THE CMSP CANDIDATE EXAMINATION HANDBOOK

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THE CMSP CANDIDATE HANDBOOK

To be a successful mine safety and health professional, you must possess a wealth of professional knowledge and experience to effectively perform your duties and keep others safe. The Certified Mine Safety Professional (CMSP) credential indicates to your peers and prospective employers that you have the experience, knowledge of domestic and international best practices and that you are dedicated to elevating safety and health standards on the job. This handbook is written to help guide you through the process.

About CMSP Certification

The CMSP certification was designed in 1991 by a group of mining health and safety professionals who were committed to developing a bond for mine safety practitioners with a focus on education, group learning, and fostering innovation to achieve new and effective safety methods. SME acquired the rights to the CMSP credential in 2016. The new CMSP certification expands the accredited Body of Knowledge to include safety and health issues. The program is now administered by the International Academy of Mine Safety & Health of SME (IAMSH of SME).

About IAMSH of SME

The International Academy of Mine Safety & Health of SME (IAMSH of SME) is the certification board for the CMSP program and is charged with the development and management of all aspects of the credentialing program. IAMSH of SME is made up of 14 directors; subject matter experts from leading industry companies.

CMSP BASICS

Eligibility Criteria & Requirements

To become a CMSP, you must:

- Have ten (10) years of mining experience, two (2) of which must have been in mine safety/health.
- Be currently employed in a mine safety/health position.
- Pass a 100-questions exam.
- Pledge to abide by the CMSP Code of Conduct.

CMSP Eligibility Requirements

- Be actively engaged in a mine safety position (i.e., manager, coordinator, trainer, inspector, officer, etc.).
- If no degree:
  - A minimum of (10) years of mining experience, two of which must have been in mine safety/health.
  - Currently employed in mine safety/health position.
- A postgraduate and/or baccalaureate degree in Safety Engineering, Industrial Safety or industrial Hygiene from an accredited college or university:
  - A minimum of (7) years of mining experience.
  - Currently employed in mine safety/health position.
- A postgraduate and/or baccalaureate degree in Mine Engineering, Metallurgy, Geology or other approved mine related disciplines from an accredited college or university:
  - A minimum of (8) years of mining experience, one of which must have been in mine safety/health.
  - Currently employed in mine safety/health position.
- Non-mining related baccalaureate degrees from an accredited college or university:
  - A minimum of (9) years of mining experience, two of which must have been in mine safety/health.
  - Currently employed in mine safety/health position.
Jobs constituting Mine Health & Safety experience require a minimum of 50% of the person’s time dedicated to mine safety and health (based on a minimum 36-hour week). These positions could include:

- Manager / Director of Safety & Health
- Safety / Health Engineer
- Safety / Health Representative
- Safety / Health Supervisor
- Safety / Health Technician
- Safety / Health Advisor
- Safety / Health Specialist
- Safety / Health Officer
- Industrial Hygienist / Occupational Hygienist
- Mine Safety Inspector
- Fireboss / Examiner
- Mine Management personnel with 50% or more of duties related to mine safety/health
- Consultant with 50% or more of duties practice related to mine safety/health
- Attorney / Solicitor at Law with 50% or more of duties related to mine safety/health
- Safety Equipment Sales Representative or Manager with 50% or more of duties related to mine safety/health
- Assistant/Associate/Full Professor mining engineering or mineral processing engineering or occupational safety/health
- Research Scientist with 50% or more of duties related to mine safety/health
- Healthcare Professional (Doctor, Nurse, Paramedic etc.) with 50% or more of duties related to mine safety/health

CONTACT INFORMATION

Certified Mine Safety Professional (CMSP) paper and pencil exams are administered exclusively at:

Society for Mining, Metallurgy & Exploration Inc. (SME)
12999 E Adam Aircraft Circle
Englewood, CO 80112-4167
Phone: (303) 948-4200
Email: cmsp@smenet.org
Website: www.smecmsp.org

Hours for client services: 8 am to 5 pm M-F
Exam hours: 8 am to 4 pm when administered

SME is located in south suburban Denver.

All CMSP exams are confidential, secure, and protected by the laws of the United States and elsewhere. They are to be used only for assessment and certification purposes.

