

**New York State Bureau of EMS**  
**Written Certification Examination**  
**Candidate instructions**

Please make sure you are in the correct room and that you receive the correct examination booklet.

If there is any question about this, you must speak to the proctor immediately.

Failure to adhere to any policy or rule of this exam will result in expulsion from the exam and it will constitute as a failure of this exam.

1. The seat you are now sitting in will be your permanent seat throughout the exam. You may not leave your seat unless instructed to do so by the proctor.
2. You are not allowed to utilize any reference material or any other assistance during the exam.
3. Note taking, smoking and talking during the exam is prohibited.
4. All communication devices (pagers, cell phones, computers, etc.) must be turned off and placed in an area so it may not be seen during the exam and must remain there until the exam is over. You may not take any communication device with you to the restroom or from the exam room.
5. If you need to use the restroom, raise your hand and await the proctor to advise you. You must leave all examination materials at your seat and answer sheet turned over prior to leaving the room.
6. Do not break the seal or open your exam booklet until instructed to do so by the proctor.
7. Use extreme caution when filling in the bubbles on your answer sheet to assure you are filling in the correct response.
8. Use only a #2 pencil to complete your answer sheet. Your answers must be dark pencil marks that completely fill-in the bubble.
9. Completely erase any marks you wish to change. Do not leave smudges on the answer sheet.
10. Do not bend or fold your answer sheet in any way.
11. Begin to fill-in your personal information on the answer sheet.
  - a. Place one letter in each box
  - b. If you have a hyphen in your name, leave a blank space where the hyphen should be
  - c. Skip one box between each part of your name: last, first, middle initial
  - d. Do not use Jr, Sr, II, III after your name on the answer sheet
  - e. Once you have printed your entire name, begin to fill-in the corresponding bubbles
  - f. Date of birth: write the 3 letters for the month you were born, 2 digits for the day and the last 2 digits of the year you were born
  - g. Fill-in the corresponding bubbles
  - h. Identification Number: write the numbers as they appear on your examination ticket and fill-in the corresponding bubbles

- i. Test Code: write the 7 digit test code number that is on the front cover of your exam booklet
- j. Exam Level: fill in the correct bubble next to the certification level for your exam
- k. Test Site: the proctor will provide you with this information
- l. Today's Date: use 2 numbers for the month, followed by a dash, followed by 2 numbers for the day, followed by a dash and 2 numbers for the year; i.e. 01-17-13
- m. Write your identification number on the front cover of your exam booklet

12. The exam consists of objective questions of multiple-choice type responses. Only one answer is correct and there is no penalty for guessing. You will not receive credit for any blank responses.

13. Your exam contains up to 10 "pilot" questions. These questions will not count toward your final grade and are spread throughout the exam. Do not skip any question if you feel that it is a pilot.

14. The proctor will advise you how much time you have to complete the exam.

15. Proctors are not allowed to read questions or explain content of the exam to any candidate. No one else, including your instructor may assist you during the exam.

16. When you are finished with the exam, raise your hand and the proctor will call you up to the proctor's table. Bring all exam materials with you. **DO NOT LEAVE UNTIL THE PROCTOR ADVISES YOU CAN LEAVE!**

17. Once the proctor says you may leave, you must leave the testing location.

18. If you are not testing at an on-site testing location, you will receive your exam results within 4 to 6 weeks. The Bureau of EMS cannot provide test results over the phone, by email or fax.

In the event that you fail your exam, you will be advised as to whether or not you are eligible to take the exam again.

### **Appeals Request**

***You may keep this instruction sheet after the exam.***

Candidates not passing the examination may request a hand-scoring of the examination, provided the request is made in writing within 2 months of the test date and the request is accompanied by a \$50 certified check or money order made payable to PSI. Cash or personal checks are not accepted. Requests should be mailed to PSI - NYS BEMS Testing, 18000 W 105<sup>th</sup> St, Olathe, KS 66061.

You must include: Your first and last name  
Student ID number from your exam ticket  
Exam level  
Date of exam

The results of the hand-scoring will be sent to the candidate within two weeks of the receipt of the request. In the event that the hand-scoring results in a change of the score, the result of the hand-scoring will be final. Candidates' answer record or items from the examination are not released to the candidate for review after an administration. This policy is necessary to maintain the security of the examination item bank and it is strictly enforced.

Candidates should not request hand-scoring until they have received their score reports. Hand-scoring will only be provided for candidates who do not pass the examination.