

IFPUG Certified SNAP Specialist/Practitioner (CSS/CSP) Exam
Exam Day Rules

Exam Day Rules **are read before every Exam session, whether at a Conference, Workshop or regional location:**

1. Failure to comply with the following instructions or instructions of the proctor may result in invalidation of your exam.
2. Please turn off all cell phones and pagers. Use of electronic devices is prohibited during the exam; however, non-programmable calculators are permitted.
3. Talking to anyone other than the proctor is not permitted during the exam.
4. All materials, including the answer sheet, exam booklet, and used scrap paper must be returned to the proctor and you must sign out at the end of the exam.
5. Please legibly print your name in the upper right hand corner of the exam booklet and on all pages of the answer sheet. You may write on the exam booklet and the answer sheet.
6. The CSS/CSP exam is open book. Individuals who wish to utilize the Assessment Practices Manual (APM) during a regional or IFPUG workshop exam must provide their own copy of the version of the APM being tested. The APM must be bound (e.g. three ring binder, spiral binding, tape binding, etc.). The proctor is required to inspect each individual's copy of the APM to ensure it is bound. Unbound copies of the APM will not be allowed and will be confiscated and returned to the individual after the exam has ended. The proctor will not have in their possession additional copies of the APM for use during the exam. Participants may use their own calculators and/or vendor/IFPUG-supplied quick reference cards. In all cases, however, the IFPUG APM shall be used as the basis for scoring the exam. The proctor will ensure that only the APM, a calculator and/or vendor-supplied quick reference cards are used during the CSS/CSP exam. The only exception to this is the use of language-translation dictionaries.
7. If the language of the Exam is not your first language you may use a translation dictionary. If a participant has difficulty with the language of the exam because that language is not their native language, or is not one of the primary business languages of the country, they may request an additional thirty (30) minutes of exam time. Time extension requests must be made before the exam begins, and are granted at the sole discretion of the proctor. Note: Time extensions are made on a person by person basis and are not to be given to all participants.
8. The exam is 3 hours with no scheduled breaks; if you need a break, just leave and return as soon as possible; we will announce time checks at each hour and approximately every five minutes for the last 15 minutes of the exam.
9. Be sure that you have an answer for all multiple choice questions as blanks will be counted as wrong answers.
10. If you believe any questions or answer options are unclear, write a note *on the answer sheet*, clearly identifying to which question your note refers. ***Only notes on the answer sheet will be considered when scoring the exam.***
11. Raise your hand if you need any clarification; we will not assist in interpretation or provide any answers.

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12. Upon completion of the exam, bring the answer sheet, exam booklet, and used scrap paper to the front of the room and sign the sign-out list. Your exam results will be withheld if you do not return all materials and sign out.
13. The exam consists of 3 sections: Definition, Implementation and Case Study. A successful exam includes the following:
 - (1) Candidate will have at least an 90% overall score, including all sections;

AND

 - (2) Candidate will have at least a 80% score on each section of the exam.
14. The exam scores will be published four to six (4-6) weeks after receipt by the IFPUG office.