

## **Computer-Based-Testing Frequently Asked Questions**

### **What is CBT?**

CBT stands for **Computer-Based-Testing**. It is a method of exam delivery by use of a computer at a proctored vendor site.

### **Who is Pearson VUE and why did CWEA choose them as our CBT vendor?**

Pearson VUE administers 400 million exams a year worldwide. They are a leader in computer-based-test administration with high end testing facilities and a trained testing staff.

### **Why is the Technical Certification Program changing their exams from paper-and-pencil to computer-based-testing?**

The change will provide more frequent and convenient testing time which will help you get ahead faster.

### **When did the change take place?**

January 2009.

### **Will I have the choice of taking the exam in paper-and pencil or computer-based format?**

No. Starting in 2009 exams will only be offered in computer-based format.

### **Will the application/registration process change with the launch of CBT?**

There will be application deadlines similar to the application procedure with paper-and-pencil format, however, instead of the two application windows, there will be four throughout the year to accommodate continuous testing.

### **When are the application deadlines for CBT?**

Application deadlines are due one month before every testing window, on the last day of November, February, May and September.

### **What if I send in an incomplete application?**

An incomplete application will possibly delay the processing time. A consequence may be that you will not be approved in the window you requested and must wait until the following testing window.

### **When are the testing windows?**

Testing windows are set for the standard quarters in a year; January to March, April to June, July to September, and October to December.

**How do I reschedule or cancel an existing test appointment, and is there a fee associated with the request?**

You can reschedule or cancel a test one (1) business day prior to your appointment by contacting Pearson VUE directly. If you scheduled for a Monday exam, you must reschedule or cancel on Friday, which is the previous business day. If you can not reschedule to the testing window you requested, contact CWEA directly at (510)382-7800 x107.

**When will I find out my score on the exam?**

An unofficial score report will be given to you before you leave the testing facility. An official report will be mailed out from the CWEA office.

**What if I fail an exam, when can I retest?**

You cannot retest in two consecutive testing windows. You are required to skip one testing window. This is to give you time to better prepare for the test.

**What computer skills do I need to take exams via CBT?**

You should be familiar with the use of a mouse and keyboard. A 15 minute tutorial will be available to you at the testing center prior to taking a test. You can practice on the CBT demo available to you at the CWEA website. [www.cwea.org/cert\\_cbt.shtml](http://www.cwea.org/cert_cbt.shtml)

**When will the tests be offered?**

The tests will be offered year round. Test sites are typically open six days a week. Seats are on a first-come, first-served basis.

**Does it take more time to complete a computer-based exam compared to paper-and-pencil?**

Experience with computer-based testing reveals that it takes less time to complete an exam. This is primarily because you don't have to bother with an exam booklet or transferring your answer on an answer sheet.

**How much time will I have to complete the exam?**

You have the standard 3 hours to complete the TCP exam.

**What will be the test format of the CBT exam?**

Exams will be in the standard multiple choice format, much like how it was offered in the paper-and-pencil format.

**When taking the computer-based exam, will I have an option to return to a question to review or change my answers?**

Yes, this option is called, *flagging*. You can flag questions and come back to them in the *Review* section where you can also review the entire exam before ending the session.

**Will the passing standards change for CBT?**

No. The passing standards will remain the same. The pass score will be determined prior to you taking the exam.

**Upon transition to CBT, what will be the cost to take a TCP exam? (Note: this fee is for Current Members only. Non-members pay an additional \$132.00)**

Grade Level	I	II	III	IV
Exam Fee	\$130	\$145	\$160	\$175

**Why is the price of the exam increasing?**

Exam fees are increasing due to the operating cost to run a computer based testing program. The demand from the industry required CWEA to transition to CBT in order to support our members with professional development.

**How do I schedule an exam?**

You can schedule an exam with Pearson VUE once you're approved (through CWEA) to sit for an exam by calling their 1-888 # or going online to register at [www.PearsonVUE.com/cwea/](http://www.PearsonVUE.com/cwea/).

**Where will the exams be administered?**

Exams will be administered at Pearson VUE professional testing centers and third party sites that you choose from a list provided by Pearson VUE test sites. For a complete list of Pearson VUE test locations please visit [www.cwea.org/cert\\_cbt.shtml](http://www.cwea.org/cert_cbt.shtml) or [www.PearsonVUE.com/](http://www.PearsonVUE.com/).

**Can I take a break during the exam?**

Breaks will be allowed during an exam but will be counted against your allotted time.

**Who will be reviewing the exam applications to determine if candidates qualify to take the exam?**

Applications will be reviewed by staff and subject matter experts in the vocation you are applying for.

**Are the study sessions still going to be offered? If so, how will they be scheduled if the testing is being done on a continuous basis?**

A Certification Preparation Committee is in the works. This committee will be responsible for setting up study sessions throughout the state. Please check our website for information about study sessions.

[www.cwea.org/cert\\_howcert\\_preparing\\_info.shtml](http://www.cwea.org/cert_howcert_preparing_info.shtml)

**Where can I get the application for a computer-based-test?**

Applications will be available from our website at [www.cwea.org/cert.shtml](http://www.cwea.org/cert.shtml). If you want one mailed to you, contact our office at (510) 382-7800 x119.

**What do I need to bring with me to the testing site?**

A current government issued identification (e.g. photo ID or driver’s license, passport). The ID you provide need to exactly match what Pearson VUE has in their records. You will be allowed to bring a pre-approved calculator. You will not have access to your personal belongings except for medical comforts.

**How will CBT change ADA accommodations?**

ADA approved candidates will be given 6 hours to complete an exam and will be given a 30 minute unscheduled break. A reader will be assigned to you if your disability requires one.

**When will I need to submit my ADA documentation in order to receive accommodations for a test?**

ADA supporting documentation must be received with the application or no later than two weeks after the test application is received by CWEA.

**What do I need to provide in order to get ADA accommodations during testing?**

- Documents must be legible
- Documents must indicate the disability
- Documents must explain the required accommodation needed
- Documents must indicate the address and contact information of the learning specialist who administered the diagnosis for candidate

**Are there extra costs to me for the ADA accommodations I am requesting?**

No.

**Which are pre-approved calculators?**

<b>Brand</b>	<b>Model</b>
Casio	All fx-115 in its model name is allowed.
Texas Instruments	All TI-30X and TI-36X models are allowed
Sharp	EL models <i>except EL-W516B and EL-W535B</i> are allowed.