Registering for a Pencil-and-Paper Exam

Before registering for a CMSP exam, please review the eligibility and application requirements at www.smecmsp.org.
REGISTRATION PROCESS

☐ Review the CMSP eligibility and registration requirements in the aforementioned section.
☐ Submit a CMSP application.
☐ Receive a confirmation email that you have been approved to sit for the exam.
☐ Receive an exam authorization about two weeks before the exam.
☐ Report to the exam location by 7:30 am on the day of the exam.

Exam Fees
The exam fee is a part of the registration process for becoming a CMSP. Please visit www.sme-cmsp.org for current fees.

Exam Authorization
You will receive an exam authorization form approximately two weeks before the exam. It will confirm your identity, the location of the exam site, the exam administration date, and arrival instructions.
To avoid delays at the exam site, verify that the first and last names printed on the exam authorization match your first and last names as they appear on the government-issued ID that you will use during the exam check-in process. Contact SME for assistance before exam day if the names do not match.

Exam Accommodations
SME provides reasonable accommodations. The CMSP exam will occur in a modern, 70° F room, with comfortable chairs and tables. The SME building and classroom meets all requirements for ADA accessibility. If you believe that you have a disability that prevents you from taking an exam under standard conditions, you may request accommodations.

Disabilities Accommodations Requests
IAMSH of SME supports persons meeting the qualifications to sit for the Certified Mine Safety Professional Examination who have a substantiated disability which impairs or otherwise prohibits that candidate from taking the examination will, upon request, be assisted on a case by case basis. Such accommodation may take the form of reading assistance, larger print, a separate room, extended time or any other form that can be reasonably achieved. Requests for assistance must be made at the time of application to take the examination.

Cancellations and Refunds
Exam fees include a nonrefundable $150 application fee. Exam fee cancellation requests for refunds must be submitted in writing two weeks prior to the exam deadline. Refunds will not be processed after this time. Exam payments may be applied to a future exam given within a 12-month period.

Test-Site Rules and Regulations
You must agree to abide by the CMSP Candidate Agreement at all times. The agreement is located in this handbook and your signature on it the morning of the exam is required for entry.
THE DAY OF YOUR EXAM

What to Bring
Please bring one of the following IDs upon arrival at the exam site:

- ID issued by a government entity, or a
- International travel passport, or a
- U.S. military ID

IDs need to be current and include an expiration date, your name and date of birth, a recognizable photo, and your signature. Valid U.S. military IDs that do not include a signature will be accepted. Student IDs will not be accepted. The first and last name on the examinee's ID and exam authorization must match.

Checklist for what to bring on exam day
- Exam authorization - paper copy
- Acceptable form of ID
- Signed Candidate Agreement

Calculators
You are allowed approved calculators in the exam room that add, subtract, multiply and divide. No programmable calculators are allowed. Approved calculators are listed in the Candidate Agreement.

Reference materials
The CMSP examination is a closed book exam; no references, papers, or notes are allowed.

CHECK-IN PROCESS

When you arrive at the exam site, you will be required to present your exam authorization form and acceptable identification to a proctor prior to being admitted into the exam room.

Exam proctors will assist you in locating your assigned seat. Cell phones, smartwatches, fitness trackers, and other electronic devices are not allowed in the exam room at any time. If you have these devices in your possession after the exam begins, you will be dismissed from the exam room, your exam will be invalidated, and you will forfeit your exam registration fee.

Items permitted in the exam room are
- ID used during the admission process
- Water
- Exam Authorization (one copy)
- Calculator that complies with the Calculator Policy
- Purses
- Wristwatches and small clocks
- Eyeglasses (no case)
- Earplugs
- Two straightedges, such as a ruler, scale, triangle, or protractor
- Hand-held, non-electronic magnifying glass (no case)
- Head coverings worn as religious apparel

Items not permitted in the exam room include but are not limited to
- Cell phones, smartwatches, fitness trackers, and other prohibited electronic devices
- Loose paper, legal pads, and unbound or improperly bound notes
- Hats with brims, hoods (on hooded sweatshirts, for example)
- Unapproved calculator
- Slide charts, wheel charts, or drafting compasses
- Non-SME writing instruments or erasers
- Tobacco products, or drugs other than those prescribed by an MD
- Personal chairs
- Food, candy, pop, anything edible

Review the SME Candidate Agreement for complete information about items allowed or prohibited in the exam room.
ON EXAM DAY

After everyone is seated, a proctor will begin reading the exam instructions. Once the proctor begins reading the instructions, examinees will no longer be admitted into the exam room. You will receive two black ink ball point pens to use during the exam. Using a non-SME writing instrument, pencil or eraser to complete any portion of the exam may lead to dismissal from the exam and/or invalidation of your exam results.

