ISO-QUALITY TESTING, INC.
GLOBAL COMPUTERIZED EXAMINATION SOLUTIONS

Prometric/Iso-Quality Testing, Inc. Candidate Registration, Scheduling And Examination Administration Overview

New Jersey State Board of Cosmetology and Hairstyling

NEW JERSEY STATE BOARD OF COSMETOLOGY AND HAIRSTYLING
CANDIDATE REGISTRATION, SCHEDULING AND EXAMINATION ADMINISTRATION OVERVIEW

Prometric/Iso-Quality Testing (IQT)/SMT is owned and operated by Prometric, LLC. Iso-Quality Testing services the New Jersey State Board of Cosmetology and Hairstyling candidates and schools, and is located in Clearwater, Florida. If you have any questions or need assistance, please be certain to see the "Contact Us" information located at the end of this manual.

The information contained within this overview is for the purpose of providing an outline of the Prometric/Iso-Quality (IQT) computer based testing (CBT) secure exam delivery system. In doing so, we have identified the various steps and processes associated with providing CBT exam delivery services to the New Jersey State Board of Cosmetology and Hairstyling candidates. We have primarily focused on the steps and processes directly associated with the candidates scheduling and exam delivery.

Table of Contents

New Jersey State Board of Cosmetology and Hairstyling Preregistration Process

The New Jersey Schools will preregister candidates who are authorized to schedule to sit for the NIC New Jersey theory examinations and attended a school in New Jersey. Out of state/country and lapsed license candidates are preregistered through the board office. The preregistration includes the following:

1. Candidate Name - It is critical that your **first and last** name match the government issued identification presented at the point of your admission to the testing center.

    # IMPORTANT!

    Your **first** and **last** name (including multiple first or last names) must be entered into the Prometric/IQT Portal by your school/board **EXACTLY** as it appears on the **Government Issued ID you will be bringing with you on the day of your exam.** You will not be permitted to test if there is a discrepancy with your first or last name, and a refund will not be given.

    If you have multiple first names, last names, or hyphenated names on your government issued ID, **all names must also be included, EXACTLY as listed on your government issued ID.**

    Example:

    - If your first name is Susan Ann on your government issued ID, both names must be included.
    - If your last name is Jones-Smith, both names must be included.

    IMPORTANT NOTE: You will not be permitted to test if there is a discrepancy with your name and a refund will not be given. If your name has changed or is different than indicated on your preregistration letter or admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to **your school** at least 10 calendar days PRIOR to your scheduled examination. If you are a Lapsed License or out of state candidate, please contact the New Jersey Board Office to update your name. The update will need to be made and a new admission letter will need to be sent to you.

2. Candidate email address – The CBT secure exam delivery system requires that each candidate have a unique email address. The unique email address is used for preregistration, exam scheduling, candidate login at the exam and score reporting, etc.

3. Mailing address – Your mailing address is referenced at various points throughout the exam delivery process, and assists in the identification of all candidates. **The mailing address on the admission letter must match the address on your secondary identification.**

4. Phone Number – Your current telephone number is very important and used under a variety of instances to contact you in the event of rescheduling, site closure due to inclement weather, etc. Ideally, it is recommended that an alternate number be obtained, however this is not required.

5. Candidate Date of Birth (DOB) – Your date of birth may be used at various points throughout the process, including exam security and identity verification at the time of admission to the exam.

6. Candidate Number – If applicable, this number is assigned to you by the school or board, specifically for internal use.

7. Preregistration Expiration Date – The expiration date would be included and assigned as the candidate is required to take the theory examination by a certain date.

8. School Identification Number – If applicable, the candidate school number is used for the purpose of scheduling and reports.

New Jersey Exam Fees:

Exam fees may be paid with any credit card, debit card or check through our secure payment processing service.

Effective 12/1/2023, the examination fees are as follows:

➢ Written Exam Fee ~ $53.00
➢ Written Exam Retake Fee ~ $53.00

Candidate Registration and Exam Scheduling Experience

The information outlined in the following sections relates to the process you will experience when scheduling to sit for your examination.

