

## RULES AND RESTRICTIONS

1. **Make sure you have a photo ID card ready for test registration.** This can be a driver's license, passport, or government ID. Your ID **MUST** have a photo, your full name, and include your country or state.
2. Once the test is purchased, you will be sent a link to a "Preview Test" to review the testing format and set up your lockdown browser. This is optional and **NO** results will be given. **This is ONLY a preview.**
3. **Make sure your face, including your whole mouth, is visible during the ENTIRE test.** Your eyes must look at the screen and camera. If we cannot see your mouth speaking, your test may be invalidated.
4. **Look directly at the camera during the Speaking sections.** Do NOT repeatedly look away from the screen or at something off screen or your test may be invalidated for suspicion of cheating. Fotosure security software takes photos every minute of the test and every photo is reviewed by iTEP graders. The Speaking sections are video recorded.
5. **There is ZERO TOLERANCE for cheating of any kind.** Numbers 4-10 directly address this policy. If your test is invalidated due to a rule violation, you are prohibited from testing with iTEP for 2 years.
6. **Plagiarism**, defined as "the practice of taking someone else's work or ideas and passing them off as one's own" will be invalidated.
7. **Prepared notes during the Speaking section should not be read directly from your screen.** Notes prepare the test taker to rehearse before they speak. While you can reference your notes, you may not read them word-for-word. If you do, your test may be invalidated.
8. **Notes may only be taken during the preparation portion of the Listening and Speaking sections.** Do NOT take notes at any other point during the exam. This includes any typing on the keyboard during the test, or your scores may be invalidated.
9. **Do NOT use any outside devices during your exam.** If electronics such as phones, tablets, or other computers are seen, your test may be invalidated. There are exceptions to this rule, so make sure you have checked in with your local Administrator to understand all testing rules and requirements for your organization.
10. **Do NOT have any other person in the room with you while taking your exam.** If a person is seen or heard in the room with you, your test may be invalidated.
11. **Do NOT use a language translator or any assistance during the exam** (unless pre-approved by an iTEP official). This includes dictionaries, translation apps, books, paper resources, and SIRI.
12. **iTEP testing IDs are valid for 12 months and are nonrefundable.** iTEP testing results are valid for two years.
13. **If you choose to send your scores to a school, they will be directly sent to that school and you WILL NOT receive them.** If you purchase a Virtual Proctoring Exam and choose not to send your scores to a school, you will receive your scores within 24 hours after testing is completed. If you are taking the test with a test center, you can ask for the score report by contacting your center's administrators or retrieve the score report from [itepexam.com/verify](https://itepexam.com/verify)
14. **iTEP tests are graded and completed within 24 hours.** However, if there is a technical difficulty or suspicion of cheating, your test may take longer to be completed.
15. To ensure you receive your results in time for an application or interview, **PLEASE COMPLETE THE EXAM AT LEAST 5 BUSINESS DAYS BEFORE YOU NEED YOUR SCORES.**