Breaks

You may request to take a break at any time by raising your hand and waiting for a proctor to assist you.

Exit Procedures

You will need to raise your hand to notify the proctor when you have completed the exam. The proctor will collect the exam book and answer sheet before dismissing you. Once dismissed, you will not be permitted to re-enter the exam room. If you complete the exam within 15 minutes of exam time expiring, you must remain at your seat until the exam ends and all examinees are dismissed from the exam room.

Examinee Survey

SME will email you an online post-exam survey 7–10 days after the exam. This is your opportunity to provide feedback on the exam process and the exam site conditions. If you have feedback specific to an exam question, provide it immediately on the official Exam Comment Sheet.

Exam Irregularities

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking any CMSP SME exam are strictly prohibited. Irregular behavior includes but is not limited to the following: failing to work independently; impersonating another individual or permitting such impersonation (surrogate testing); possessing prohibited items; communicating with other examinees or any outside parties by way of cell phone, personal computer, the Internet, or any other means during an exam; disrupting other examinees; creating safety concerns; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam before, during, or after the exam administration.

Evidence of an exam irregularity may be based on your performance on the exam, a report from an administrator or a third party, or other information. The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging you from the test center and confiscating any prohibited devices or materials. You must cooperate fully in any investigation of a suspected irregularity. SME reserves the right to pursue all available remedies for exam irregularities, including canceling scores and pursuing administrative, civil, and/or criminal remedies.

If you are involved in an exam irregularity, the following may occur: invalidation of results, forfeiture of exam fees, and restrictions on future testing. Some violations may incur additional consequences, to be pursued at the discretion of SME.

Appeals

If your exam results are invalidated and you believe SME should review that decision, you may appeal to SME within 30 days from the date of the decision. You must send your appeal in writing by email, mail, or fax to the IAMSH of SME Board of Directors. The address is:

IAMSH c/o The Society for Mining, Metallurgy & Exploration Inc. (SME)
12999 E Adam Aircraft Circle
Englewood, CO 80112-4167

In most cases, results are invalidated for one of two reasons: First, there is a good-faith reason to question the validity of the results. Second, you have engaged in activities that are prohibited by the SME Examinee Manual or the SME Candidate Agreement. If you decide to appeal, your appeal must provide information that resolves, to the reasonable satisfaction of SME, the concerns that led to the invalidation of your exam results. Your appeal should also indicate the specific relief requested.

If you wish to contest a decision to invalidate your exam results, you may also choose to pursue arbitration in accordance with the procedure described in the SME Agreement to Arbitrate. Arbitration may be pursued only after appealing a decision to cancel exam results. Arbitration is the final and exclusive remedy for challenging a decision by SME to cancel or invalidate exam results.

Examinee Comments

Provide any comments regarding a particular exam question to SME within 10 days of exam date via email to cmsp@smenet.org. Report suspicious activity or an exam irregularity to same email.
EXAM RESULTS

You will be notified when your results are available in accordance with the policies and procedures of the CMSP certification. Exam results are reported as pass or fail. If you fail the exam, you will receive a diagnostic report showing your performance for each of the major topics covered on the exam. The diagnostic report is provided to help identify the knowledge areas where improvement is needed before retaking the exam. The purpose of this report is to provide general information on performance; it is not designed or intended to be used for any other purpose. A sample diagnostic report is provided in the appendix of this guide.

Retaking the Exam

The number of times you are allowed to take an exam is unlimited while the exam is in pencil and paper form, and while the exam is offered at SME headquarters, which currently is once per year. Fees will be required to each exam.

Scoring

After each exam administration, every exam undergoes extensive statistical analysis to determine the minimum level of performance required. This rigorous process helps ensure an equitable certification of examinees while upholding the standards of the CMSP. The steps are as follows:

1. All answers on the answer sheets are placed into a protected secured spreadsheet. The scoring will be done by one individual and independently checked by a second person to insure accurate answer transfer. The answer sheets, the test booklets, and the signed candidate agreement will be stored for 3 years in a triple security location.
2. A psychometric analysis is performed on the answers from the multiple-choice exam to identify any questions with unusual statistics. These questions are flagged for review.
3. At least two subject-matter experts, who have current CMSP certification will review the flagged items. In addition, the subject-matter experts consider examinee comments about specific exam questions. If the reviews confirm an error in a question, credit may be given for more than one answer.
4. When the analyses and reviews are completed, SME changes the answer keys if necessary. The passing score and final correct answers for each exam are then used to score all answer sheets. A percentage of the answer sheets are manually verified.

