NCEES

EXAMINEE GUIDE

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All NCEES exams are confidential, secure, and protected by the laws of the United States and elsewhere. They are to be used only for valid assessment and licensing purposes.

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1 MANAGING YOUR EXAM REGISTRATION

This section explains how to register, or sign up, for your exam. Scheduling an exam appointment is a separate process that can begin once registration is complete.

Registering for Your Exam

You must complete the following steps to **register** for an NCEES exam:

1. Review your licensing board's approval and registration process.
2. Create a MyNCEES account.
3. Register and pay for your exam.
4. If desired, indicate your need for reasonable accommodations or a military exception during the registration process.
5. Receive an authorization notice to schedule your exam.

Reviewing Your Licensing Board's Approval and Registration Process

Eligibility to sit for an NCEES exam varies and is determined by each licensing board. It is your responsibility to review your licensing board's requirements before registering for an exam.

Creating Your MyNCEES Account

You must have a MyNCEES account to register for an exam and access reference handbooks and practice exams. To create one, go to MyNCEES and follow the instructions. The information provided during this process will be used to create your appointment confirmation letter. The first and last names you use to register must be in English and match the government-issued ID that you will provide for admission to the test center. Additional ID requirements can be found here.

Individuals may have only one MyNCEES account.

Registering and Paying for Your Exam

Log in to your MyNCEES account, select "Register for an exam," complete the onscreen instructions, and pay for your exam. During registration, you will be required to agree to conduct transactions with NCEES by electronic means, including but not limited to the exam registration process. You will also be required to attest that you have read the rules and policies in the *NCEES Examinee Guide* and agree to comply with them. Please note that all NCEES exams are given in English only.

Exam fees are payable directly to NCEES during the registration process. NCEES accepts payments online via MasterCard, VISA, and American Express. Each time you register for an exam, you are required to pay the full exam fee.

Fees for each attempt are as follows:

	Starting January 1, 2024
Fundamentals of Engineering (FE)	$225
Fundamentals of Surveying (FS)	$225
Principles and Practice of Surveying (PS)	$375
Principles and Practice of Engineering (PE) (except PE Structural)	$400
PE Structural	
Vertical breadth	$350
Lateral breadth	$350
Vertical depth	$350
Lateral depth	$350

Some licensing boards require examinees to file a separate application and pay an application fee as part of their approval process in order to be qualified to sit for an NCEES exam.

Examinees approved to take an exam through a foreign entity will be assessed a nonrefundable $25 international scheduling fee at the time of registration.

If you have an issue regarding a payment or refund, contact NCEES directly. Fees associated with chargebacks or any form of disputed payment are the responsibility of the examinee.

Requesting Exam Accommodations

Reasonable accommodations—NCEES is committed to complying with applicable law for individuals with disabilities, as defined by the Americans with Disabilities Act (ADA). Examinees with disabilities are encouraged to request reasonable accommodations.

Requests for exam accommodations are managed through our test service provider, Pearson.

To request reasonable accommodations, you must indicate your need during the exam registration process. Once you've registered, you'll receive an email from NCEES that contains next steps to continue your accommodation request.

If you fail to indicate your need for reasonable accommodations during initial registration, your current exam registration will need to be canceled, and you will have to complete a new registration. Applicable fees will apply. For information on NCEES cancellation policies, please reference page 4 of this NCEES Examinee Guide.

After you make a request for reasonable accommodations, your exam will remain on hold pending a final decision. You will be unable to schedule an appointment during this time.

For more details on reasonable accommodations, please visit the Pearson website. If you have any questions, contact Pearson at accommodationspearsonvue@pearson.com. If you have concerns about your request after contacting Pearson, you can email the NCEES accommodations team at accommodations@ncees.org.

Military exception—If you or your spouse are currently serving as an active-duty member of the U.S. Armed Forces outside of North America, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands, you can request to take an exam at an NCEES-approved test center located outside of these areas.

Receiving an Authorization Notice to Schedule Your Exam

After you complete the registration process and have been approved by your licensing board, you will receive an email (NCEES Exam Ready to Schedule) from NCEES. This is the authorization notice to schedule your exam.

Once you are approved to test, you have 12 months to take your exam. You will forfeit your registration fee if you fail to take your exam or fail to cancel your registration during this 12-month period.

Canceling Your Exam Registration

If your exam status is "Unscheduled," you may cancel your exam registration. You must complete the following steps to **cancel** your exam registration:

1. Log in to your MyNCEES account.
2. Select the "Cancel" button and complete the onscreen instructions.

You will be eligible for a refund of the NCEES registration fee less a $50 administrative fee. If you canceled an exam appointment and paid Pearson a cancellation fee, NCEES will waive the $50 administrative fee.

When you cancel your exam registration, that exam will be removed from your MyNCEES dashboard. This is confirmation that your registration has been canceled.

Changing Your Exam Discipline or Licensing Board

If you decide to change your exam discipline or select a different licensing board after registering, you must cancel your existing registration and re-register for the new exam. You will be eligible for a refund of the NCEES registration fee less a $50 administrative fee.

2 MANAGING YOUR EXAM APPOINTMENT

This section explains how to schedule, reschedule, and cancel your exam appointment. You may schedule an exam appointment once you have completed the registration process explained in Section 1 and any requests for reasonable accommodations are addressed.

