

2-Hour Arkansas State Specific Examination Policies and Procedures

All licensure qualified to take the 2 Hour State Specific Examination must review the following information before sitting for the exam.

Approved Calculators

Examinees must comply with the NCEES calculator Policy in effect at the time of examination. For more information, go to www.ncees.org

Admission Requirements

For exam admission, examinees must present a current, signed, government-issued photographic identification (such as a valid state driver's license or passport). Student IDs are not acceptable. Examinees must report to the exam site by the designated time. Examinees will not be admitted after the exam instructions begin.

Grounds for Dismissal from the Exam and/or Invalidation of Exam Results

- Books or study guides with solutions, technical papers, and or short courses
- Having a cell phone in your possession
- Having loose papers, scratch papers, legal pads, writing tablets, or unbound notes in your possession
- Having a device with copying, recording, or communication capabilities in your possession. These include but are not limited to cameras, pagers, PDAs, radios, headsets, tape players, MP3 players, calculator watches, electronic dictionaries, electronic translators, and transmitting devices.
- Having a calculator that is not on the NCEES-approved list
- Copying from another examinee's exam booklet or colluding with other examinees
- Beginning the exam before the proctor instructs you to do so
- Failing to stop writing at the end of the exam when the proctor instructs you to do so
- Removing pages from your exam booklet
- Violating any other terms stated in this agreement that are cause for dismissal or exam invalidation

If any prohibited item is found in an examinee's possession after the exam begins, the item will be confiscated. No refund will be provided to examinees dismissed from the exam.

Reference and Study Materials

This is an open-book exam. Examinees must bring their own reference materials, including design standards:

- GLO (General Land Office) Instructions and Procedures
- BLM Manual
- Arkansas Minimum Standards - www.arkansas.gov/pels
- Arkansas State Laws and Rules - www.arkansas.gov/pels
- The two following books may be obtained from our State Surveyor: Phone 501-683-1666 Fax 501-407-0790

Legal Principles of Boundary Location For Arkansas by Elgin and Knowles and the Handbook for AR Surveyors

- Study information may be available at the following web sites: National Council of Examiners for Engineering and Surveying –www.ncees.org Do a search under Surveyor on the web and/or ask other surveyors for recommendations
- All reference materials must be bound and remain bound during the exam. *Bound* refers to (1) materials permanently bound, as by stitching or glue, and (2) materials securely fastened in their covers by fasteners that penetrate all papers. Ring binders, spiral binders, plastic snap binders, brads, and screw posts are acceptable fasteners. Staples are not acceptable fasteners. Examinees may tab reference books before the exam with Post-itTM type notes and flags, but pads of Post-it notes and flags are not permitted in the exam room.
- Examples of things you MAY bring in the exam room: Standard Charts, Graphs, Quick References, Standard Textbooks and Manuals.

Personal Items

Personal items are the sole responsibility of the examinee. Neither the state board, exam proctors, or the site facility will be responsible for any lost, misplaced, or stolen items.

- Examinees may bring snacks (e.g., hard candies, candy bars, gum) and nonalcoholic drinks, as long as having them does not disturb other examinees.
- Examinees may wear wristwatches or place them on the table. Small clocks must be placed on the floor.
- Examinees may not wear hoods (on hooded sweat-shirts, for example) or hats with brims during the exam. Head coverings that qualify as religious apparel are permitted.
- Examinees may not use slide charts or wheel charts (hand-held cardboard or plastic calculating devices with rotating or sliding pieces).
- Examinees may not bring weapons of any kind.
- Examinees may not bring tobacco products or personal chairs.

Items Permitted on the Desktop

Examinees may have these items on the desktop during the exam: exam booklet, ID, admission notice, approved reference material, NCEES-approved calculators, small snacks, and two straightedges such as a ruler, scale, triangle, or protractor.

Exam Irregularities

Fraud, deceit, dishonesty, and other irregular behavior in connection with taking any exam is strictly prohibited. Irregular behavior includes but is not limited to copying or

allowing the copying of exam answers; failing to work independently; possessing prohibited items; communicating with other examinees or any outside parties by way of telephones, personal computers, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; failing to cease work on the exam when time is called; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. The Board reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and/or criminal remedies. Examinees or other persons implicated in an irregularity will be identified to the state board, which may invoke additional sanctions. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

Remedies for Testing Errors and the Boards Response to Disruptions in Testing and Potential Compromises

In the unlikely event that a mistake occurs in printing, handling, or processing test materials or in scoring or reporting scores, the Board will correct the error, if possible, or permit the affected examinees to retest at no additional fee. These are the **sole and exclusive** remedies available to examinees for errors in handling or processing registration materials; in printing, handling, or processing exams in determining or reporting results; and/or in investigating or responding to suspected irregularities.

The Arkansas Board and its testing agents also take steps that are intended to ensure standardized administration on test day. If events occur that cause testing to be cancelled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, The Board will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If the Board determines that corrective action is necessary, affected examinees may retest at no additional fee (normally on a future national test date), unless the affected examinees caused or were involved in the conduct that resulted in the need for corrective action, in which case the Board will have the right to withhold this option. If the

Board offers a retest and an examinee selects that option, the examinee may be required to retake the entire exam in order to produce a valid result. These are the **sole and exclusive** remedies available to any examinee who is affected by disruptions in testing or a potential exam compromise.

Special Testing Accommodations

The Arkansas Board must receive testing-accommodation requests by the registration deadline. Requests for accommodations are required for each exam administration. Call the Board for more information.

Intellectual Property Rights and Exam Security

All exams are copyrighted works. Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes not discussing or disclosing any exam questions or problems on Internet blogs or chat rooms or through any other means.

Specifications

The Arkansas 2 Hour Law Exam consists of:
(12-14 Problems and 15-20 Reading Problems)
Primarily Boundary Law, Rules & Regulations of the Board, Minimum Standards, State Plane Coordinates, Retracement using GLO notes (See BLM Manual).

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