

**DEPARTMENT OF CORRECTIONS AND REHABILITATION
CORRECTIONAL TRAINING CENTER
CADET EXAMINATION POLICY AND PROCEDURES STATEMENT AND AGREEMENT**

The following examination (exam) security policy and procedures ensure the fairness of the exam for all competitors and meets the California Commission on Peace Officer Standards and Training written examination procedures. Violators of these policies and procedures are subject to administrative action and possible dismissal from the academy.

- You must report to the test site on time in the uniform of the day. No late admissions will be allowed. If you fail to arrive before the start of the reading of the examination proctor statement you will not be admitted and you will receive a failing score for all segments tested.
- You may NOT take the exam for someone else.
- The only materials allowed on the tables are your pencils, erasers, and exam materials distributed to you. Water bottles, beverages, and food are not allowed. You may NOT bring or use briefcases, backpacks, books, notes of any kind, calculators, or examination aids to assist you in taking the exam to the examination site.
- You must use a wooden No. 2 pencil. You may not use a mechanical pencil. Be sure to come prepared with a sharpened pencil and clean eraser.
- Do NOT turn your exam booklet over or write on the Scantron form until you are instructed to do so.
- Do NOT mark your answers in the exam booklet. Only answers marked on the Scantron form will be scored. Other than the cover/name page, you may not write or mark on the exam booklet in any way, even with the intent to erase. If you do, you will be issued an infraction on a Blue Card. The exam booklet must remain flat on the table. You may not hold the exam booklet or Scantron form up while taking the exam.
- DO NOT talk during the examination. Keep your eyes on your own examination materials. Keep your hands away from your face and on the table at all times during the examination.
- The exam booklet and any other exam material furnished to you in this exam are the property of the Department of Corrections and Rehabilitation. You may NOT take any exam materials from the room.
- Do NOT memorize, duplicate, or circulate exam questions for the purpose of preparing for future exams for yourself or others, or for any other purpose. Exam questions are confidential and may NOT be discussed at any time with other cadets or sergeant-instructors, including exam reviews and exam remediation. This includes *all forms* of online distribution, including social media outlets, and is in effect while a cadet and/or at any time during your career as a Correctional Peace Officer. Such acts will be subject to immediate adverse action. Only lesson plan content may be discussed. If you encounter a question that you think there is no correct response, one that has multiple correct responses, or a question you are concerned that the instructor did not discuss the information, you may express your concerns on a form available at the testing site or testing office.
- You must mark your answers clearly. If you erase an answer, make sure you erase it completely. There is only one correct response for each question. Multiple responses marked for a question do not receive credit.
- Do NOT ask for interpretation of any questions. Proctors are not allowed to interpret questions or define words, so use your best judgment when answering.
- You may NOT leave the room until you have completed the exam and turned in your exam materials.

I understand that this statement will ONLY be read in its entirety before the first examination and that the contents will apply to every exam or retest administered at the Basic Correctional Academy. By signing below, I acknowledge that I have read and understand the contents of this statement and agree to comply with the Examination Policy and Procedures. I understand that failure to follow examination policies and procedures will result in administrative action and/or dismissal from the Academy.

Last Name, First Name – Printed

Cadet Signature

Date (Academy Registration)