

# United Council for Neurologic Subspecialties Examination Registration and Testing Guidelines

## VERY IMPORTANT INFORMATION

This message serves as your notification to register for the 2018 UCNS *Neurocritical Care* subspecialty recertification examination. Your credentials for examination have been accepted by the UCNS and you may register with Pearson VUE to take the examination. Registration begins **October 10, 2018**.

**Examination scheduling is first come, first served, so you are urged to register as early as possible.**

Your acceptance letter contains your ID number. **DO NOT LOSE THE ID NUMBER.** The Program Reference Name for which you may be asked is – UCNS- NCC.

It is recommended that you register by telephone (October 10 or later) by calling **1-877-392-3926** between 7:00 a.m. and 7:00 p.m. Central Standard Time (CST). The extension for the UCNS is 5.

You may also register directly through the UCNS landing page <http://www.pearsonvue.com/ucns/>. When registering directly with pearsonvue.com, you will need to have the program reference name, UCNS- NCC.

### Registering online:

1. Click “Create a Web Account.”
2. Enter demographic information (all fields with \* are required) entering an email address is not required but **strongly recommended** which will allow you to receive the Pearson confirmation letter via e-mail.
3. Choose a username and a password. We recommend you use the first initial of your first name, first initial of your middle name, and full last name for your username. The password can be anything under 40 characters.
4. Confirmation of your username and password will take one to two days.
5. After receiving confirmation, you may schedule, reschedule or cancel your examination via the Internet. You may also check your status, change the password and look up testing center locations.

### Scheduling an examination:

1. Go to the UCNS landing page: <http://www.pearsonvue.com/ucns/>.
2. Click “schedule or reschedule an exam online.”
3. Enter user name and password to sign on.
4. Select the name of the examination you are registering for: UCNS-NCC.
5. Select language (English is the only language the exam is offered in).
6. Select testing center (a listing of all available Pearson Professional Testing Centers will appear for the state you reside in).
7. The dates of the examination are December 3, 4, 5, 6 & 7, 2018; the appointment time depends on availability at testing centers.
8. A Confirmation Notice will appear on the screen and will be sent to you by e-mail.

Please pay particular attention to the information you receive in the Confirmation Notice. This is extremely important.

**Rescheduling an examination:**

You may reschedule your exam by contacting Pearson Professional Centers Registration Line at 1-877-392-3926 or visiting <[www.pearsontesting.com](http://www.pearsontesting.com)> at least 24 hours prior to the scheduled test.

**Cancellation of examination:**

If you find that you must cancel, it is necessary to contact the Pearson Professional Centers Registration Line 1-877-392-3926 or visiting <[www.pearsontesting.com](http://www.pearsontesting.com)> at least 24 hours prior to the examination date. A refund is at the discretion the Board.

The following information is provided by Measurement Incorporated (MI), the UCNS Examination Consulting vendor, for your information. The UCNS contracts through MI for test administration by Pearson VUE.

# Preparing for Exam Administration

## Tutorial

A tutorial which shows candidates how to navigate through the examination and allows them to take a demonstration examination is available at: <http://www.measurementresearch.com/testing/tutorial.shtml>.

Follow the instructions for downloading.

There are two parts to the tutorial. Part one will demonstrate the basics of entering responses and reviewing items on the computer-based examination. Part two will allow the candidate to get the exact feel of taking an exam on the computer with a demonstration test. In this demonstration test are examples of multiple choice items, items with visuals, and items with visuals as exhibits. Candidates will be able to practice with the demonstration examination as much as they wish.

*The UCNS and MI do not offer technical support for the tutorial.*

## Frequently Asked Questions (FAQs)

The FAQs section on MI's site can be found at:

<http://www.measurementresearch.com/testing/faq.shtml>

The FAQs addresses information about computer-based testing as well as specific questions regarding registering for the exam and taking the exam.

## Testing Center Directions

Pearson has over 200 test locations available to take your examination. Testing center directions will be included in each candidate's confirmation notice. The test center locations and directions can be accessed through the UCNS landing page at <http://www.pearsonvue.com/ucns/>. Click on the link called Test Center Locator which will assist you in locating your desired test center and directions to the facility.

