



## Candidate Confidentiality and Non-Disclosure Agreement

All NACE International Institute exams (“Exams”) are copyrighted. Each time a candidate takes the Exam, he or she must also enter into this Candidate Confidentiality and Non-Disclosure Agreement (“Agreement”) pledging, among other things, not to disclose any Exam questions or Exam question content. Disclosure of Exam questions or content is considered cheating and a violation of NACE’s copyright. In addition to the sanctions described below, where warranted, NACE will pursue all legal remedies available to recover monetary damages caused by such conduct and to enjoin violations of its rights with respect to the Exam.

Disclosure to anyone by the internet or through any other means—electronic, written or verbal—of the substance or details of any Exam questions or alleged answers is strictly prohibited. Disclosure includes, but is not limited to, any attempt to remove Exam content from the testing room, whether by removal of scratch paper or other notes in any form, or by use of devices (including without limitation cell phones, cameras, audio or video recording devices, scanners, or other data recording equipment) to record or transmit Exam content at or from the testing room, or by any other means.

Disclosure also includes any attempt, including internet website and chat room postings, to reproduce, paraphrase, summarize, or describe any Exam content from memory after leaving the testing room, whether by means of a recitation or description of the content or details of any Exam question, the depiction or description of Exam questions, the description or depiction of alleged answers to Exam questions, or other means.

Improper disclosure includes both the initial disclosure by an Exam taker and the further dissemination of Exam content by others.

A candidate or anyone else who willfully obtains or seeks to obtain NACE Exam content disclosed by others is also subject to sanctions.

These prohibitions on disclosure also apply to forwarding, re-posting, or other disclosure of NACE content that others have disclosed.

### **Candidate Acknowledgement**

The undersigned acknowledges the following:

- Determinations regarding cheating shall be made in accordance with NACE International Institute policies and procedures, which the NACE International Institute may amend at its sole discretion.
- In the event of a determination by NACE International Institute of cheating, the Institute has the right to pursue all costs, up to \$25,000, associated with replacing an Exam due to cheating or divulging exam details to anyone in any way, to invalidate exam results, fail an applicant, and/or prohibit an applicant from pursuing any NACE International Institute certification or taking a NACE International course/exam or NACE International Institute certification exam for a period of five years.
- Further, the Institute may take such other action as provided for by NACE International Institute policies and procedures.

The undersigned has read this Agreement and pledges to abide by its terms. The undersigned acknowledges this by signing below.

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*Candidate Printed Name*

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*Candidate Signature*

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*Date*

## **The NACE International Institute Exam-Taking Rules and Guidelines**

- All NACE International Institute Certification exam fees must be paid in advance of sitting for the exam.
- If the exam is open-book, any resources being used must be printed (no electronic devices such as computers, e-readers, and smart phones are permitted to be used during the exam). Additional resources cannot be brought in once you have started the exam. All scratch paper must be turned in with your exam upon completion.
- All exam-takers must present a photo ID. You cannot take the exam without presenting a valid photo ID first.
- A pencil will be provided to you in the exam room. You must use this NACE-issued pencil, no other writing implements will be allowed.
- Please turn off all cell phones and store them in a secure place off of the exam table. Any additional electronic devices are prohibited. Calls cannot be taken or placed during the exam. Phones cannot be retrieved and checked during an exam.
- A Scantron sheet will be provided to you to record your answers. Please note that the Scantron sheet must be completed in the allotted time for the exam.
- Upon completion of the exam, please allow 7-10 business days for your exam to be graded. The results will be provided to you either via email or our online site if you took an exam with a course.
- The exam completes a portion of the requirements necessary for NACE International Institute certification. If an application is also required for the certification, please note that you will need to complete a certification application and submit it to The NACE International Institute for your certification to be processed. These forms are available online or by contacting +1-800-797-6223 or +1 281-228-6200.

**I have read and understood the information stated above.**

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*Candidate Printed Name*

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*Candidate Signature*

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*Date*