Candidate Authorization to Test Notification

Once the school or board preregisters you, you will immediately receive an "Authorization to Test" email notification. If you do not receive the email, please check your Junk/Spam folder. If you still do not receive the email, please check with your school (or the board) if applicable to confirm they have your correct email address on file. A sample of the email is as follows:

From: registrations@isoqualitytesting.com
Sent: Tuesday, May 10, 2023 5:33 PM
To: Sample Candidate
Subject: Iso-Quality Testing: NIC New Jersey Beautician Exam

AUTHORIZATION TO TEST

Dear Sample Candidate,

You have been approved by the New Jersey Board to make an appointment to sit for your examination. Please proceed as follows:

1 -- Go to our home page: www.IQTTesting.com
2 -- Using the option "Examination Registration"
Enter your Username and Password to login. These are:

UserID: Samplecandidate@yahoo.com
Password: NZWwUWBKA

3 -- Select the Organization: National-Interstate Council New Jersey
Select the Exam: NIC Beautician NJ

After logging in, please follow the on-screen instructions for making an appointment.

Please note that you must test within this date range: 01/23/2023 to 01/23/2028.
Should you require assistance, you can click on the "Contact Us" tab on the home page and then send a message to customer service, or you may call (toll free in USA and Canada) 866-773-1114, or (other countries) +1 727-733-1110.

Sincerely,

Registrations@isoqualitytesting.com
Iso Quality Testing, Inc.

Candidate Exam Scheduling Process

Once you receive your email authorization to test, you will go online to schedule your NIC theory examination. You will select the date and time for when you would like sit and pay for your exam using the following processes:

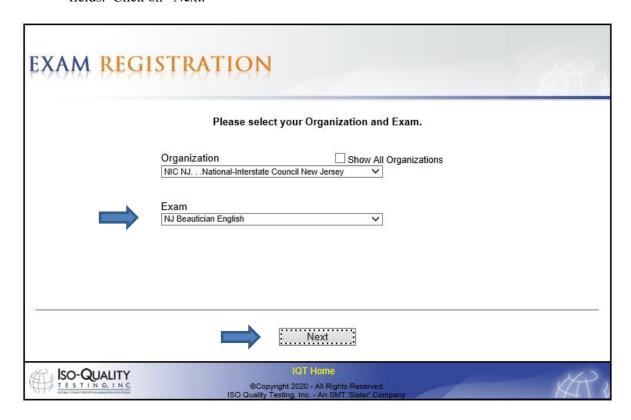1. Go to www.IQTTesting.com

2. Select the option "Exam Registration"

3. You will automatically be directed to the "EXAM REGISTRATION" screen and be required
    to enter your "UserID" and password which is located on your "Authorization to Test" email.

You will then click "Login" and will be redirected to the Organization" and "Exam" screen.

4. Your specific "Organization" and "Exam" will automatically populate in the drop-down fields. Click on "Next."

This will complete the log in process, and you will automatically be redirected to the candidate profile information screen.

5. Candidate Profile Information: The "Candidate Profile Information Screen" will automatically populate with your specific information uploaded by your school or if applicable, the New Jersey board. You will need to verify **all** of your information is correct:
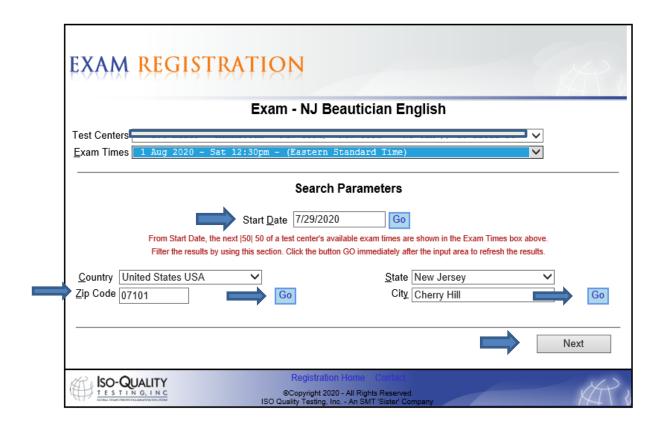

a. Candidate Name and Email address: These fields are locked and cannot be changed by candidates. If you need to make changes to this information you will need to contact your school (or New Jersey Board if applicable) to change **PRIOR** to **scheduling** your exam, as this information must match when presented during the check-in process on the day of your exam.

b. Candidate Address and Telephone Number(s): These fields are not locked and can be changed by you as the candidate. **The address on your admission letter must match the address on the Secondary forms of identification**.

