

Candidate Check-in Checklist

For PVTCS and PVTC Selects

The following list contains the general steps required during the check-in process. Be sure to check the exam sponsor's client reference for any additional steps an exam sponsor might require.

- _____ Greet the candidate, and verify the candidate's appointment in Admissions Manager.
- _____ Give the candidate a copy of the appropriate rules agreement as specified in the exam sponsor's client reference. Ask the candidate to read it and return it to you.
- _____ Ask the candidate for the proper forms of ID(s), and confirm that the ID(s) meet the requirements.
- _____ Check the candidate's admission letter, if required.
- _____ Capture the candidate's signature on the rules agreement (or digital signature pad, if applicable). Check that the signature matches the signature on the ID(s). If the signatures match, return the ID(s) to the candidate.
- _____ Capture all other admissions data from the candidate as the steps appear in Admissions Manager.
- _____ On the right side of the log sheet (if required), print your name and indicate that you verified the ID(s). Ask the candidate to print their full name on the left side of the log sheet, fill in the exam series number, sign the "Understand candidate rules" line, and enter the time.
- _____ **Test centers located in Japan:** Do not use the log sheet. Instead, use the log boxes in the Japan version of the Candidate Rules Agreement that the candidate signed.
- _____ Ask the candidate to store personal belongings in a locker or secure area.
- _____ Complete the following security checks during check-in and each time the candidate enters the testing room.
 - **Accessories and jewelry:** Visually inspect accessories such as hair clips, headbands, and jewelry. Make sure that they do not exceed the maximum sizes listed in the policies and procedures guide.
 - **Ears:** Ask candidates to pull their hair back if it is covering the ears so that you can inspect the ears for electronic devices.
 - **Eyeglasses:** Ask candidates to remove eyeglasses and place them on a hard surface for visual inspection.
 - **Hoods and ties:** If applicable, ask candidates to lift sweatshirt hoods and neck ties so that you can examine the other side.
 - **Arms:** Ask candidates to pull sleeves **up to the elbows** (or down if the sleeves are already rolled) so that you can inspect for notes, writing, or cameras and can visually inspect any tattoos. Items such as watches and fitness wrist bands must be stored.
 - **Pockets:** Ask candidates to turn **all** pockets completely out and show waist or belt area if it is not visible.
- _____ Ask candidates to pat down their arms, waistline, and legs. Visually inspect the candidate's shoes.
- _____ Distribute any supplemental materials the exam sponsor requires for the exam. Have the candidate initial the "Received exhibits" line on the log sheet to verify receipt of these materials.
- _____ Provide an erasable noteboard or noteboard booklet (depending on the exam sponsor's requirements) and pen to use during the exam. On the log sheet (if required), indicate that you gave the candidate these materials.
- _____ Explain to the candidate that most exams include a tutorial or practice exam before the actual exam begins to familiarize candidates with how the exam works.
- _____ Inform the candidate if there is a timed NDA to help the candidate avoid exceeding the time limit.
- _____ Escort the candidate into the testing room.
- _____ Log in to Delivery Manager on the candidate's delivery workstation, and select the candidate's name in the Appointment Selection window. Have the candidate confirm that the exam name and series code shown is the one they planned to take. Click **Start** to begin the exam.