

Completing and Reviewing Examination Answer Sheets

Please make copies of this form for your examinees.

The following information will help to ensure *Examination Answer Sheets* are completed accurately.

- Complete form on a smooth, hard surface using either a No. 2 pencil or an erasable blue/black pen.
- **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.**
- For answers recording darken the oval next to the letter of your choice and not the letter itself. Failure to darken the oval for the choice will result in the answer being marked wrong.
- Use capital letters only (never lower case letters, cursive letters, slanted letters, letters with flourishes) when completing the registration portion of the Examination Answer Sheet (this includes the email address field). Letters should not touch any lines. Letters and numbers must be definitive to avoid errors. Example: Write “Y” and not “y”. A “y” that goes below a line will be read as a “V”.
- Write very darkly but avoid making indents in the paper. Erasure marks should be completely erased. Letters must be clearly readable from all angles.
- Only use spaces between words and names, not in between each letter.
- Information must be in the appropriate fields. 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. This information is posted by your proctor at the examination location.
- **Please leave these fields blank: Company ID, Employee ID and NRAEF Student Number unless your employer has asked you to complete these fields and has provided you with this information.**
- The six digit *Class Number* should be recorded on the Examination Answer Sheet tab. The Class Number in conjunction with information provided on your answer sheet will enable you to retrieve your score typically within 10 business days of your examination date from the NRAEF’s web site. This information is posted by your proctor at the examination location.
- Information provided on the Examination Answer Sheet is kept secure and confidential. Examination score and required examinee identification information is only released to authorized agencies (as noted on the answer sheet). This information is not provided to any unauthorized party unless required by legal subpoena or released with the examinee’s written consent.
- The social security field is not a required field and should be left blank if you do 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.

Instructors/Proctors:

Improperly completed Examination Answer Sheets can lead to certificate errors, scoring errors, and processing delays.

As each examinee submits his or her completed examination materials, conduct a thorough review of the answer sheet. 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. Please do not wait until the examinees leave the examination room to review the *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 Class Number is six-digits and is also located on the Examination Information Form.

Thank you for your assistance in ensuring the receipt of complete and accurate examinee information on the *Examination Answer Sheet*!

Sincerely,

Service Center