6. Candidate Image: You are required to upload a **passport-type photo** on the Exam Registration page. Photos must be properly focused with a full-face view, be clearly identifiable as you, and match your appearance on test day. The photo **should not** be a photo of your drivers' license, edited photos using apps such as Snapchat or objectionable snapshots.

c. Once your candidate profile information is confirmed, click "Next".

7. Exam Location, Date and Time Selection screen: The exam site will default to the closest testing center with availability based on your Zip Code. You may change the start date, zip code or city by typing the information into the applicable field and clicking on "go". You are required to choose your desired exam date and time, based on the dates and times available.

8. Once the desired date and time is selected, you will click "Next"

Candidate Registration, Scheduling And Examination Administration Overview
Prometric/Iso-Quality Testing, Inc. - Computer Based Testing v.10.16.2023

9. You will be required to pay for the examination fees before the finalizing your registration. The payment methods available are Credit Card: (MasterCard, Visa or Amex) or by check. If your school issues vouchers, you can also pay for your exam using the voucher number provided by your school.

The following represents the **credit card payment** screen.

Once the credit card information is entered, click "Next"

The following represents the **secure check payment** screen. If you choose the check payment option, you will be required to provide the payment type, account number, routing number, name on account, account type and bank name.

Once the payment information is complete, you will click on next to confirm the purchase and complete the scheduling of your examination.

The following represents the **voucher** screen. If your school provides vouchers, you will be required to provide the voucher number provided by your school.

Once the voucher information is complete, you will click on next to confirm the purchase and complete the scheduling of your examination.

Candidate Registration, Scheduling And Examination Administration Overview
Prometric/Iso-Quality Testing, Inc. - Computer Based Testing v.10.16.2023

10. **Examination Registration Confirmation:** You will be required to agree to the terms before the registration is complete. Once you submit the exam registration, you can only reschedule your examination by paying a $15.00 fee. **It is important to note you are not permitted to reschedule or cancel after the date provided at the bottom of the confirmation and agreement page.**

Cancellation/Reschedule/No Show Fees

The cancellation, reschedule and no-show fees are outlined below. The deadline date is provided to you when scheduling your exam and is also listed on your admission letter.

Prometric Candidate Rescheduling/Cancellation <u>with</u> required notice. Without an approved excuse, which includes death of an immediate family member, active military orders, jury duty, or a doctor's excuse (on the medical facility letterhead), a <u>candidate</u> wishing to cancel or reschedule a scheduled examination with more than 5 but less than 29 calendar days prior to their scheduled exam session, will be required to pay $15 to cancel or reschedule their exam session. **The candidate will be required to pay a <u>$15.00 USD fee to Prometric</u> prior to Rescheduling/Cancelling an examination.**	**$15.00 USD**
Prometric Candidate Rescheduling/Cancellation <u>without</u> required notice. Without an approved excuse, which includes death of an immediate family member, active military orders, jury duty, or a doctor's excuse (on the medical facility letterhead), a <u>candidate</u> wishing to cancel or reschedule a scheduled examination with 5 or less calendar days prior to their scheduled exam session, will be required to pay the full test administration fee to cancel or reschedule their exam session. If a candidate fails to appear for their scheduled examination, comes to the test site without proper ID, and/or the proper admission letter, the candidate will forfeit the **full applicable testing fee**.	**Full test administration fee**

11. Candidate Exam Registration Receipt and Admission Document: Once the exam is scheduled, an "Admission Letter" and Payment Receipt will be simultaneously generated and automatically pops up onto the screen to be printed.   **The admission letter must be <u>printed</u> and submitted along with the proper credentials at the time of the examination.**

SAMPLE EXAM REGISTRATION RECEIPT:

SAMPLE CANDIDATE ADMISSION LETTER:

The following is a sample of the admission letter that must be printed and presented at the testing center.