## **Check-in at Pearson**

When a candidate arrives at Pearson, Pearson staff follows the procedure below for each candidate.

1. Request two forms of identification (ID)
2. Check IDs
3. Capture electronic signature and verify that signatures match
4. Capture electronic fingerprint or palm vein
5. Capture digital photograph
6. Distribute candidate rules document (see below)
7. Show candidate where to store belongings
8. Offer candidate erasable note board/pen
9. Admit

As indicated in step 6, candidates receive a list of testing rules. It is important that candidates are aware of the testing rules. There is little or NO flexibility with the rules. We suggest a copy of testing rules be sent to candidates with their notification of acceptance to the exam. Rules are listed below and can also be found at: <http://www.measurementresearch.com/testing/rules.shtml>.

### ***Candidate rules***

- No personal items, including cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other head coverings), bags, coats, books and notes are allowed in the testing room. You must store all personal items in a locker. Cell phones, pagers or other electronic devices must be turned off before storing them in a locker. The test center is not responsible for lost, stolen or misplaced personal items.
- Before you enter the testing room, the test administrator will provide you with an erasable noteboard, a marker and any other items specified by the exam sponsor. You may not remove these items from the testing room at any time during the exam, and you must return them to the test administrator after the exam.
- You may not write on the erasable noteboard until after the exam has been started. If you fill your noteboard during the exam, raise your hand and the administrator will bring you a new one.
- The administrator will log you in to your assigned workstation, verify that you are taking the intended exam and start the exam. Please remain in your assigned seat until escorted out by a Test Administrator. Eating, drinking, chewing gum, smoking and making noise that creates a disturbance for other candidates are prohibited during the exam.
- You understand that a Non-Disclosure Agreement may be presented to you before the exam and if so, you must agree to its terms and conditions within the specified time limit in order to take the exam or else you will forfeit your exam fees.
- To ensure a high level of security throughout your testing experience, you will be monitored at all times. Both audio and video will be recorded.

- Break policies are established by the exam sponsor. Some exams may include **scheduled breaks**, and instructions will appear on the computer screen at the appropriate time; whether or not the exam timer stops depends on the sponsor's policy. If you take an **unscheduled break** at any other time, the exam timer will **not** be stopped. The administrator will set your workstation to the break mode, and you will take your ID with you when you leave the room. The administrator will check your ID before you return to your seat and will then restart your exam.
- While you are taking a **scheduled break**, you are permitted to access personal items that you stored during the exam. While you are taking an **unscheduled break**, you are NOT allowed access to personal items other than medication or food required at a specific time and with the approval of the test administrator. Items not permitted include but are not limited to: cellular phones, exam notes and study guides, unless specifically permitted by the exam sponsor.
- You must leave the testing room for all breaks. You will either be fingerprinted or have your palm vein pattern captured when you leave the testing room and again before you re-enter the testing room. The administrator will restart the exam for you when you return.
- While you are taking a break, you are permitted to access personal items that you stored during the exam **only** if necessary—for example, if you need to take medication at a specific time. You are NOT allowed access to other items, including cellular phones, exam notes and study guides, unless the exam sponsor specifically permits this.
- There is no scheduled break for the exam. However, candidates can take unofficial breaks during the examination, but the clock will continue to run. When candidates want to take unofficial breaks, the candidate needs to raise their hand, and a test administrator will lock their computer, so they can take a break.
- If you experience hardware or software problems or distractions that affect your ability to take the exam, notify the administrator **immediately** by raising your hand. If you have other questions or concerns, raise your hand and the administrator will assist you as long as other candidates are not disturbed. The administrator cannot answer questions related to exam content.
- After you finish the exam, you may be asked to complete an optional, onscreen evaluation. After completing the exam or the evaluation, raise your hand. The administrator will come to your workstation and ensure your exam has ended properly. The exam sponsor **may** display a score on the screen after the exam or **may** provide a printed score report or a confirmation that you completed the exam. If printed information is provided, you will receive it after returning the erasable noteboard and other materials to the administrator. Do not leave these items at your testing workstation. You will be either fingerprinted or have your palm vein pattern captured when you leave the testing room.
- You may not remove copies of exam questions and answers from the testing center and may not share or discuss the questions or answers seen in your exam with other candidates.
- If you do not follow the above rules, if you tamper with the computer or if you are suspected of cheating, appropriate action will be taken. This may include invalidation of your exam results.
- **Your privacy** - Your exam results will be encrypted and transmitted to Pearson VUE and the exam sponsor. The test center does not retain any information other than when and where your exam was taken. The Pearson VUE Privacy Policy Statement provides additional information