Scheduling Your Exam Appointment

You must complete the following steps to **schedule** an exam appointment:

1. Log in to your MyNCEES account.
2. Select the "Schedule" button and complete the onscreen instructions.
3. Receive an appointment confirmation.

NCEES exams are administered exclusively at Pearson test centers. Test centers have limited capacity and seats are reserved on a first-come, first-served basis. Schedule your exam as far in advance as possible for the best scheduling availability. You must schedule an appointment time at least one business day before taking your exam.

Examinees may sit for the exam at any NCEES-approved test center in Canada, the United States, or U.S. territories. However, if you are approved to register for the exam through an international entity other than Canada, you must take your exam at an NCEES-approved test center in that country. Learn more about NCEES exam administration outside of the United States on the NCEES website.

Testing Opportunities

Some NCEES exams are offered on only one or two days a year. This is the only time these exams will be available.

Other NCEES exams are offered in **testing windows** throughout the year during the following months:

- January–March
- April–June
- July–September
- October–December

NCEES policy states examinees may attempt a particular NCEES exam one time per testing window and no more than three times during any 12-month period. Some licensing boards have a more restrictive policy. Visit your licensing board to review the policy of the board you selected during the registration process.

The table on page 17 shows the test dates and appointment details of each NCEES exam.

Appointment Confirmation

When you have completed the scheduling process, you will receive an email (Confirmation of Your Scheduled Exam) from Pearson. This is your appointment confirmation. If you do not receive this email from Pearson, your exam has not been scheduled. Log in to your MyNCEES account to complete the scheduling process.

The email confirms your identity, the location of your Pearson test center, the time of your appointment, and the exam you are scheduled to take. Verify that the first and last names printed on the appointment confirmation match your first and last names as they appear on your government-issued ID. Contact NCEES immediately if the names do not match; you may not be allowed to test if there is a discrepancy, and your exam fees will not be refunded. Bring your appointment confirmation to the test center to avoid delays during the admissions process.

Rescheduling Your Exam Appointment

You must complete the following steps to **reschedule** an exam appointment:

1. Log in to your MyNCEES account.
2. Select the "Manage Appointment" button.
3. Select your exam from the dashboard.
4. Select the "Reschedule" link and complete the onscreen instructions.
5. Pay the rescheduling fee.
6. Receive an appointment reschedule confirmation.

All applicable rescheduling fees are payable directly to Pearson ($50). **You must reschedule your exam appointment at least 48 hours in advance of your scheduled appointment time.**

If, on the day you are scheduled to test, you are unable to attend the exam for any of the following reasons, you may be allowed to reschedule without paying a rescheduling fee or may be allowed to cancel with a full refund:

Possible Emergencies:

1. A car accident involving yourself on the way to the test center
2. A medical emergency for yourself or an immediate family member*
3. The death of an immediate family member* on the day of or up to 2 days prior to the scheduled appointment time
4. Military duty
5. Court appearance or jury duty

Above Situations Must Include Documentation:

1. Accident report filed with the police or insurance
2. Documentation from the hospital or attending physician (at-home COVID tests are not acceptable)
3. Obituary listing yourself as a surviving immediate family member or the order of service from the funeral listing yourself as a surviving immediate family member*
4. Documentation from your commanding officer
5. A court document or copy of the jury summons

* Immediate family member for the sake of this policy is defined as parents, siblings, spouse, or children only. Grandparents, aunts, uncles, and cousins are not accepted for this policy.

To avoid any monetary penalty in such situations, you must provide reasonable documentation to NCEES within 14 days of your originally scheduled appointment confirming why you were unable to test as scheduled.

Reschedule Confirmation

When you have completed the rescheduling process, you will receive an email (Appointment Reschedule Confirmation) from Pearson. This is your reschedule confirmation. If you do not receive this email from Pearson and you have not yet paid a rescheduling fee, your exam has not been rescheduled. Log in to your MyNCEES account to complete the rescheduling process.

Test Center Closures

If your test center is unable to deliver your exam (for reasons such as inclement weather, property maintenance, technical issues, or utility outage), Pearson will cancel your exam appointment and notify you to reschedule your exam. You must schedule a new exam appointment or cancel your registration.

If a test center is open during inclement weather, neither NCEES nor Pearson will make exceptions to refund and fee policies for examinees who cancel, reschedule, or fail to attend their scheduled appointment because of weather conditions.

Canceling Your Exam Appointment

If you are not ready to reschedule, you may cancel your exam appointment through your MyNCEES account. You must complete the following steps to **cancel** your exam appointment:

1. Log in to your MyNCEES account.
2. Select the "Manage Appointment" button.
3. Select your exam from the dashboard.
4. Select the "Cancel" link and complete the onscreen instructions.
5. Pay the cancellation fee.
6. Receive a cancellation confirmation.

All applicable fees ($50) are payable directly to Pearson. **You must cancel your exam appointment at least 48 hours in advance of your scheduled appointment time.** If your exam authorization is about to expire or if you do not plan to take the exam, you must also cancel your exam registration to be eligible for a refund of the NCEES registration fee.

Cancellation Confirmation

When you cancel your exam appointment, you will receive an email (Cancellation Confirmation) from Pearson. This is your cancellation confirmation. If you do not receive this email from Pearson and you have not yet paid a cancellation fee, your exam appointment has not been canceled. Log in to your MyNCEES account to complete the cancellation process.

