



CIRCULAR LETTER #16/03

DATE: MAY 4, 2016

TO: ALL SCHOOLS OF BARBERING, COSMETOLOGY, AND ELECTROLOGY

FROM: NANCY HARLOW, BOARD ANALYST

SUBJECT: CHANGES TO THE PRACTICAL EXAMINATION PROCESS

In an effort to improve the examination process at the Board of Barbering and Cosmetology's (Board) testing sites, the Board has made the following modifications to the way the examination is administered. These changes **do not** affect the examination itself or the scoring method.

Upon a candidate's arrival in the lobby and/or the examination room, the candidate will be given a printed "Examination Information Handout" orientation form in the exam language preference listed on their application (English, Spanish, Korean, or Vietnamese) for them to read and study themselves. This information will no longer be read to them by the Board's exam staff.

Also, in the practical exam rooms, a binder containing all the verbal instructions for the practical exam will be provided at each workstation in the candidate's exam language preference. These instructions will be read twice by the examiner before every service, and candidates will be directed to follow along and read the instructions with the examiner. Candidates will also be allowed to refer back to the binder during each portion of the exam. These are the same verbal instructions listed in the Candidate Information Bulletins (CIBs).

The Board has already starting implementing these new procedures, and has received positive feedback from the candidates about the changes.

Attached please find the Examination Information Handout and Pre-Exam Unit Instructions for you to review with your students in order to better prepare them for the exam. These documents (including the translated versions) can be found on the Board's website* under the "SCHOOLS" tab under "Circular Letters" after May 30, 2016, and the CIBs for both the written and practical examinations can be found on the Board's website* under the "SCHOOLS" tab.

Please email the Board at barbercosmo@dca.ca.gov if you have any questions regarding these changes with "Exam Orientation" in the subject line.

IMPORTANT NOTE: The number one reason applicants are disqualified from the examination is for having a cell phone in their possession (on or off) in the exam room. Please make sure your students are aware that cell phones are not permitted in the exam room, under any circumstances, and they will be disqualified from the examination and will need submit an Application for Re-Examination and pay the required fee in order to be rescheduled for the examination.