

## Examinee Exam-Day Checklist

### All Exams

- ☐ Bring only NCEES-approved calculators. View the approved list at [www.ncees.org](http://www.ncees.org).
- ☐ Bring a current, signed, government-issued photographic identification. *University/student IDs are **not** acceptable.*
- ☐ Bring your Examination Admission Authorization (do **not** bring envelope).
- ☐ Arrive on time. Late arrivals are **not** admitted under any circumstances.
- ☐ Do not wear cologne, perfume, or other fragrance to the exam site.
- ☐ Bring a lunch. Restaurant facilities are not always available.
- ☐ Bring earplugs. Unexpected noises could occur.
- ☐ Wear a watch and turn off the beeping function. Clocks are not always visible.
- ☐ Leave your cell phone at home or in your car.
- ☐ Leave hats with brims or bills at home or in your car. No hooded sweatshirts.
- ☐ Leave pens, pencils, erasers, and extra lead at home or in your car.
- ☐ Prepare for cooler or warmer climate in the examination room. Room temperatures vary.
- ☐ Friends and relatives are **not** permitted in the area near the testing room.

### FE and FS Exams Only (Closed-Book)

- ☐ Pack all personal items in a clear bag; opaque bags such as the green, blue, yellow, white, or brown plastic bags used by grocery stores are **not** allowed. No purses or backpacks are permitted in the exam room.
- ☐ Do not bring flags/Post-its, paper clips, or any other kind of page marker into the FE or FS exam.

For **exam information** such as specifications, format, and scoring, visit the NCEES web site at [www.ncees.org](http://www.ncees.org).

**Exam results** are mailed approximately 12 weeks after the exam date. Results may **not** be obtained over the phone. Exam results will be reported as pass/fail **only**. Numerical scores are not reported.

If your address changes, it is your responsibility to submit a change of address form to your licensing board and Professional Credential Services.

If you fail to attend or are late for the exam and are not admitted, if you do not pass the exam, or if you are dismissed from the exam for a policy violation, you will be required to register again for any future exam you wish to take and pay the applicable fee. You may **not** transfer your registration or exam fees to a future administration.

**PCS Tip Line:** To provide additional feedback regarding the exam administration, you may contact PCS, anonymously if you wish, by e-mail at [eestipline@pcshq.com](mailto:eestipline@pcshq.com) or by calling 877-ENG-EXAM (877-364-3926).