3 PREPARING FOR EXAM DAY AT THE TEST CENTER

What to Bring

You must present one of the following physical photo IDs upon arrival at the test center. Digital IDs will not be accepted.

- ID issued by a government entity in the country in which you are testing
- International travel passport in roman characters from your country of citizenship
- U.S. military ID

IDs must be current and include an expiration date, your name and date of birth, a recognizable photo, and your signature. Valid U.S. military IDs that do not include a signature will be accepted. Student IDs will not be accepted.

The first and last name on your appointment confirmation letter and your ID must match. To help speed up the process while checking in, bring a printed copy of your appointment confirmation letter.

If you fail to comply with the ID requirements, you will not be allowed to test and will have to re-register and pay the exam fees to schedule a new exam appointment.

You are allowed to bring one NCEES-approved calculator into the testing room. You may store spare calculators and covers with your personal belongings. To review the list of approved calculators, visit the NCEES exams page and select "Calculator Policy" at the bottom of the screen. A TI-30XS calculator can be accessed for on-screen use during the exam.

Only the following items are allowed into the testing room:

- The ID used during the admission process
- Calculator (without the cover) that complies with the current NCEES Calculator Policy
- Key to your test center locker
- Reusable booklets and markers supplied by Pearson
- Eyeglasses (without the case)
- Light sweater or light non-outerwear jacket (materials such as nylon and polyester are not allowed)
- Approved water bottle (if permitted by the test center)*
- Items included in the Pearson Comfort Aid List
- Items approved as a testing accommodation

* You may bring one water bottle into the testing room that meets the following requirements:
  - Clear, colorless plastic (no glass or metal)
  - Filled with water only
  - 750 mL (25 oz) or smaller
  - Sealed with a leak-proof spout with no metal components
  - No labels, stickers, sleeves, handwritten markings, electronic components, or accessories

Items not permitted in the testing room include but are not limited to mobile phones, computers, wearable technology (smartwatches, smart glasses, fitness trackers, cameras, microphones, wireless communication devices, etc.) or other electronic devices, watches, wallets, purses, hats and other head coverings (unless they qualify as religious apparel), bags, coats, books, notes, pens, pencils, erasers, food, and beverages (other than water in an approved water bottle).

You must store all belongings not permitted in the testing room in designated areas outside the testing room. Most test centers have small lockers. You must turn off all electronic devices before storing them. The test center is not responsible for lost, stolen, or misplaced personal items.

No weapons of any kind are permitted in the test center.

Approved Comfort Items

The test center will provide items included on the Pearson Comfort Aid List, such as earplugs, noise-canceling headphones, and tissues. These items do not require preapproval. Other comfort aids—such as braces (e.g., neck, back, ankle), hearing aids, eye drops, and mobility devices—will be allowed in the testing room upon visual inspection by test center staff. Test center staff will conduct the visual inspection by examining the item but will not physically touch you or the item. Any items that do not appear on the Pearson Comfort Aid List must be requested as a testing accommodation during your exam registration process and approved prior to scheduling your exam.

Admissions Process

Arrive at the Pearson test center 30 minutes before your scheduled appointment.

Upon arrival at the test center, you will be provided a copy of the NCEES Exam Rules and Agreement, shown on page 18. You must indicate your agreement to comply with these rules by providing a signature before testing begins.

A Pearson representative will confirm that the only items in your possession are ones allowed into the testing area. These items include your ID, an NCEES-approved calculator (without the cover), the key to your test center locker (if applicable), eyeglasses (without the case), a light sweater or jacket, any approved comfort items, and any approved accommodation items. You must place any unapproved items in a test center locker or other designated area.

The representative will take a digital photo of you. You will also be directed to provide palm scans (palm vein scans and/or palm scans). The palm scans will collect your palm vein images and/or palm images; that information is converted into secure templates to digitally verify your identity during this and future NCEES exams.

Update: Pearson is transitioning from a palm vein scan technology to a palm scan technology. During the transition period, you may be required to provide palm vein scans and palm scans. If you have a medical reason (physical condition, injury, or disability affecting the structure, mobility, or function of **both hands**) that prevents you from providing palm scans, you will need to request reasonable accommodations during your exam registration process; please reference page 3 of this NCEES Examinee Guide.

Your signature, palm scan data, and photo will be securely transmitted to and stored by Pearson and NCEES.

Check-in Process

After completing the admissions process, you will proceed to the testing check-in area, where a proctor will confirm your identity and ask you to provide your palm scans. You may be required to provide palm scans each time you enter and exit the testing room.

You will be asked to empty your pockets so that the proctor can verify your pockets are empty. The proctor may also ask you to roll up your sleeves to verify that there is no writing on your arms. You will be asked to pat yourself down (for example, arms, legs, and waistline) to show there is nothing hidden on your body.

You will also be subject to a security scan utilizing infrared and metal detection wands. These devices are specifically designed to identify small cameras and other hidden electronic devices that may compromise exam confidentiality. There is a zero tolerance policy for all unauthorized electronic devices. If any unauthorized electronic device is found once the self-pat down process begins, you will have to leave and you will forfeit your exam fees. You will be subject to a security scan each time you enter the testing room.

After completing the check-in process, the proctor will answer any questions you might have, provide you with two reusable booklets and three markers for scratch work, escort you to your workstation, and start your exam. Upon entering the testing room, you may not communicate with other examinees.

