

# ATTACHMENT 1

## Examination Information Handout

<b>Candidate Information</b>		
<p>Please check your admission letter for accuracy in your name and address. Please go to the window if you need corrections to your name or to update your address. Review and sign the security agreement on the back side of your admission letter. The signed security agreement and admission letter will be collected in the exam room.</p> <p>Read this examination information handout, it will be collected prior to you entering the exam room. If you have any questions please go to the window.</p>		
<b>Examination Site Information</b>		
<p>Only candidates, interpreters, readers and electrology models are allowed in the facility as indicated in your admission letter. There are restrooms and a drinking fountain located in the hallway.</p> <p>In case of an emergency evacuation exam staff will guide you to the nearest exit. Evacuation maps are posted in each room.</p>		
<b>Pre-Examination Information</b>		
<p>If you, your interpreter or reader or electrology model is found with any of the following materials during your exam or in the exam room, you will be disqualified and asked to leave the exam area immediately.</p>		
Study Materials	Weapons	Cell Phones (even if they are turned off)
Recording Devices	Cameras	Watches
<p>You can take unauthorized items to your vehicle before the exam begins as stated on your admission letter. It is too late to turn in unauthorized items once you enter the exam room. If you do not have a vehicle, we have a storage bin located in the reception area. You can store prohibited items (excluding weapons) at your own risk, as the bin is not locked. Electronic devices must be turned off before storing. Do not place any other items in the bin. There will be a space provided in the exam room for your other personal belongings.</p>		
<b>Examination Information</b>		
<p>Once you are assigned a station in the exam room, place your ID, admission letter and security agreement on the counter so the examiner can check them. The examiner will collect the admission letter and security agreement.</p> <p>The binder on the counter contains the instructions for each section of the exam in English, Spanish, Vietnamese and Korean. Do not turn the page until the examiner instructs you to.</p>		
<p>If you have previously taken the exam and are directed to an exam room with the same examiner you had before, please let staff know immediately.</p>		
<p>Midway through the practical exam Barber and Cosmetology candidates will be given a fifteen-minute break. Barbers and cosmetologists must return to this room toward the end of your break and your examiner will come in and lead you back to your exam unit together. You must be prompt, as you will not be allowed to continue the exam if you are more than 5 minutes late from break. If you are not readmitted your personal belongings and your kit will be available at the end of the exam for you to pack up.</p> <p>Note: Manicure, Esthetician and Electrology candidates work straight through the practical exam with no break.</p>		
<b>After Exam Information</b>		
<p>Once you have been dismissed from the practical examination, return your kit.</p> <p>Candidates taking the AM practical exam and are scheduled for a 12:30 written exam, please return to the reception area at 12:25 to be admitted. Candidates scheduled for the 2:45 written exam should return to the reception area by 12:25 to discuss a possible earlier written exam. You will only need your ID for the written exam.</p>		
<p>Please return to this room for results. <u>AM Practical Exams</u> return at <b>1:45</b> <u>PM Practical Exams</u> return at <b>3:45</b>, <u>PM Practical Barbers</u> and <u>Practical Cosmetologists</u> return immediately after the practical exam.</p>		
<p><b>CANDIDATES IF YOU ARE ONLY SCHEDULED FOR THE PRACTICAL EXAM AND HAVE RESCHEDULED YOUR WRITTEN EXAM</b> - you will be informed if you passed or failed the practical portion when you complete the written exam. You may not reapply for the exam until you have completed both portions.</p>		
<p><b>CANDIDATES WHO HAVE ALREADY PASSED THE WRITTEN EXAMINATION PRIOR TO TODAY</b> - you will need to have your picture taken at the PSI desk before your results can be issued. Your results will be issued in this room at 1:45 for AM Practical Exams and 3:45 for PM Practical Exams.</p>		

**\*\*\* KEEP YOUR ID WITH YOU AT ALL TIMES \*\*\***

Please see other side for additional information on mannequin heads and hands, tripods, and models for each exam type.

## **ATTACHMENT 1**

### **Additional information on mannequin heads and hands, tripods, and models for each exam type**

**Note: The Board is not affiliated with the kit companies. They are private entities. Candidates are responsible for bringing all supplies and equipment as stated in the Candidate Information Bulletin (CIB).**

#### **Cosmetologist:**

All cosmetology candidates are required to have a mannequin head and a tripod on which to place their mannequin head. Table clamps are not allowed.

Your examiner will check mannequin heads for pre-sectioning and unacceptable markings of any kind. Mannequin hands must have artificial nail tips pre-attached to the fingers. Training hands and individual fingers are not allowed. If any of these are found, you will not be allowed to use that mannequin for your examination.

#### **Barber:**

All barber candidates are required to have at least two mannequin heads and a tripod on which to place their mannequin heads. Table clamps are not allowed.

Your examiner will check mannequin heads for pre-sectioning and unacceptable markings of any kind. If any of these are found, you will not be allowed to use that mannequin for your examination.

#### **Esthetician:**

All esthetician candidates are required to have a mannequin head. Tripods and table clamps are not allowed.

Your examiner will check mannequin heads for makeup or unacceptable markings of any kind. However, mannequins must have eyebrows. If any of these are found, you will not be allowed to use that mannequin for your examination.

#### **Manicurist:**

All manicure candidates are required to have a mannequin hand. Mannequin hands must have artificial nail tips pre-attached to the fingers. Tripods and table clamps are not allowed.

Training hands and individual fingers are not allowed. If any of these are found, you will not be allowed to use these for your examination.

#### **Electrologist:**

All electrology candidates are required to have a model. Models must present valid identification as listed on your admission letter. Models may not talk to the candidate unless it is necessary. Models with skin that has redness, open wound, or eruptions will not be allowed for your examination.