



NCEES

advancing licensure for
engineers and surveyors

Request for Manual Verification of an exam administered in October 2015

State that approved you to take the exam: (Manual verification requests are not accepted for California, Georgia, Kansas, Oregon, Rhode Island, and Washington, D.C. Contact these boards directly for information about their manual verification policy.)	Exam Type:		
AK AL APEGA AR AZ CO CT FL GU HI IA ID IL IN KY LA ME MD MI MN MO MT MS NC ND NE NH NJ NM NV OH OK PA PR SC SD TN TX UT VA VT WA WI WV WY	PE	PS	SE

NCEES 7-Digit ID:				-					-				
First Name				MI		Last Name				Date of Birth			
Mailing Address													
City				State		Zip				Daytime Phone			

Manual Verification Fee: \$75
(nonrefundable and nontransferable)

Payment: **Check enclosed.** Make check payable to NCEES.

Charge my credit card using the information below. Do not provide your card number on faxes. Someone from the NCEES Finance Department will contact you within 24 hours of receiving the fax to obtain your credit card information.

Name on Credit Card																															
Card Number (American Express, MasterCard, or Visa)																															
Expiration Date		Month _____ 20 ____												CVV _____																	
Signature of Cardholder																															

This form is an official request for a manual verification of my examination results.
I understand the \$75 fee is not refundable and not transferable.
Results of the manual verification will be mailed to me via the U.S. Postal Service.

Print Full Name

Signature

Date

FAX ATTN: FINANCE DEPARTMENT
PO Box 1686, Clemson, SC 29633-1686
Office: 800-250-3196 Fax: 864-654-6033
Office Hours 8:00 a.m.–5:00 p.m. EST
ncees.org

Frequently Asked Questions

For additional information, visit www.ncees.org/exams.

What is manual verification?

- All exam answer sheets are machine scored. Examinees who receive a failing score may request that their answer sheet be manually verified as well. A fee of \$75 is assessed by NCEES for each request.
- Requests must be made within 60 days of the release of exam results.

Why can't the afternoon portion of each Structural component be manually verified?

- The afternoon portion of each Structural component is essay format and is scored and verified by at least two engineers from a committee of licensed structural engineers; a third engineer adjudicates any differences between the first two scores. Manual verification is available only for the morning portion of this exam.

What happens when my exam is manually verified?

- When NCEES receives your request and fee, the scoring department manually counts the correct responses on your answer sheet. The score is then recalculated and compared to the reported score to ensure there is no discrepancy.
- NCEES manually verifies the examinee's original answer sheets only. The discipline or depth module selected by the examinee during the registration process is the discipline or depth module that is verified.
- No specific examinee comments are addressed on manual verification requests.

What information will I get from a manual verification?

- If there is no change in your exam result, you will receive a letter from NCEES Exam Administration Services or your state board to inform you that there is no change.
- If your exam result changes from failing to passing, NCEES Exam Administration Services will notify you and your state board with the revised exam result.

How often has manual verification resulted in a change from a failing score to a passing score?

- A manual verification has never resulted in a change from failing to passing.