Testing Environment

All NCEES-approved Pearson test centers provide a consistent testing environment for all examinees. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.

You are prohibited from eating, drinking, chewing gum, smoking, or making noise that creates a disturbance for other examinees during the exam.

Other individuals taking non-NCEES exams are likely to be testing at the same time as you, and neither NCEES nor Pearson has control over keyboarding noises that may be associated with such exams if they include essay questions. A test proctor can provide you with noise-canceling headphones or earplugs if you encounter such a situation.

Reference Materials

The current version of the appropriate NCEES reference handbook will be supplied onscreen as a searchable PDF. All NCEES examinees will use a 24-inch monitor while testing to allow sufficient space to display both the exam question and the reference handbook. To prepare for your exam, you can access the current version of the handbook from the dashboard of your MyNCEES account.

If codes, standards, or other references are being supplied during the exam, they will be listed on the last page of the exam specifications. NCEES is licensed by the publishers of design standards to provide pdf files during the exam only. Contact the publishers to purchase material for exam preparation.

Typically, references are best viewed in the exam software at 100%. If additional clarification is needed, zooming to a higher or lower percentage may be helpful. To search, use the search box on the left side of the supplied reference material. The Ctrl + F search feature is not available for use. The NCEES YouTube Channel shows how to search and use on-screen reference materials.

Getting Started

Prior to beginning an exam, you will be given 2 minutes to review and agree to comply with the mandatory Nondisclosure Agreement, shown on page 20. If you click "No," the exam will end and you will forfeit your appointment and exam fees.

After agreeing to comply with the Nondisclosure Agreement, you will be provided an 8-minute tutorial to review how to advance through the exam questions, flag items for review, access the reference handbook, and do other exam-related tasks.

You may replace a reusable booklet at any time during the exam by raising your hand and notifying the proctor. The proctor will take your booklet before issuing a new one.

Notify the test administrator immediately if you experience any problems with the computer or software or encounter any other issue. The test administrator is not allowed to answer questions related to exam content.

4 UNDERSTANDING EXAM FORMAT

The exam is divided into two sections. You will be given the entire exam time at the beginning of the test. There are no individually timed sections, so manage your time accordingly.

After you see approximately half of the questions (or after three scenarios on the PE Structural Vertical Depth Bridges exam and two scenarios on the other PE Structural depth exams), you will be prompted to review and then submit them. You will no longer have access to those questions after you submit them. You will then have the option of taking a scheduled break. Manage your time accordingly to ensure that you have plenty of time to complete the remaining questions.

PE Structural depth exams—Examinees must choose either the Buildings or the Bridges section. Examinees must work the same section on both the Vertical Forces component and the Lateral Forces component. That is, if Bridges is the section chosen in the Vertical Forces component, then Bridges must be the section chosen in the Lateral Forces component.

If time expires before you review and submit your exam, any answers you have marked will still be submitted and scored.

Exam Content

Current exam topics, or specifications, are located on the NCEES exams page.

Most questions on exams are in traditional multiple-choice format with a single correct answer. However, exams also use common alternative item types such as

- Multiple correct options—allows multiple choices to be correct
- Point and click—requires examinees to click on part of a graphic to answer
- Drag and drop—requires examinees to click on and drag items to match, sort, rank, or label
- Fill in the blank—provides a space for examinees to enter a numerical response to the question

Exception—The PE Structural breadth exams contain only traditional multiple-choice questions. All other exams include both traditional multiple choice and alternative item types.

All questions, including alternative item types, are scored as either correct or incorrect. No partial credit is given. Videos describing alternative item types and other exam functions are posted on the NCEES YouTube Channel.

All exams include a limited number of pretest items that will not be scored and will not have an impact on your results. This is common practice within high-stakes testing and allows NCEES to evaluate the pretest items for potential use in future exams. These items are randomly placed within the exam and are not identifiable as pretest items.

Breaks

You may take a **scheduled** break after completing, reviewing, and submitting approximately half of the questions.

You may take less than the designated amount of time for your scheduled break. However, any remaining break time will not extend the amount of time allocated for answering the remaining exam questions.

You may exit the building during the scheduled break. It is important to return on time from the scheduled break and to allow time for the exam proctor to readmit you into the exam room. Once the break has expired, the exam clock automatically begins again.

You may also take **unscheduled** breaks at any time during the exam. Raise your hand and a proctor will assist you. However, the amount of time you take for unscheduled breaks will be deducted from your testing time. You are not allowed to exit the building during unscheduled breaks.

While you are taking an **unscheduled** break, you are permitted to access only these personal items that you stored during the exam: beverages, food, feminine hygiene products, and items on the Pearson Comfort Aid List. You may also access medication required at a specific time, with the prior permission of the test administrator. You are not permitted to access any other personal items during an unscheduled break.

Exit Procedures

Raise your hand to notify the proctor when you have completed the exam. The proctor will confirm that the exam has ended properly, gather your reusable booklets and markers, and escort you to the receptionist area. All exam results will be encrypted and transmitted to Pearson and NCEES, along with your digital signature, photo, and palm scan data.

You will be given a verification-of-testing letter before leaving the test center. This letter will include your name, digital photo, and candidate ID, current date and time, and name of the exam. It serves as your confirmation of testing.

Examinee Comments

Provide any comments or concerns regarding the test center to a Pearson representative before leaving the test center. Provide any comments regarding the exam to NCEES within 48 hours via your MyNCEES account.