CANDIDATE ADMISSION LETTER

07/29/2023

zzdemoNJ1 zzdemo
NJ1123 Main Street
Cherry Hill NJ 07101
United States

Dear zzdemoNJ1 zzdemoNJ1,

!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!

You must PRINT and bring THIS Candidate Admission Letter with you on the day of your exam. If you do not, you will be denied entry to your scheduled exam and any fees paid will be forfeited.

Congratulations! You have successfully registered to sit for the NJ examination, on the IQT computer based testing network. Your appointment information to take the examination is as follows:

Please carefully read and note the following important additional information:

- **Rescheduling:** If you fail to show up for your examination at the scheduled time, do not have the proper identification, or do not have your admission document, you will not be allowed to sit for your exam. You will be considered a "No-Show", your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam. However, if your organization permits reschedules and an issue arises that prohibits you from making it to your scheduled exam, you may reschedule **prior to (5) calendar days** before your scheduled exam date. **You may be required to pay a rescheduling fee to process your request.**

  Reschedule/Cancellation Policy
  If it is less than (5) calendar days, you will not be allowed to cancel or reschedule your exam unless the following four situations have occurred:

  Jury Duty
  Death in the immediate family
  Military Deployment
  Sickness

  The **immediate family** is defined as a person's grandparents, parents, spouses, siblings and children.

If you experience any of the above, you **MUST** provide IQT with proper documentation before being rescheduled to a new date. **Documentation must be submitted to IQT within 10 calendar days of your missed examination or it will not be considered for a reschedule.**

If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your scheduled exam date, then you will not be allowed to reschedule or cancel your exam and if you do not show up, you will be considered a "No Show", your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam.

- **Candidate Admission Letter:** You **MUST** present this letter to the testing center in order to be admitted. Also, the *Candidate UserID* and *Passcode* printed above are required for you to login and start your examination.

- **Arriving for Your Appointment:** Please arrive at the testing center **A MINIMUM OF 10 MINUTES BEFORE YOUR APPOINTMENT TIME**. If you have any doubts about the location of the testing center, IQT strongly recommends that you go to MapQuest and print out a map to the location; or you may wish to drive to the center in advance (the evening prior, for example), to ensure you know where it is located.

- **Identification:** Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) proofs of identity to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

    PRIMARY IDENTIFICATION (with photo) - Choose One
    - State-issued driver's license or nondriver's identification card
    - United States passport
    - Foreign passport
    - Military ID card
    - I-551 Permanent Resident Card
    - I-571 Refugee Travel Document
    - I-688 Temporary Resident Card
    - I-688A Employment Authorization Card
    - I-688B Employment Authorization Document
    - I-766 Employment Authorization Card

    SECONDARY IDENTIFICATION - Choose One (MUST MATCH ADDRESS ON THIS ADMISSION LETTER)

    - State-issued driver's license or nondriver's identification card
    - Utility or credit card bill issued in the past 90 days that shows your name at your current address (may not be a PO Box number)
    - Checking or savings account statement from a bank or credit union, issued within the past 60 days
    - Original lease or rental agreement showing your name as the lease or renter
    - Property tax bill, statement, or receipt from the past year.
    - Any letter or correspondence (including tax bills) received from the IRS or state tax office in the last year.
    - First-class mail received from any federal, state, or local government agency in the past six months (no photocopies of mail excepted, must be original US mail).

- **Food and Drink:** No food or drink will be permitted in the examination room for any reason.

- **Authorized Materials: Only reference materials on the IQT Authorized Materials List** are allowed in the testing room. For some testing programs, calculators and other tools are also allowed, and will appear on the IQT Authorized Materials List. Candidates are asked to bring as few items as possible to the testing area. If you have questions about what you are permitted to bring into the examination room please email IQT at CBT@isoqualitytesting.com. You may also call at 1-866-773-1114 (USA) or 1-727-733-1110 (International callers). Only those materials that the EXAMINATION SPONSORING AGENCY notifies IQT as authorized will be permitted by the Proctor.

