

## Completing and Reviewing *Examination Answer Sheets*

Improperly completed *Examination Answer Sheets* lead to certificate errors, scoring errors and processing delays. It is critical that examinees complete their *Examination Answer Sheets* accurately and that proctors review the registration information to resolve any errors with examinees prior to returning the sheets for scoring to the NRAEF Certification Department.

- Make sure examinees have a smooth, hard surface on which to write and complete the form using only a No. 2 pencil or an erasable blue/black pen.
- Examinees should use only capital letters (never lower case letters, cursive letters, slanted letters, letters with flourishes) when completing the registration portion of the *Examination Answer Sheet* (including in the email address field) and they should not touch any lines. Letters and numbers should be definitive so as to avoid errors. A “V” must clearly be a “V” and not possibly a “U”. An “O” must clearly be an “O” and not possibly a “D”. A “B” should clearly be a “B” and not possibly an “R”. An “H” needs to look like an “H” and not a “K”. The letters “I”, “L” and “T” are frequently the most poorly written—so be very attentive to them. Remember—capital letters are very important and so “y” should be “Y”. A “y” that goes below a line is read as a “V”.
- With *Examination Answer Sheets* that have a letter grid for name, the spelling for the certificate will be taken directly from what is bubbled in. Please darken the correct oval with the character that corresponds to it in the comb above. Ensure there is no more than one mark for each character or this will lead to the certificate being misspelled.
- **Examinees should darken the oval next to the letter of their answers and not the letter itself. Failure to darken the oval for the answer choice will result in the answer being marked wrong.**
- Write darkly but avoid making indents in the paper. Erasure marks should be completely eliminated. Letters must be clearly readable from all angles.
- Make sure spaces are used properly. For example, if the first name is “JERRY,” it should *not* be written as “J E R R Y”, or “JERR Y”.
- Information must be in the appropriate field. For example, first name should *not* be in the last name space. Do not write any information other than that which is requested.
- If an entire word would cause you to run out of space, please abbreviate.
- Multiple darkened responses will be recorded as errors, so it is important to darken only one oval for each response.
- The Examination Form Number must be written clearly on every *Examination Answer Sheet*. The Examination Form Number is four digits and is located on the *Examination Information Form* and on every Examination booklet after the title of the Examination. The Proctor should have this information posted at the Examination location.
- The six digit Class Number should be recorded on the *Examination Answer Sheet* tab. The Examination Proctor should have this information posted at the Examination location obtained from the *Examination Information Form*. The class number in conjunction with either your social security number or your email address will gain you access to [www.nraef.org/classes](http://www.nraef.org/classes) to retrieve your Examination score within 15 business days of your Examination date.
- The social security field is not a required field and should be left blank if the examinee does not wish to provide this information.

Certificate information is taken directly from the *Examination Answer Sheet*. Failure to complete the *Examination Answer Sheet* as indicated can result in errors on the certificate. There is a \$20 charge to reprint certificates due to spelling errors.

**Examination Proctors:** It is important to address these issues at the beginning of the Examination session prior to examinees completing any portion of the *Examination Answer Sheet*. As each examinee submits his or her completed Examination materials, conduct a thorough review. If you discover any of the above errors have been made or clarification is needed in the registration information portion of the *Examination Answer Sheet*, return the sheet to the examinee and have them correct the issue prior to leaving the room. Do not wait until the examinees leave the Examination room to review the *Examination Answer Sheet*.

Thank you for taking the time to address these issues.

NRAEF Certification Department

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