Report suspicious activity or an exam irregularity by going to the NCEES exams page and selecting "Exam Security Tip Line."

5 IDENTIFYING EXAM IRREGULARITIES

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with any NCEES exam are strictly prohibited. Irregular behavior includes but is not limited to the following: violating an exam scheduling restriction; failing to work independently; impersonating another individual or permitting such impersonation (surrogate testing); possessing prohibited items; communicating with other examinees or any outside parties by way of cell phone, personal computer, the internet, or any other means during an exam; disrupting other examinees; creating safety concerns; possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam before, during, or after the exam; writing on hands, arms, or other body parts during the exam; and disclosing practice exam questions and answers, reference handbook content, and/or design standards content. Evidence of an exam irregularity may be based on your performance on the exam, a report from an administrator or a third party, internet searches, or other information.

The test administrator is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging you from the test center and confiscating prohibited devices or materials. You must cooperate fully in any investigation of a suspected irregularity. NCEES reserves the right to pursue all available remedies for exam irregularities, including canceling scores and pursuing administrative, civil, and/or criminal remedies.

If you are involved in an exam irregularity, the following may occur: invalidation of results, notification to your licensing board, forfeiture of exam fees, and restrictions on future testing. Some violations may incur additional consequences, to be pursued at the discretion of NCEES.

Appeals

If your exam results are invalidated and you believe NCEES should review that decision, you may appeal to NCEES within 30 days from the date of the decision. You must send your appeal in writing through your MyNCEES account or by mail or fax to the NCEES Manager of Compliance and Security.

In most cases, results are invalidated for one of two reasons. First, there is a good-faith reason to question the validity of the results. Second, you have engaged in activities prohibited by the *NCEES Examinee Guide*, the NCEES Exam Rules, or the Nondisclosure Agreement.

If you decide to appeal, your appeal must provide information that resolves, to the reasonable satisfaction of NCEES, the concerns that led to the invalidation of your exam results. Your appeal should also indicate the specific relief requested. You will be notified of the NCEES action within 60 days after receipt of the appeal.

If you wish to contest a decision to invalidate your exam results, you may also choose to pursue arbitration in accordance with the procedure described in the NCEES Agreement to Arbitrate on page 24. Arbitration may be pursued only after appealing a decision to cancel exam results. Arbitration is the final and exclusive remedy for challenging a decision by NCEES to cancel or invalidate exam results.

6 RECEIVING EXAM RESULTS

Exam results are typically available 7–10 days after you take the exam. You will receive an email notification from NCEES with instructions to view your results in your MyNCEES account. Results will include information specific to your licensing board regarding how you should proceed based on your performance.

Exception: Results for PE Structural depth exams will require standard-setting evaluations and be available in 10–13 weeks.

All results are reported as pass or fail. If you fail the exam, you will receive a diagnostic report showing your performance for each of the major topics covered on the exam. The diagnostic report is provided to help identify the knowledge areas where improvement is needed before retaking the exam. The purpose of this report is to provide general information on performance; it is not designed or intended to be used for any other purpose. A sample diagnostic report begins on page 21.

NCEES does not do manual verifications of answers for computer-based exams. In addition, we do not provide examinees with their exam questions or answers for review or future exam preparation.

Scoring

Your exam results are based on the total number of correct answers that you selected. There are no deductions for wrong answers. The score is then converted to a scaled score, which adjusts for any minor differences in difficulty across the different exam forms. This scaled score represents an examinee's ability level and is compared to the ability level required to pass the exam, which has been determined by subject-matter experts through psychometric statistical methods. NCEES does not publish the passing score because it varies slightly based on difficulty. NCEES scores each exam with no predetermined percentage of examinees that should pass or fail. All exams are scored the same way. First-time takers and repeat takers are graded to the same standard.

When an Error Occurs

NCEES and Pearson endeavor at all times to ensure that registrations are properly processed and exams are properly prepared, administered, handled, and scored. In the unlikely event that an error occurs, NCEES will, if possible, correct it.

If NCEES determines corrective action is warranted, you will be permitted either to retest at no additional fee or to receive a full refund of your testing fees.

The remedies described above are the exclusive remedies available to an examinee for errors in registration, exam administration, exam information, scoring (including reporting of exam results), or other testing-related disruptions not caused by the examinee.

Disruptions in Testing and Potential Compromises

The following situations may prompt NCEES to consider invalidating or canceling your exam or exam results even though you may have had no responsibility for the event in question:

- Unanticipated cancellation or interruption of testing or deviation from required testing procedures, due to a weather event or other external cause
- Possible advance access to exam content by one or more examinees
- Other disruptions or compromises to the normal testing process

If NCEES concludes that corrective action is warranted in one of these situations, you may be offered the option to either retest at no additional fee or receive a full refund of your registration fee provided that you did not cause and were not involved in the conduct that resulted in corrective action. These remedies are your exclusive remedies for such disruptions in testing and potential compromises. If you choose to retest, you must retake the entire exam to produce valid exam results.

If you are found to have caused or been involved in the conduct that resulted in corrective action, NCEES may treat the matter as an exam irregularity and may pursue all available remedies as described elsewhere in this guide.

EXAM TESTING DATES AND FORMAT SUMMARY

Every exam includes an electronic reference handbook. Some PE exams also require design standards. Check the last page of the exam specifications for a list of the electronic material that will be supplied in your PE exam.