- **Examination Security:** Failure to follow candidate instructions will result in your application being voided and forfeiture of your application fee. Conduct that results in violation of security or disrupts the administration of the examination could result in cancellation of your examination and dismissal from the testing center. In addition, your examination will be considered void and will not be scored. Examples of misconduct include, but are not limited to, the following: writing on anything other than the IQT Authorized Scratch Paper provided to you, looking at another candidate's computer monitor, or talking with other candidates anytime during the **entire** examination period. You are particularly cautioned not to do so after you have completed the

examination, as other candidates in the area might be taking a break and still not have completed the examination. You may not attend the examination only to review or audit test materials. You may not copy any portion of the examination for any reason. No examination information may leave the test room under any circumstances. No unauthorized persons will be admitted into the testing area. Please be further advised that all examination content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate forms provided within the examination delivery system. **At no other time, before, during or after the examination, may you communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions.**

- **Examination Site:** While the site climate is controlled to the extent possible, be prepared for either warm or cool temperatures at the testing center in the event that you become uncomfortable. Cellular phones and beepers are prohibited in the testing area. The use of headphones inside the testing area is prohibited. Electrical outlets will not be available for any reason. Earplugs for sound suppression are allowed. No smoking or use of tobacco products will be allowed inside the testing area. You must vacate the testing area after you have completed the examination. If you require special assistance, you must contact IQT at least one week in advance of the examination date and appropriate arrangements will be made. Due to limited parking facilities at some testing centers, please allow ample time to park and reach the testing area.

- **IQT Inclement Weather Policy:** If your area is experiencing inclement weather, it is your responsibility to contact your testing center to confirm if it is closed or delayed in opening. Most likely there will be a voice message on the testing center's phone system to notify candidates of any change in business hours during the inclement weather.

  If you are unable to take your examination due to the inclement weather, you must contact IQT directly at 1-866-773-1114 or 1-727-733-1110 to reschedule your examination for a later date. There are no additional costs for such reschedules.

Thank you for registering on the IQT CBT Network to take your examination. If you have any questions or require assistance, please email IQT at CBT@isoqualitytesting.com. You may also call at 1-866-773-1114 (USA) or (727) 733-1110 (International callers).

All of us here at IQT wish you the best on your examination.

Sincerely,

ISO Quality Testing, Inc.

12. In addition to the admission letter that pops up when you schedule your exam, an email is automatically sent to your email address on file. The email includes a link to the admission letter, receipt and instructions. If you do not receive the email, please check your Junk/Spam folder prior to contacting our customer service department.

From: registrations@isoqualitytesting.com [registrations@isoqualitytesting.com]

Sent: Sunday, January 31, 2016 5:10 PM

To: Sample Candidate

Subject: IQT Examination Registration Receipt: NIC Beautician NJ

Monday, March 9, 2020

Dear Sample Candidate,

You have successfully registered for the NIC Beautician NJ examination. Please use the hyperlink below to display and print your receipt and Candidate Admission Letter.

!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!
You must bring your Candidate Admission Letter with you on the day of your exam. If you do not you will be denied entry to your scheduled exam, and any fees paid will be forfeited.

In order to begin the examination, you will need the UserID and Passcode provided on the receipt below.

https://www.iqttesting.com/Default.aspx?Function=Receipt&ID= SampleCandidate_814170_R8ZJCyep9FjU

Note that if your email program has broken the hyperlink, clicking it will no longer work to take you to your receipt. To fix this:

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1) Copy and paste the full hyperlink into Window's Notepad program.
2) Edit the link so that it is one line again.
3) Paste the repaired hyperlink into the browser's address box and press Enter on your keyboard.

Should you require assistance, you may call (toll-free in USA and Canada) 1-866-773-1114, or (other countries) +1 727-733-1110.
Sincerely,

Iso-Quality Testing, Inc.

Candidate Exam Preparation

Candidate Information Bulletins (CIBs)

Candidate Information Bulletins (CIBs) have been specifically developed to encompass the content outlines of the NIC New Jersey theory examinations. The bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the theory examination, sample questions and answers, and the time allowed to complete the exam. The scope of content covered by the NIC New Jersey Theory Examinations is listed on page 2 of the CIBs in parentheses after the title. The CIB will provide the number of items on the exam, and will specify the number of items that contribute to your final score.   The exams contain an additional 10 items are pretest items which are used for statistical information for possible future test questions and are not scored. To access the New Jersey Candidate Information Bulletins (CIBs), please click onto the following website:
https://www.prometric.com/cosmetology/new-jersey.

