

ATTACHMENT 2

IMPORTANT PLEASE READ THESE INSTRUCTIONS

PRE-EXAM UNIT INSTRUCTIONS

*Welcome to the Board of Barbering and Cosmetology Examination Facility.
Please let the examiner know immediately if they have examined you before.*

- 1. Place your admission letter and ID on the counter so your examiner can check them.*
- 2. Please place your kit under your counter.*
- 3. **Please set up your tripod.** For safety reasons maintain a clear space in front of the counter.*
- 4. For your use during the exam, you have been assigned a station that includes a counter, shelves, utility table, and stool.*
- 5. Electrical outlets are located at each station.*
- 6. Place your tripod under the counter during the nail and skin care services.*
- 7. To set up for the nail and/or skin care services, put your table and stool as shown in picture:*



- 8. The height of the hydraulic stool can be adjusted by lifting the lever under the seat.*
- 9. At the end of the exam replace the table and stool as they are now.*
- 10. Waste receptacles, brooms, dustpans, and sinks are available for your use.*
- 11. If you have any problems or concerns with any of the Board of Barbering and Cosmetology equipment please bring it to the examiner's attention immediately. If you are unable to get the examiner's attention it is okay for you to approach the examiner.*
- 12. All of the instructions the examiner will be giving you are in this binder in the language you have requested. Do not place any equipment on this binder.*
- 13. Please indicate that you have finished reading this by stepping back from the counter (please make sure your tripod has been set up prior to stepping back from the counter).*

BREAK

You must now go on break. Once you exit for the break, you will not be readmitted into the exam room until the end of the break. Return to the Orientation Room in 15 minutes. Each examiner will call you back by room number.

You are in exam room _____.

If you are more than five minutes late, you will not be readmitted. If you are not readmitted your personal belongings and your kit will be available at the end of the exam. Please exit quietly, as other exams are still in session.

END OF EXAM INSTRUCTIONS

- 1. Make sure your table and stool are back as you found them and that all kit supplies have been packed up.***
- 2. You will be dismissed after your examiner has checked your station. When leaving, please exit quietly as other exams are still in session.***
- 3. Please return your kit and return to the orientation room for your written exam at your assigned time.***