Exam	Testing Date	Appointment Time	Nondisclosure Agreement	Tutorial	Exam Time	Scheduled Break	Number of Questions	Design Standards	Units
FE	Year-Round	5 hr 55 min	2 min	8 min	5 hr 20 min	25 min	110	no	SI, USCS
FS	Year-Round	5 hr 55 min	2 min	8 min	5 hr 20 min	25 min	110	yes	SI, USCS
PS	Year-Round	7 hr	2 min	8 min	6 hr	50 min	100	yes	USCS only
PLSS	September 29, 2027	5 hr	2 min	8 min	4 hr 30 min	20 min	75	yes	USCS only
PE Agricultural and Biological Engineering	September 30, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	yes	SI, USCS
PE Architectural Engineering	September 30, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	yes	USCS only
PE Chemical	Year-Round	9 hr	2 min	8 min	8 hr	50 min	80	no	SI, USCS
PE Civil (all disciplines)	Year-Round	9 hr	2 min	8 min	8 hr	50 min	80	yes	SI, USCS
PE Control Systems	April 14, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	yes	SI, USCS
PE Electrical and Computer: Computer Engineering	September 30, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	no	SI, USCS
PE Electrical and Computer: Electronics, Controls, and Communications	April 14, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	no	SI, USCS
PE Electrical and Computer: Power	Year-Round	9 hr	2 min	8 min	8 hr	50 min	80	yes	SI, USCS
PE Environmental	Year-Round	9 hr	2 min	8 min	8 hr	50 min	80	no	SI, USCS
PE Fire Protection	April 13, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	yes	SI, USCS
PE Industrial and Systems	September 30, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	no	SI, USCS
PE Mechanical (all disciplines)	Year-Round	9 hr	2 min	8 min	8 hr	50 min	80	no	SI, USCS*
PE Metallurgical and Materials	September 30, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	no	SI, USCS
PE Mining and Mineral Processing	September 29, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	no	SI, USCS
PE Naval Architecture and Marine Engineering	September 29, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	no	SI, USCS
PE Nuclear	September 29, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	yes	SI, USCS
PE Petroleum	September 29, 2027	9 hr 30 min	2 min	8 min	8 hr 30 min	50 min	85	no	SI, USCS
PE Structural Lateral Breadth and PE Structural Vertical Breadth	Year-Round	6 hr	2 min	8 min	5 hr 30 min	20 min	55	yes	USCS only
PE Structural Lateral Depth	September 29, 2027 April 13, 2027	6 hr 30 min	2 min	8 min	6 hr	20 min	60	yes	USCS only
PE Structural Vertical Depth	September 30, 2027 April 14, 2027	6 hr 30 min	2 min	8 min	6 hr	20 min	60	yes	USCS only

** The PE Mechanical: HVAC and Refrigeration exam uses only U.S. Customary System (USCS) units.*

NCEES EXAM RULES AND AGREEMENT

Compliance with All Testing Rules: In order to be seated for an exam, all examinees must read and agree to comply with all requirements found in the *NCEES Examinee Guide*, which is available on the NCEES website. Examinees may request a copy of the guide from the test administrator. Those requirements include but are not limited to those listed here. Examinees must indicate their agreement to comply with these rules by providing their signature before testing begins.

Admissions Process: During the admissions process, the test administrator will capture the examinee's digital signature, scan their palms, and take their photograph.

Items Permitted in Testing Room: Only the following items are allowed into the testing room:

- The ID used during the admission process
- A calculator that complies with the current NCEES Calculator Policy
- Key to your test center locker (if applicable)
- Reusable booklets and markers supplied by Pearson
- Eyeglasses (without the case)
- Light sweater or light non-outerwear jacket
- Approved water bottle (if permitted by the test center)
- Items included in the Pearson Comfort Aid List (copy available from the test administrator upon request)
- Items approved as a testing accommodation

Items Prohibited in Testing Room: Items not permitted in the testing room include but are not limited to mobile phones, computers, wearable technology (smartwatches, smart glasses, fitness trackers, cameras, microphones, wireless communication devices, etc.) or other electronic devices, watches, wallets, purses and bags, hats and other head coverings (with the exception of those worn for religious purposes), coats, books, notes, pens, pencils, erasers, food, and beverages (other than water in an approved water bottle).

All belongings not permitted in the testing room must be stored in designated areas outside the testing room. Most test centers have small lockers. The test center is not responsible for lost, stolen, or misplaced personal items.

Examinees will be asked to empty their pockets so that the test administrator can verify the pockets are empty. Examinees with hair that covers their ears may be asked to show their ears so that the test administrator can verify that no Bluetooth devices are present. The test administrator may also ask examinees to roll up their sleeves to verify that there is no writing on their arms. Before examinees enter the testing room, they will be asked to pat themselves down (for example, arms, legs, and waistline) to show there is nothing hidden on their body.

Examinees will also be subject to a security scan at applicable test centers. The security detection devices are specifically designed to identify small cameras and other hidden electronic devices that may compromise exam confidentiality. There is a zero tolerance policy for all unauthorized electronic devices. If any unauthorized electronic device is found once the self-pat down process begins, that examinee will have to leave and they will forfeit their exam fees. You may also be subject to a security scan each time you enter the testing room after breaks.

