

LPO Exam Security Policy – Effective June 1, 2022

This LPO Exam Security Policy is designed for the consideration and safety of all applicants, to prevent cheating, and to protect the integrity and security of the exam itself. All bags are subject to search. No weapons are allowed at the exam sites.

Only the permitted items listed below will be allowed in the exam room. **Any item not on the permitted items list is strictly prohibited.** There is a non-secure area at the exam site outside the exam room for applicants to stow personal belongings. However, applicants leave items at their own risk; the WSBA and the testing facility are not responsible for the loss or theft of any items. Applicants may access personal belongings during the exam when accompanied by a proctor. **Please plan accordingly.**

Applicants are permitted as needed during an exam session to use the restroom. However, no additional time is granted for restroom breaks. Note: A nursing room with a refrigerator is provided onsite.

If you have prohibited items in the exam room or engage in prohibited behavior, you may be required to leave the exam without finishing; the items may be confiscated or placed in the non-secure area; and you may be required to have a character & fitness hearing. You may make a special request up to 18 days before the exam to bring otherwise prohibited items into the exam room. All requests must be supported (if applicable) by a doctor's note. Examples of such items are: pillow/lumbar support, ergonomic chair, book stand, wrist rest, medication, external keyboard or mouse, and religious headgear.

Applicants must use a clear quart-size Ziploc plastic bag for smaller permitted items. Applicants cannot carry any items in their pockets into the exam room.

Items Permitted in the Exam Room

- One (1) picture ID;
- One (1) credit card, cash;
- One (1) key only; hotel room key, or car key, or house key (no paper key envelopes);
- Jacket or coat (without a hood);
- Beverages, if poured in exam site-supplied cups only. Beverages must be placed on exam room floor during the exam.
- Pens – blue or black ink;
- Highlighters;
- Wooden, soft lead No. 2 pencils – sharpened; and
- Pink block erasers only – no other types of erasers are permitted

Items Provided at the Site

- Tissue/Kleenex – *located in the exam room;*
- Ear plugs – *foam ear plugs. All other ear plugs are not permitted;*
- Menstrual products – *free generic products available in all restrooms, or, these can be stored with personal belongings;*
- Beverage cups and coffee, tea and water.



Any item not on the permitted items list is strictly prohibited in the Exam Room including:

- Headwear, including hats, hoods, hoodies, scarves, and headbands wide enough to cover the ears;
- Tissue – *tissue boxes will be placed in the exam room;*
- Personal ear plugs – *free foam ear plugs provided on site, all other ear plugs are not permitted;*
- Bags, including backpacks, purses, wallets, luggage, laptop cases or covers, credit card cases;
- All food items – *you may access during the exam session in the company of a proctor;*
- Medication/medical supplies – *you may access during the exam session in the company of a proctor;*
- Menstrual supplies – *you may access during the exam session in the company of proctor;*
- Pencil sharpeners – *electric pencil sharpeners will be located outside the exam room;*
- Books, note books, review materials;
- External keyboards and computer mouse;
- Paper of any kind - *except for WSBA issued seating card;*
- Lip balm, cough drops, and eye drops;
- Electronic devices, including cell phones, calculators, cameras, electronic cigarettes, iPods, iPads, notebooks, MP3 players, blue tooth devices, handheld computer – even if turned off;
- Wrist watches, fitness trackers, and clocks of any kind;
- Headsets or headphones of any kind;
- External storage devices, including CDs, DVDs, flash drives, USB drives;
- Water bottles, thermoses, coffee mugs, etc. (coffee, water and cups are provided on site);
- Gloves; and
- Weapons of any kind

Note: Please be sensitive to others and avoid wearing heavily scented products.

Prohibited Behaviors

The following conduct is prohibited at the exam site:

- Bringing unauthorized devices (whether turned on or off) or unauthorized materials into the testing room;
- Removing or attempting to remove test materials or information, including test questions or answers, or unauthorized items from the testing room during any scheduled or unscheduled break or at the conclusion of the testing session;
- Looking at another examinee's test booklet or answer sheet;
- Talking to other applicants in the exam room and restroom during an exam session;
- Giving or receiving assistance on the exam;
- Using any device to share or exchange information;
- Creating a disturbance;
- Continuing the work after the presiding officer has instructed examinees to stop;
- Eating in the exam room during instructions and an exam session; and
- Use of any tobacco in the exam room.

Note: Seating card and ID is required to enter the exam room. Do not write on either side of your seating card.

