

At the Test Center

The following Regulations and Procedures pertain to EVERY Administration and ALL Candidates.

1. You should arrive 30 minutes before your appointment time to complete the admission procedures and tutorial required before testing begins. If you arrive more than 10 minutes late for your appointment, you will be considered a “no-show”; you will forfeit all test fees and must resubmit a complete application through the NBCOT with the appropriate exam fees.
2. For admission at the test center, you must present one (1) form of positive identification, bearing a recent photograph and bearing your signature. Acceptable forms of (photo) identification include a valid; driver’s license, State ID card, passport, or military ID card
3. All Candidates will be required to sign in upon arrival, and the signature will be checked against the Candidates’ ID signature. Candidates will also be required to sign the logbook upon completion of the test and after any breaks. Test center staff will re-verify Candidate signatures after any restarts. Should a Candidate arrive at the Test Site without the proper form of ID, the Candidate will not be allowed to take the Examination and his/her all fees will be forfeited without refund.
4. No testing aids or personal items will be permitted into the testing area. You will be required to leave all personal belongings in a secure area of the testing center. The NBCOT and any test center is not responsible for any lost or stolen personal items. Smoking is prohibited in all Testing Centers. You may also be subject to sleeve checks, metal detecting, pocket checks, and spyware checks (e.g. cameras in glasses, pens that record).
5. The duration of the Examination is 3 hours. There is time allotted for a brief Tutorial before, and an opportunity to make comments and answer a post-exam survey. If a computer malfunction interrupts your examination, test center personnel will attempt to resolve the issue immediately on site. In the rare instance that a computer malfunction disrupts testing for more than 30 minutes, candidates will be given the option to reschedule their appointment without cost. Your examination will be restarted at the point of interruption.
- 6. If you are a Candidate who has been approved for Special Testing Accommodations, you will need to call your test center to confirm the arrangements and must take the approval notification of accommodations to your testing appointment. Telephone numbers will be issued to you with your approval notification by IsoQuality Testing**
7. In the event that you have any emergency/issue that will affect your scheduled appointment, and it is after normal IQT business hours, please call: 1-727-733-1110. You will need your candidate ID and Password that you were initially given to make your appointment to speak with a representative. Rescheduling fees may apply.
8. All examinations will be monitored by one or more proctor(s) at all times either by direct viewing, parabolic mirror, video, or all of the above.
9. Testing results are printed & given to you upon completion of your examination at the test center. Do not leave the test center without your score report. Score reports are never mailed to you.

Standard Testing Conditions for All Administrations including ADA Accommodations:

- The NBCOT Orthopaedic Technology Certification Examination(s) are computer delivered by SMT/Prometric in conjunction with IsoQuality Testing Inc. (IQT).
- All NBCOT Orthopaedic Technology Examinations are written and delivered in American English only. Candidates must be able to read, write and comprehend American English. This includes but not limited to how American English applies to Orthopaedic Technologies.
- Testing is conducted at specific SMT/Prometric/IQT test centers in the USA.
- Candidates have three (3) hours to complete the examination from the official launch time. There is a tutorial available prior to the launch of the examination. The tutorial time is not counted against the allotted three (3) hours of specific examination time.
- There are no scheduled breaks, BUT candidates may leave the testing room to use the restroom, take medication, or drink water, so long as they stay within the designated area at the test site. Escorts are required for approved “breaks”. No adjustment to the three-hour administration time or additional time if pre-approved is made for time taken as “breaks”.
- Clock time continues to be used as long as the candidate testing is on “break”. Breaks may need to be preapproved before a candidate’s test is started, or stopped.
- Candidates may not leave the testing area or the building for any reason (for example, to go to their car, go outside to smoke, etc.) at any time during the test administration. Such actions will void the examination. Candidate may be subject to actions if found to be in violation of test security measures in place.
- Candidates record their answers using the computer’s mouse or keyboard. No other person may record an answer for a candidate. Doing so will void the candidate’s examination. Future consideration will be subject to actions if any person was involved in the recording of answers on any candidate’s examination by computer or paper and pencil delivery other than the candidate testing. The candidate may be tested in a room with other candidates, seated at a workstation, separated from other candidates by a divider or spaced away from each other. Each work station has a computer with a monitor, keyboard and mouse. Separate or Private testing areas are not available at all testing sites. The NBCOT and SMT/IQT will make all attempts to accommodate special test room requests, but they are not implied to be guaranteed or warranted based on any decision to accept an ADA request.
- One or more proctors monitor the administration of the exam using various forms of monitoring. Such monitoring may include parabolic mirrors, videotaping, and voice recording. Security measures are not divulged to or compromised for any candidate or any other entity.
- Candidates are not permitted to talk or read aloud, unless approved as an ADA accommodation. Readers will not explain a question to any candidate, nor will be allowed to touch the computer, the mouse, or assist with answering of any test question manually or verbally. Doing so will void the examination.
- There is no provision for scratch paper or writing instruments allowed in the testing area for any reason. No test question requires the use of scratch paper, or any writing instrument.

- No medical devices or medical materials, unless approved as an accommodation, are permitted in the testing room. Approved candidate owned medical devices are considered. All approved devices will be inspected at the test center before a candidate is admitted to the testing area.
- Upon check-in, Candidates may have the use of a locker to store all items in such as purses, back packs, any and all items from their pockets, including but not limited to: coins, wallets, watches, pens/pencils, and cell phones. No food, beverages, hard candy or gum is allowed in the testing area or near computer stations. It is strongly suggested that no personal items of value be brought or stored on site at any center. Cough drops may be accepted however they must be taken out of the wrapper and inspected prior to be seated by the proctor(s).
- Sweaters/Jackets may be worn, but not carried into the testing room. Please note that lighting and temperature (heating or cooling) of a testing center cannot be altered. No hooded sweaters or jackets are permitted. Removal of sweaters/jackets is not allowed once seated in the testing area or during the examination. You may be asked to step out of the testing area to do so and to leave your item on an appropriate coat hook or in a closet. The time taken to do this is considered a "break". The time clock for your test does not stop.
- Hats, scarves, and/or face coverings are prohibited; if a candidate must wear scarves, hats, face covering or head covering for religious or health reasons, he or she must get Special Approval prior to testing. Typical religious head cover includes but is not limited to; turbans, scarves and yarmulkes. All religious coverings will be inspected before a candidate is allowed into any testing area.
- Religious items held (i.e.: Rosary beads, Bibles, Kabbalah bracelets, etc.) must be in clear view at all times while a candidate is testing. Bibles, or any other Religious written form of text, may not be read, be open or opened at any time during an examination. If these items are opened, read or practiced during an examination, the examination will be stopped and voided.
- All Religious items must be approved by the NBCOT and the Proctor(s) before a test is administered. Failure to alert ISO-Quality Testing and the NBCOT of this need **before** you appear for testing will result in your appointment being delayed on site or cancelled. If your appointment is cancelled on site, the candidate must reapply for consideration to test at a later date with a new application and fees being paid again. All fees paid for the cancelled examination are forfeited.
- Accommodations for religious prayer break may be considered and will require approval as a special accommodation(s). Adjustment to the time allotted for the examination is not adjusted if this accommodation is approved.
- Scheduling of any appointment not in conjunction with prayer time should be considered by the candidate when making their testing appointment.