NCEES EXAM RULES AND AGREEMENT (CONTINUED)

Reusable Booklets: Pearson reusable booklets cannot be used until after the exam has started, may not be removed from the testing room at any time during the exam, and must be returned to the test administrator immediately after the exam.

Exam Format: The exam is divided into two sections. Examinees receive all their exam time at the beginning of the exam. There are no individually timed sections.

Breaks: Examinees receive a scheduled break after completing and reviewing the first section (approximately half of the questions). Examinees must click "End Review" to receive their scheduled break. Examinees must return on time. If an examinee returns late, the exam timer resumes when their scheduled break time ends.

Unscheduled breaks may be taken at any time during the exam. The exam timer does not stop during unscheduled breaks. Examinees may not leave the building during an unscheduled break.

Only the following items may be accessed during an unscheduled break:

- Beverages
- Food
- Feminine hygiene products
- Items included in the Pearson Comfort Aid List
- Medication required at a specific time with prior approval of the test administrator

NO other items may be accessed.

Examinees must leave the testing room for all breaks. To leave your seat, you must raise your hand and wait for a test administrator to assist you. To leave and re-enter the testing room, you will need to show your ID, and you may be required to provide palm scans.

Monitoring: To ensure a high level of security throughout the exam experience, examinees will be monitored at all times. Both audio and video may be recorded.

Computer Problems During Testing: Problems with the computer or software must be reported immediately to the test administrator.

Privacy Statement: Exam results, palm scan data, digital photographs, and signatures will be encrypted and transmitted to Pearson and NCEES. The test center does not keep any information other than when and where your exam was taken. This encrypted information may be used for exam verification purposes and to detect potentially fraudulent or unauthorized activities.

Candidate Statement: By providing a digital signature, I give Pearson my explicit consent to retain and transmit my personal data and test responses to Pearson and NCEES (either of which may be outside the country in which I am testing). I have read and understand the NCEES Exam Rules and agree to follow them. I understand and agree that if I do not follow the NCEES Exam Rules, or if I am suspected of cheating, tampering with the computer, or engaging in any other improper activity, this will be reported to Pearson and NCEES, my exam may be invalidated, I will not be refunded my exam fee, and NCEES may take other action that it deems appropriate, such as pursuing administrative, civil, or criminal remedies.

APPENDICES

NONDISCLOSURE AGREEMENT

This exam is confidential and secure, owned and copyrighted by NCEES and protected by the laws of the United States and elsewhere. It is made available to you, the examinee, solely for valid assessment and licensing purposes. In order to take this exam, you must agree not to disclose, publish, reproduce, or transmit this exam, in whole or in part, in any form or by any means, oral or written, electronic or mechanical, for any purpose, without the prior express written permission of NCEES. This includes agreeing not to post or disclose any test questions or answers from this exam, in whole or in part, on any websites, online forums, or chat rooms, or in any other electronic transmissions, at any time.

Please click on the response below to indicate whether you accept the terms of this agreement. Click "Y" to symbolize your signature and to accept these terms. You must click "Y" and then "Exit" to continue with the exam.

If you do NOT accept these terms, click "N" and let the test center staff know that you are finished with the exam. Clicking "N" will end the exam, and you will forfeit your exam fee.

Y. Yes, I accept the terms of this agreement and agree not to disclose any part of this exam at any time.

N. No, I do NOT accept the terms of this agreement.

NCEES

Sample Diagnostic Report for Exams

Diagnostic Report

The purpose of the diagnostic report on the next page is to provide feedback about your exam performance and to help focus your preparations for retaking the exam. The report cannot be used to determine the passing score.

The **Your Performance column** indicates your result by knowledge area converted to a scaled score of 0–15. The scaled score conversion is necessary to ensure that diagnostic reports are consistent across all computer-based exams. This also allows comparison of results by an examinee on multiple attempts. *The number of questions you answered correctly cannot be determined from this scaled score.*

The **last column** represents your performance in a knowledge area compared to the average performance of passing examinees. For each knowledge area, the portion of the bar between your performance (solid line) and the average performance of the passing examinees (dashed line) indicates the relative difference between your performance and the performance of the passing examinees.

Performance in a **knowledge area significantly below** that of the passing examinees contributed to your failing results. Substantial study of this material is recommended before retaking the exam.

Performance in a **knowledge area near or just above** that of the passing examinees indicates your understanding may be improved by further study, thus improving your chances of passing the exam.

Each exam includes a limited number of **pretest items** that will not be scored and will not have an impact on your results. This is common practice within high-stakes testing and allows NCEES to evaluate the pretest items for potential use in future exams. These items are randomly placed within the exam and are not identifiable as pretest items.

NCEES

Sample Diagnostic Report for Exams

NCEES provides a diagnostic report to all examinees who do not pass to help them identify the knowledge areas in which they need to improve before retaking the exam. The purpose of this report is to provide general information on the performance of the examinee; it is not designed to be used for any other purpose.

The report shows the knowledge area, along with the number of items in each knowledge area and the examinee's performance in terms of a scaled score from 0–15. The report also provides information showing the examinee's relative performance in each knowledge area compared to the average performance of the passing examinees. The performance comparison chart is not shown to scale and simply indicates the relative performance to assist the examinee in preparing to retake the exam.

Please see the sample diagnostic report for the FE Electrical and Computer exam on the following pages. In reviewing the report, here is how the examinee should interpret the results. Colors shown are for illustrative purposes only. Actual reports are grayscale.

