

Reconfirming Test Date

Appointments can be reconfirmed using the confirmation number received when appointment was scheduled, at www.Prometric.com/ASIS.

Refunds

Approved to test candidates have up to 2 years from their approved application date within which to test. Once their 2-year exam eligibility period expires, all application and test fees are forfeited. The certification department makes every effort to ensure that this information is made available via a confirmation email and/or phone call; however, it is the candidate's responsibility to ensure that they are scheduled to take their exam before their test eligibility expires.

Cancellations or Absence from Scheduled Examinations

Prometric reports the rate of chronic last-minute cancellations has presented problems for fellow candidates who are not able to select their first, and in some cases, their second appointment choices. **Effective January 1, 2013, Prometric has instituted a fee for all candidates that reschedule or cancel less than 30 days before the test.** This fee will be assessed either at www.Prometric.com/ASIS or by phone (800-699-4975) when the candidate tries to reschedule. **Prometric permits NO exceptions to this rule.**

The fee will be applied as follows:

- If a candidate reschedules or cancels 31 or more days before the scheduled test day, there is no charge.
- If a candidate reschedules or cancels 4-30 days before the scheduled test day, there is a charge of \$50.00 per reschedule. All rescheduling or cancellation fees are to be made directly through Prometric.
- If a candidate is a no show and does not adhere to the above procedures, the full candidate testing fee is forfeited and the candidate must submit a certification application to ASIS along with the \$200.00 re-exam fee.

Eligibility Period and Extensions

Applicants are allowed to take the CPP, PCI, and PSP exam three times in two years. The two-year period begins on the date of approval to take the exam. The first time an applicant fails the exam, the candidate must wait three months before retaking it. The second time an applicant fails the exam; candidate must wait six months before retaking it. After the third administration, the candidate must submit a new application three years from the last testing date.

Candidates who have not taken the exam within the two year eligibility period will have to reapply for the exam. ASIS does not grant extensions due to job demands, company budgets, employment status, personal finances, changes in marital status, changes in mailing address, and other personal or professional reason. Extensions might be granted if there is a severe hardship such as a major medical emergency in the immediate family, a natural disaster, or if on active military duty and deployed into a remote or hazardous area. Military personnel will need to verify this status by submitting a copy of official deployment orders. This does not apply to individuals who are military contractors. Severe hardship must be documented and verifiable.

Test-Taking Procedures

The test center manager will assign seats. Candidates may go through a tutorial and the test center manager will answer any questions at this time. The time spent on the tutorial will not reduce the time allotted to take the examination. The timing of the examination begins when the first examination question is called up. Going through the tutorial and answering the demographic questions will only take a few minutes and the time spent will **not** count toward the time allotted for the examinations. The total four (4) hours are available for answering questions on the CPP examination. Two and a half (2 ½) hours are available for answering questions on the PCI and PSP examinations.

Scoring for the Examination

Scores are reported on a scale of 200-800, with 650 representing the passing score.

In order to maintain test integrity, the PCB produces multiple forms of the certification examination, each with a unique combination of items, so that from one form to another no two forms are identical. Each time the examination is offered, a different version is administered. These versions are composed of questions randomly selected from an approved question bank according to the content specifications of the Role Delineation Study. Individual scores are reported as “scaled scores” to ensure that the different forms have the same meaning. Scaled scores are derived from raw scores (number correct), through mathematical conversion so that scores from different forms can be reported on a common scale and therefore, represent the same level of competence.

Notification of Results

Upon completion of the exam, results will be automatically generated at the test location to provide candidates with immediate scores that will serve as a preliminary, or unofficial, result.

If you do not receive a score report you must contact the ASIS certification department within five (5) business days from the test date. Failure to do so within the specified time will result in a fee for a replacement score report. Prometric permits NO exceptions to this rule.

Each passing candidate will receive information about next steps from ASIS around the third week of month after the examination (including recertification details). Candidates will also receive their official certificate (11x14).

If a candidate fails to pass the exam, the candidate does not earn the designation, and will need to apply for reexamination. Candidate must wait a minimum of three months before taking the exam a second time, and six months before taking the exam a third time. After the third administration you may submit a new application three years from your last testing date.

All details pertaining to requests and results concerning certification will be handled on a confidential basis. The awarding of certification to successful candidates will be published.