

**Certified Program:**



**Training managed by:**



## Retest Session

**Class Code: 151016EN**

**Location:** Center for Sustainable Energy  
9325 Sky Park Court, Suite 100  
San Diego, CA 92123

**Class Date:** Friday, October 16<sup>th</sup>, 2015

**Testing Time:** 8:00am -11:00am (**By Appointment only**)

**Cost:** \$75 per exam\*

To sign up for this session please contact [training@calcerts.com](mailto:training@calcerts.com) or 916-985-3400 x2013

### ***CalCERTS HERS Rater Written Exam Policies***

These rules are intended to ensure fairness, accuracy, consistency and validity of exam results. Failure to abide by these rules could result in ejection, or other disciplinary action.

1. At the beginning of each exam, the proctor will announce the time allowed for the exam. The time allowed is based on the number of questions on the exam.
2. The written exam must be taken on the day of instruction (or on the last day of a multiple day delivery), no exceptions.
3. A Scantron form, exam packet and #2 pencil will be provided to the candidate.
4. Fill in (shade) your answers firmly and neatly on the Scantron form. Completely erase any changed answers with a soft eraser. Do NOT staple, fold, tear or crumple the form. Do NOT draw or write on the bar code black lines on the left hand side of the exam. Do NOT write on or in the exam packet.
5. Print your first and last name where indicated on the Scantron form.
6. Print exam version (located on front page of exam packet) in the area above your name.
7. Print the name of the class (i.e. Class I, Class II, etc.) on the "subject" line of Scantron form.
8. Print the date you are taking the exam where indicated on the Scantron form.
9. A score of 80% is required to pass the CalCERTS written exam.
10. Candidates will not be informed which questions they have missed. They will only be informed of their score and whether they passed or failed.
11. Candidates must be prepared to show a valid Photo ID.
12. No cell phones may be used during the exam. Calculators will be provided.
13. No laptop computers may be used during the written exam.
14. The CalCERTS training manuals are the only written materials that may be referenced during the written exam. No other books or notes may be used. The answer to every question may be found or deduced from information

- in the training manuals. No other materials are needed to pass the exam.
15. Candidates may leave the room during the exam, but must hand over exam packet to Proctor until their return. No time will be added to time allotment for exiting exam.
  16. Candidates may NOT write in training manual or exam booklet during exam. Scratch paper will be provided.
  17. This is a professional level exam. **THERE IS NO TALKING OR COMMUNICATING ALLOWED DURING THE EXAM.** You must demonstrate your knowledge of the subject matter without assistance. You may NOT assist others during the exam.
  18. There are multiple versions of each exam. They are similar to each other in terms of the topics covered and types of questions. Candidates will take a different version than those sitting to either side of them.
  19. ALL exam packets must be turned in to the Proctor at the end of the exam.

### ***CalCERTS Written Exam Re-test Policies***

1. Candidates will be given three opportunities to pass each written exam (the initial attempt plus two re-test attempts). A score of 80% overall is required to pass this exam.
2. Candidates must wait at least 48 hours to re-take any exam.
3. There will be an additional \$75.00 charge for each re-test attempt.
4. All of the above exam policies apply to a re-test as well (except item #2 above)
5. Candidates who do not pass an exam on their third attempt must retake the entire class, at full retail price, and pass the written exam if they wish to continue their pursuit of certification.
6. If a candidate does not pass the written exam after retaking the course, they will be excluded from becoming a CalCERTS HERS Rater for that classification indefinitely (i.e. New Construction Rater).

*For questions about any of our training or if you require any special assistance or accommodation during training or testing, please contact 916-985-3400x2013 or email [training@calcerts.com](mailto:training@calcerts.com).*