Candidate Testing Experience

The information outlined in the following sections relates to the process you will experience when taking your examination.

What to Expect

The following link provides a video containing a detailed overview of what to expect during your upcoming visit to a Prometric test center, so that you will feel more prepared and more confident in your testing experience.
https://www.prometric.com/test-takers/what-expect

Secure Candidate Check-in Process

At the point of check-in, the candidates' appearance and identity is documented and validated to include:
- Candidate must bring printed admission letter.
- Candidate must bring two forms of valid ID as outlined in the admission letter.
- Candidate's address on the Secondary ID must match the admission letter.
- Candidate's picture will be taken at the testing center.
- Candidate will need to follow the individual test center policies and procedures, which may include a security wand check.

Identification Requirements

You must present a valid, government-issued photo ID with a signature to be admitted to the exam. To be valid, the ID may not be expired, and the photo must match the candidate as well as the first and last name on the Roster/Admission Letter. **Please check your admission letter for the current identification requirements.**

All candidates must be registered for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification listed below must match the first and last name under which you are registered. All candidates are required to bring two (2) forms of valid (non-expired) proofs of identity to the test site, no exceptions. **If you fail to bring proper identification or your names do not match, you will not be allowed to test and your examination fee will not be refunded.**

PRIMARY IDENTIFICATION (with photo) - Choose One
- State-issued driver's license or nondriver's identification card
- United States passport
- Military ID card
- I-551 Permanent Resident Card
- I-571 Refugee Travel Document
- I-688 Temporary Resident Card
- I-688A Employment Authorization Card
- I-688B Employment Authorization Document
- I-766 Employment Authorization Card

SECONDARY IDENTIFICATION - Choose One (MUST MATCH ADDRESS ON THE ADMISSION LETTER)
- State-issued driver's license or nondriver's identification card
- Utility or credit card bill issued in the past 90 days that shows your name at your current address (may not be a PO Box number)
- Checking or savings account statement from a bank or credit union, issued within the past 60 days
- Original lease or rental agreement showing your name as the lease or renter
- Property tax bill, statement, or receipt from the past year.
- Any letter or correspondence (including tax bills) received from the IRS or state tax office in the last year.
- First-class mail received from any federal, state, or local government agency in the past six months (no photocopies of mail excepted, must be original US mail).

Non-Acceptable ID's:
- Library Card or Gym Membership
- School ID (No exceptions)
- Social Security Card
- Credit Card or Department Store Card
- ID with only photo OR signature
- Facebook

Candidate Admission Letter

Every candidate must have a <u>printed</u> copy of their Admission Letter as previously noted.
Electronic copies from your phone or tablet, etc. are not acceptable. It is your responsibility as the candidate to be aware of the testing requirements found in the admission letter, **prior** to your arrival to the scheduled examination. The admission letter includes:

- Candidate's name, address and contact information
- Exam facilities location
- Scheduled date and time
- Prometric/IQT's policies on:
  - No shows and rescheduling
  - Valid form of identification
  - Inclement weather
  - Examination security
- User ID and Passcode necessary to participate in the exam
- Authorized materials list (There are no authorized materials for the NIC exams)
- Exam Registration receipt

Due to security issues, Prometric/IQT will not send the admission letter to any email other than the address listed on your account. It is your responsibility to provide your printed admission letter on the day of testing. The Admission letter provides clear instructions on the candidate's responsibilities. If you forget the letter and do not have login information or an accessible email address on file with Prometric/IQT, you will not be permitted to test.