regarding this which you can obtain by visiting the Pearson VUE Web site ([www.pearsonvue.com](http://www.pearsonvue.com)) or by contacting a Pearson VUE Call Center.

- **Candidate Statement:** *By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE and to the exam sponsor (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow the Rules. If I do not follow the Rules or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and the exam sponsor, my exam may be invalidated, the sponsor may take other action such as decertifying me, and I will not be refunded my exam fee.*

## **Identification Requirements**

Candidates are required to provide **two** valid, non-expired forms of identification, both with signature and one with a photo. Candidates will not be admitted for an exam unless he or she presents two valid forms of identification. Military IDs, state IDs, passports, alien registration cards (green cards, permanent resident visas), and credit cards as primary IDs, **as long as they contain both a photo and a signature and are not expired.**

**The candidate's name on the two forms of ID must match the name shown on his or her registration.** When registering with the UCNS, the name that appears on the identification that a candidate plans to provide for admittance into the testing center should be used. If the names differ only slightly due to a spelling or typographical error or due to a difference in the first name (for example, if "Sue" is printed on an ID but "Susan" is used on the schedule), a candidate will be allowed to test. If the names are obviously not the same, the candidate will NOT be seated for the exam. A candidate must contact the UCNS regarding any change to his or her last name *before* coming to take the exam. ALL candidates are required to have two forms of ID as previously noted, regardless of whether or not they have an admission letter.

Candidates must provide both a primary and a secondary form of ID.

Acceptable forms of ID:

**Primary (picture and signature, not expired) Secondary (signature, not expired)**

- driver's license or passport
- school ID or alien registration card (green card, military ID permanent resident visa)
- credit card or other government-issued ID
- employee ID
- Social Security card
- bank ATM card
- any ID on the Primary list

## **Photograph Waiver**

In order to have the photograph requirement waived for religious or other reasons, a candidate **MUST** have authorization from MI and the UCNS.

## **Items for Testing**

Personal items, such as cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats, bags, coats, books and notes, are not allowed in the testing room. Candidates must store all personal items in a locker. Pearson Professional Centers are not responsible for lost, stolen or misplaced personal items. Therefore, candidates should not bring personal and/or expensive items to the center. Candidates should lock them in your car or leave at home.

Some exam questions require the use of a scientific calculator, which is provided onscreen where necessary. Candidates are NOT permitted to use their own calculators during an exam. Candidates who arrive with calculators should be instructed to store them in their lockers during the exam. If the calculator comes up in standard mode rather than scientific mode when the candidate clicks the **Calculator** button, he or she can switch to scientific mode by clicking the calculator's View menu and selecting the **Scientific** option. The calculator expands to provide scientific functionality. View the Tutorial on the MI web site for details.

The Pearson Professional Center test administrator will provide you with an erasable noteboard and a marker before you enter the testing room. You may not remove these items from the testing room at any time during the exam, and you must return all items to the test administrator after the exam. No notes, paper, or writing devices can be brought into the testing room.

No food or drinks of any kind are allowed in the testing room.

## **Break Policy**

There is no scheduled break for the exam. However, candidates can take unofficial breaks during the examination, but the clock will continue to run. When candidates want to take unofficial breaks, the candidate needs to raise their hand, and a test administrator will lock their computer, so they can take a break.