

TEST SECURITY

The test you will be taking, and all test materials are the property of the New York State Unified Court System. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Anyone found unlawfully copying, possessing or disclosing test questions or answers from civil service examinations, or providing test information to, or receiving test information from another applicant during the examination, or anyone found taking a civil service examination for someone else or enlisting another person to take an examination for another or oneself will be subject to disqualification from that examination, may be barred from taking any future examinations with the NYS Unified Court System and may be subject to other penalties as prescribed by law. Failure to follow written and oral instructions from the proctor may also be grounds for disqualification.

After you take the test, other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You should be careful that you do not inadvertently violate test security and put yourself at risk.

IN CLOSING: Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best.

Before the test ...

- Study and review this guide to familiarize yourself with what the test will cover.
- Study and review the subject areas to be covered on the test.
- Read the tips below for how to study for How to Prepare for the Exam

On the day of the test ...

- **Arrive at the Test Center Early** - To be admitted to the test, you must report to the test center on the day and at the time printed on your Admission Notice. You should arrive at least 30 minutes before your scheduled appointment. If you arrive late, you may not be admitted to the test.
- **Bring Identification Showing your Name, Signature, and Photograph** - You must bring an original NON-EXPIRED U.S. or state government issued photo ID to the test site, printed in English, in the name in which you applied to take the test, bearing your photograph. You should bring a **printed copy** of your PSI center examination scheduling confirmation with you.

At the test site...

- Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site.
- The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification, your test score nullified, and your application fee **forfeited**. Calculators are **not** allowed for this examination.
- Smoking is strictly prohibited at all test centers, including buildings and grounds.

During the test ...

- Read and follow all directions on your Admission Notice, test booklets, answer sheets, and Candidate Directions.
- Follow the Monitor's instructions.
- Keep track of the time.

After the test ...

- Do NOT remove any test materials from the test room.
- Do NOT paraphrase, reconstruct, or reproduce the test material in any way.
- Do NOT discuss the test material with others.