Prohibited Items / Articles

Possession and/or access to the following items are strictly prohibited and will NOT be permitted in the testing room:

1. Wrist watches or any other type of time keeping device;

2. Electronic devices of any kind including but not limited to cell phones, Blackberries, Smartphones, iPhones, PDAs, wireless e-mail devices, iPods, MP3 players, pagers, calculators, clocks, cameras, scanners, radios, recording devices, hand-held computers, programmable watches, transmitters or receiving devices, microphones, etc.;

3. Headphones, headsets, ear phones, ear buds, or Blue Tooth capable devices;

4. Notes, papers, books, exam review, or other study materials in any format or media (including CDs);

5. CDs, USB keys, DVDs or other electronic media;

6. Newspapers, magazines, dictionaries, prayer books, or any other written material;

7. Luggage, handbags, purses, backpacks, briefcases, tote bags, or bags of any kind;

8. Pens, pencils, markers, or highlighters of any kind;

9. Hats, baseball caps, or visors (religious apparel that does not contain a brim or obscure the applicant's facial features is permitted).

Visitors

NO VISITORS WILL BE ALLOWED AT THE TESTING SITE. Candidates are not allowed visitors or to receive messages during the exam.

People that are not scheduled for an examination are not permitted inside of the building where the exams are administered. If another person (parent, spouse, teacher etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up. The approximate amount of time for each exam is indicated in the written CIB. Your driver should wait in their vehicle until you are done and have exited the building.

Demonstration (Sample) Exam

This section contains information regarding the candidate experience when taking the NIC theory exam with Prometric/IQT. This provides you with an understanding of all steps related to the exam delivery system experience and the tools available during the exam (such as bookmarking, etc.).

To take a demonstration test to experience how Prometric's IQT computer-based test system works, please click here or go to:

https://www.iqttesting.com/ExamV2008/Default.aspx?Function=SampleExam&Exam=8.

Once you are checked in and logged into your exam, the first screen will be the Pre-amble screen. This should be read in its entirety, as it offers important information needed in preparation of the examination such as the length of the exam and the number of questions. The Pre-amble will change according to the exam the you are is registered. Once you understand the content in this section, you will click on "Begin Tutorial" on the lower left corner.

Name: Sample FirstName Sample LastName
Exam: SMT Sample Secure Exam A

Welcome to the Schroeder Measurement Technologies, Inc. and Iso-Quality Testing Computer Testing system.
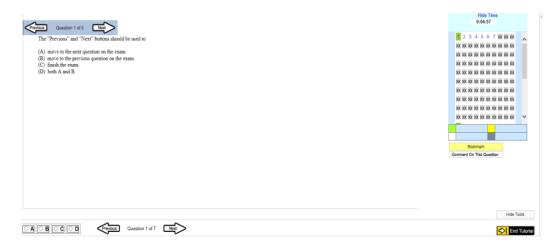
This is a demonstration of the testing system. When you begin your examination, this Preamble screen will provide an introduction to the exam including information related to the number of items, item format, time limitations, and any other special instructions.

The questions presented in this sample are intended for demonstration purposes only and are not indicative of any actual examination content. The questions are designed to allow you to familiarize your self with the format and functionality of the testing system. In order to move forward through the demonstration, you are required to answer each question.

Begin Tutorial...

The tutorial will go over the functions of the examination with the same style and format of the actual exam as shown below. It is highly recommended that you demonstrate knowing how the system works by completing the tutorial. Each question must be answered correctly before moving to the next question; otherwise a red box will appear at the bottom left corner, stating the answer was incorrect. You will have a total of 7 questions and 5 minutes to complete the tutorial, which does not affect the time of the actual exam or your score. When you answer the last question, a notice will appear that you are on the last question. This is <u>only</u> to notify that all questions have been answered, thus not ending the exam. It is important to understand that you as the candidate must be the one to choose and click on the items. Once all questions are answered, you will click on "End Tutorial".
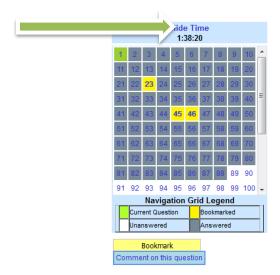
After the tutorial is complete, you will begin the NIC theory exam. During the exam you will have the ability of <u>skipping</u>, <u>bookmarking</u> or <u>commenting</u> on any question:

- **Skipping** – A candidate may choose to leave a question unanswered and come back to it at the end of the exam. This can be achieved by clicking on another question on the navigation grid, or by clicking on the next arrow in the bottom left of the screen.
- **Bookmarking** – When a question is answered and the candidate is not completely certain and would like to come back to it, the question can be bookmarked.
  - Only a question that has been answered can be bookmarked, otherwise the question should be skipped.
- **Commenting –** This function provides the ability to comment on any question that presents irregularities identified by the candidate. All comments are reviewed by the credentialing organization in efforts to improve the exam.