Ethics and Professional Practice, Properties of Electrical Materials, and Electromagnetics: My performance in these areas ranged from 5.3–7.1, significantly lower than the average score of passing examinees. These are areas where I need to focus before retaking the exam.

Mathematics, Probability and Statistics, Power, and Computer Networks: My performance in these areas ranged from 7.4–8.2, consistently lower than the average score of passing examinees. There is definite room for improvement in these areas.

Engineering Economics, Circuit Analysis, Linear Systems, Signal Processing, Electronics, Control Systems, Communications, Digital Systems, Computer Systems, and Software Development: My performance in these areas ranged from 8.1–15 and was very close to the average performance of passing examinees—a little lower in some areas and higher in others. I should review these areas before retaking the exam to try to improve, but there are other areas that need more of my focus.

My study priorities before retaking the exam need to be as follows:

1. Ethics and Professional Practice, Properties of Electrical Materials, and Electromagnetics—strong focus

2. Mathematics, Probability and Statistics, Power, and Computer Networks—very strong focus. Even though my performance was closer to the passing examinees than the green topics, there are 27 questions in these areas versus 12 in the blue topics, therefore giving me more opportunity to improve.

3. Engineering Economics, Circuit Analysis, Linear Systems, Signal Processing, Electronics, Control Systems, Communications, Digital Systems, Computer Systems, and Software Development—general review

For more information on the knowledge areas included in each of the FE and FS exams, download exam specifications at ncees.org/exams.

NCEES

Sample Diagnostic Report
Examinee Name - ID Number
Exam Date MM/DD/YYYY

FE Electrical and Computer

	Knowledge Area	Number of Items	Your Performance (on a scale of 0-15)	Your Performance Compared to the Average Performance of Passing Examinees Average of Passing Examinees = ⋮ Your Performance = ▌
1	Mathematics	11	7.8	
2	Probability and Statistics	4	8.2	
3	Ethics and Professional Practice	4	7.1	
4	Engineering Economics	5	9.4	
5	Properties of Electrical Materials	4	7.1	
6	Circuit Analysis (DC and AC Steady State)	11	8.3	
7	Linear Systems	5	8.1	
8	Signal Processing	5	8.7	
9	Electronics	7	8.9	
10	Power Systems	8	7.4	
11	Electromagnetics	4	5.3	
12	Control Systems	6	9.1	
13	Communications	5	8.8	
14	Computer Networks	4	7.8	
15	Digital Systems	8	11.0	
16	Computer Systems	5	8.7	
17	Software Development	4	15.0	

NCEES AGREEMENT TO ARBITRATE

1. In the event that any legal dispute arises between you and NCEES in connection with your participation in any NCEES examination where that dispute is not resolved by the appeals process, you agree that the exclusive means for resolving the dispute shall be binding arbitration as described by the terms of this agreement. This means that you waive the rights you may have to resolve the dispute in a court of law or by any other means that might otherwise be available to you.

2. NCEES agrees to be similarly bound except that NCEES reserves its full rights to pursue injunctive and other appropriate relief in any court of competent jurisdiction in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of NCEES. With respect to any action filed by NCEES pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which NCEES seeks relief.

3. Arbitration proceedings initiated pursuant to this agreement to arbitrate shall be conducted in accordance with the then current rules of the American Arbitration Association. The arbitration and any proceedings relating to it shall be held in Charlotte, North Carolina. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association, 335 Madison Avenue, Floor 10, New York, New York, 10017-4605.

4. In the event of arbitration, the parties shall bear their own costs and attorneys' fees associated with the arbitration proceedings, unless the arbitrator directs one of the parties to pay the other's costs, or attorneys' fees, or both.

5. To the fullest extent permitted by law, no arbitration brought pursuant to this agreement shall be joined to any arbitration involving any other party whether through class-arbitration proceedings or otherwise.

6. This agreement is part of the registration process to take any NCEES examination. Your assent to be bound by it is a requirement for taking the examination, but you may sit for the examination only if you also fulfill all other conditions imposed by NCEES.

CONTACT INFORMATION

PEARSON

Contact Pearson regarding:

- Comments about the test center
- Directions to a specific test center
- Inclement weather or power failure on your scheduled exam date
- Rescheduling an exam appointment
- Reasonable accommodations

Visit: **pearsonvue.com/ncees**
Call: 888-866-8766
Email: Go to pearsonvue.com/contact/americas/customerservice and complete the Contact Us form.

Office hours: Monday–Friday
7 a.m.–9 p.m. Central time
Closed on local holidays

NCEES

Contact NCEES regarding:

- Acceptable forms of ID
- Admittance requirements
- Contact information for licensing boards
- Evaluation of foreign education
- Exam development
- Exam registration
- Exam scoring
- Military exception
- General information on the licensure process for becoming a professional engineer (P.E.) or professional surveyor (P.S.)

Visit: **ncees.org**
Chat: Click the chat icon on any page within the ncees.org website.
Call: 800-250-3196
Message: Go to your MyNCEES account.
Write: 200 Verdae Blvd., Greenville, SC 29607
Office hours: Monday–Friday
8 a.m.–5 p.m. Eastern time
Closed on local holidays

LICENSING BOARD

Contact your licensing board regarding:

- Application for engineer intern (E.I.) or surveyor intern (S.I.) certification
- Qualifications for licensure (these vary by jurisdiction)