



## CBLE Candidate Rules Agreement

Please review and sign the following test rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean test administrator, invigilator, and proctor.

1. You are allowed to bring layered indoor clothing, religious apparel, eyeglasses, comfort aids, and ankle monitors into the testing room. Barrettes and hair clips that are less than 1/4 inch (1/2 centimeter) wide and headbands or hairbands that are less than 1/2 inch (1 centimeter) wide are allowed in the testing room. Jewelry that cannot be removed or that is smaller than 1/4 inch (1/2 centimeter) wide is allowed in the testing room. Notes, notebooks, study guides, calculators, dictionaries, pens, and pencils are allowed in the testing room according to Customs and Border Protection's (CBP's) policy. Candidates with an accommodation approved by CBP are allowed to bring items into the testing room as stated in their accommodation. You must store all other personal items in a secure area as indicated by the TA or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. All electronic devices must be turned off before storing them in the designated secure area.
2. You are permitted to bring and use CBP-approved reference materials permitted by CBP. You can write in these reference materials while at the test center using any writing utensils you have brought with you. You are not permitted to use the noteboard pen to write on your reference materials. For more information, see row five of this agreement. You also cannot use digital copies of the reference materials during the exam, such as those that can be viewed from a mobile phone or other hand-held electronic device. Access to your mobile phone or any other electronic device is not permitted. You are permitted to use digital reference materials already built into your exam.
3. As a standard security practice, Pearson VUE requires all candidates to verify no prohibited items are unintentionally forgotten on their person before entering the testing room. This will be recorded in video footage. No physical contact will ever occur during this process. You will be asked to empty your pockets for the purpose of allowing the TA to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have nothing on your arms. The test center is not responsible for lost, stolen, or misplaced personal items.
4. The TA may collect your digital signature. This is collected to acknowledge your agreement to this document, to verify each candidate's identity, and to protect the security and integrity of the test. If required, the TA will obtain this information from you before you enter the testing room. You understand that if there are discrepancies during the check-in process you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you will forfeit your test application fee. The identification requirements used during the check-in process are defined by CBP, and the TA has no flexibility to add, delete, or alter this process.
5. Upon entering and being seated in the testing room, the TA can provide you with materials (an erasable noteboard and noteboard pen) to make notes or calculations on during the exam, but you must request these materials from the TA if you want to use them. You can use these materials along with any personal paper and writing utensils you have brought to use during the exam. Paper and writing utensils for the paper will not be provided by the test center, so you must bring these items if you want to use them.  
  
If you need a new erasable noteboard or noteboard pen during the exam, you must raise your hand to notify the TA. **You may not remove any of these materials from the test center.** You must return all the materials to the TA immediately following the test. If you will be using your own paper to take notes during the exam, you are not permitted to use the noteboard pen to write on the paper. You are also not permitted to use your writing utensils on the erasable noteboards. These policies are in place to prevent possible damage or misuse to the erasable noteboards and noteboard pens.
6. The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.
7. Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior in the testing room may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date.
8. You understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.
9. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.

10.	A Non-Disclosure Agreement will be presented to you before the test begins. You must read, acknowledge, and agree to the terms and conditions of this agreement within the specified time limit in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select "DECLINE," your test session will immediately end.
11.	Break policies are established by CBP. If you take an <b>unscheduled break</b> at any time during the test, the test time will <b>not</b> stop. The TA will set your workstation to the break mode, and you must take your ID with you when you leave the room. The TA will check your ID before escorting you back to your seat and will then resume the test for you so that you may continue with your test.
12.	If you are taking an <b>unscheduled break</b> , you <b>MUST receive permission from the TA PRIOR to accessing personal items that have been stored</b> (with the exception of comfort aids, medication, and food, which you may access without permission). Unless specifically permitted by CBP, personal items that cannot be accessed during <b>any break</b> include but are not limited to mobile phones and other electronic devices. You can access extra paper or writing utensils, study guides, notes, and other reference materials that you may have brought.
13.	You must leave the testing room for all breaks. <b>CBP does not permit you to leave the test center building during unscheduled breaks.</b>
14.	You must follow all of the appropriate check-in and check-out processes as defined by CBP. This may include the need to show identification when leaving and re-entering the testing room. Before re-entering, you will be asked to verify that no prohibited items are unintentionally forgotten on your person. Unless otherwise instructed, the TA will escort you to your assigned workstation and resume the test for you so that you may continue with your test.
15.	If you experience any problems or distractions or if you have other questions or concerns, you must raise your hand, and the TA will assist you. The TA cannot answer questions related to test content. If you have concerns about a test question or image, make a note of the item (question) number, if available, in order for the item to be reviewed.
16.	After you finish the test, you will be asked to complete a short survey (six questions). These survey questions are optional, and you will have six minutes to answer. This time will not be taken out of your exam nor will it be added to the test should you decide to skip the survey questions.
17.	Unless otherwise instructed, after you have completed the test you must raise your hand, and the TA will come to your workstation and verify that your test session has ended properly. You must not leave any materials at your testing workstation after you have completed your test. If you complete your CBP test and there are still other candidates taking their CBP test, you must remain in your testing seat until the other candidates complete the test.  After the last candidate completes the exam, you may leave the testing room. Some candidates may be preapproved for an accommodation that gives them extra time on the test. If the remaining candidates in the testing room are those with an extra-time accommodation, you do not have to wait for these candidates to complete the exam before leaving the test center.
18.	The Customs Broker License Examination (CBLE) is confidential and should not be discussed among candidates while taking the exam or during exam breaks. If you do not abide by these rules, if you tamper with the computer, or if you are suspected of cheating, appropriate action will be taken, including the possibility of CBP taking action against you.  The CBLE is made available to you solely for the purpose of becoming a U.S. government-licensed customs broker. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting the examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of Customs and Border Protection (CBP).

**Your Privacy:** Your test results will be encrypted and transmitted to Pearson VUE, CBP, and CBP's contractor PDRI. The test center does not retain any information other than when and where your test was taken. The Pearson VUE Privacy and Cookies Policy provides additional information, which you can obtain by visiting the Pearson VUE website at [www.pearsonvue.com](http://www.pearsonvue.com) or by contacting the Pearson VUE call center.

**By signing below or providing a digital signature:**

- I attest that I am a citizen of the United States of America, at least 18 years old, and not a current U.S. Federal Government employee.
- I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE, CBP, and CPB's contractor PDRI (all of which are in the U.S.).
- I understand the information provided above and agree to follow these rules in addition to any other program rules I may have agreed to during my registration for this test.
- I understand that if I do not follow the rules or I am suspected of cheating or tampering with the computer this will be reported to Pearson VUE, PDRI, and CBP, and I acknowledge and understand that my test may be invalidated, and CBP may take other action such as decertifying me, and I will not be refunded my test fee.

Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Exam: \_\_\_\_\_