The testing system was designed with the idea that internet interruptions may happen at any given time; as so, all responses, time, bookmarks and comments are saved as you answer them. If any interruption were to occur, your exam would be reinstated to where you left off, before the interruption occurred.

All candidates will have a navigation grid on the right side of the screen. This will display the bookmarking and comment question options, as well as the time remaining in the exam. You may navigate through the exam by clicking on the arrows on the lower left corner or by clicking on the question you choose to go to on the grid. If you would like to hide the time, this can also be done on the navigation grid by clicking on "Hide Time" as shown below. The navigation grid will display:

- Current question in green
- Bookmarked questions in yellow
- Answered questions in gray
- Unanswered questions in white

When you are finished with the exam, you can review all the questions by selecting them on the grid, if there is time remaining. If not, you will get a notice that you are out of time and it will end the exam. If you are done before the time expires, you will receive a notification where you must assure that you would in fact like to end the exam. Once this is confirmed, you will be prompted to the end of exam survey (optional) that will allow you to grade the experience in regard to the testing center and the actual exam.

Candidate Results

The Candidate Information Bulletins (CIB) outline the scope of content covered by the NIC New Jersey Theory Examinations. The scope of content is listed on page 2 of the CIBs in parentheses after the title. The CIB will provide the number of items on the exam, and will specify the number of items that contribute to your final score. The exam also contains an additional 10 items are pretest items, which are used for statistical information for possible future test questions and are not scored.

Once you have completed and ended the examination, you will see an exam completion notification display on your screen. You will not receive your official embossed result letter at the testing center. The official result letter will be emailed to your email address on file,

typically within one to two business days. If you fail your exam, you will automatically receive a new preregistration record and an email from IQT. First time test takers will not be able to reschedule their exam until 15 days after they failed their exam. All subsequent retakes have no wait time. Lapsed License candidates will only be permitted to test two times.

Candidates Needing ADA Accommodations

Reasonable accommodations, such as extended time for testing, reader assistance, and special seating for candidates as covered under the Americans with Disabilities Act (ADA) shall be addressed by the Board with guidance from the individual's education plan. The Board shall qualify ADA candidates.

All New Jersey Cosmetology candidates requiring ADA accommodations must be processed through the specific NJ ADA process. ADA candidates who attended a school will need to process the documentation through the school. If the candidate is transferring from another state or county, the candidate will need to register at http://www.njconsumeraffairs.gov/cos/Pages/applications.aspx

All ADA documentation must be approved by the New Jersey State Board of Cosmetology and Hairstyling and submitted to IQT prior to the candidate being preregistered for the exam.   If you schedule your exam and the accommodations are submitted after the you schedule, you will incur a $15.00 rescheduling fee.

Contact Us

Prometric/Iso-Quality Testing (IQT)/SMT is owned and operated by Prometric, LLC. The office that services the New Jersey State Board of Cosmetology and Hairstyling candidates and schools is Iso-Quality Testing which is located in Clearwater, Florida. If you need assistance, please be sure to refer to our direct contact information below.

Schedule a Candidate's Exam:
To access the link to schedule a candidate's exam, please click onto the following website: WWW.IQTTESTING.COM . For candidates needing assistance to schedule an exam, please email us at SMT-OperationsTeam@prometric.com or call our Clearwater Office at 1-866-773-1114 during our regular business hours of 8 AM to 5 PM EDT Monday through Friday.

Conclusion

We hope the information contained within this overview is very helpful in understanding the Prometric/Iso-Quality (IQT) CBT secure exam delivery system, as it is crucial that the examination

administration process is standardized to ensure optimal testing conditions. If you have any questions regarding these processes, our staff of professionals will be available to assist you.