Disruptions in Testing and Potential Compromises

The following situations may prompt SME to cancel an exam even though you may have had no responsibility for the event in question:

- An Act of God, civil riot, and/or civil disobedience
- Exam security breach
- Other disruptions or compromises to the normal testing process

If an exam is canceled due to no fault of your own, you may be offered the option either to retest at no additional fee or to receive a full or partial refund of your exam fee.

EXAM CONTENT

SME conducts a CMSP content review for the exam every 5 years. This process includes developing and administering a content survey and analyzing the survey results. Each step contains checks and balances to ensure that the resulting exams are fair to the examinees and to provide an adequate measure of each candidate’s competency. Current exam specifications are available at www.smecmsp.org.
**DIAGNOSTIC REPORT**

SME provides a diagnostic report to all examinees who do not pass to help them identify the knowledge areas in which they need to improve before retaking the exam. The purpose of this report is to provide general information on the performance of the examinee; it is not designed to be used for any other purpose.

The report shows the number of items in each knowledge area as well as the examinee’s performance in terms of number of correct items and percentage correct. The report also shows the examinee’s relative performance in each knowledge area when compared to the average of the passing examinees for that discipline. The performance comparison chart is not shown to scale and simply indicates the relative performance to assist the examinee in preparing to retake the exam.

See the sample diagnostic report for the CMSP exam on the next page. In reviewing the report, the examinee should interpret the results from the example given. Please note that the numbers on the example are not actual and only for illustration and example purposes.

My study priorities before retaking the exam need to be any area of knowledge less than 100%.

For more information on the knowledge areas included in the CMSP exams, download exam specifications that comprise the Body of Knowledge at [www.smecmsp.org](http://www.smecmsp.org).

<table>
<thead>
<tr>
<th>Knowledge Area</th>
<th># of questions on exam</th>
<th>Your performance on a scale of 0-10</th>
<th>Average performance of passing examinees on a scale of 0-10</th>
<th>Your performance / passing examinees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Math</td>
<td>2</td>
<td>4.4</td>
<td>6.3</td>
<td>70%</td>
</tr>
<tr>
<td>Mining</td>
<td>4</td>
<td>5.6</td>
<td>5.0</td>
<td>112%</td>
</tr>
<tr>
<td>Mining engineering</td>
<td>4</td>
<td>8.0</td>
<td>7.0</td>
<td>114%</td>
</tr>
<tr>
<td>Leadership</td>
<td>4</td>
<td>3.5</td>
<td>6.5</td>
<td>54%</td>
</tr>
<tr>
<td>Culture</td>
<td>3</td>
<td>4.5</td>
<td>5.5</td>
<td>82%</td>
</tr>
<tr>
<td>Loss Control &amp; Economics</td>
<td>4</td>
<td>9.1</td>
<td>9.1</td>
<td>100%</td>
</tr>
<tr>
<td>Responsibility &amp; Accountability</td>
<td>4</td>
<td>8.4</td>
<td>4.5</td>
<td>187%</td>
</tr>
<tr>
<td>Risk Management</td>
<td>12</td>
<td>7.3</td>
<td>8.5</td>
<td>86%</td>
</tr>
<tr>
<td>Human Factors / Behavior</td>
<td>8</td>
<td>5.0</td>
<td>3.5</td>
<td>143%</td>
</tr>
<tr>
<td>Occupational Hygiene</td>
<td>4</td>
<td>7.7</td>
<td>6.5</td>
<td>118%</td>
</tr>
<tr>
<td>Occupational Health</td>
<td>4</td>
<td>4.4</td>
<td>6.5</td>
<td>68%</td>
</tr>
<tr>
<td>Education, Training &amp; Competency</td>
<td>7</td>
<td>3.5</td>
<td>3.3</td>
<td>106%</td>
</tr>
<tr>
<td>Emergency &amp; Crisis Management</td>
<td>7</td>
<td>2.1</td>
<td>8.8</td>
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</tr>
<tr>
<td>Incident Reporting &amp; Investigation</td>
<td>8</td>
<td>4.4</td>
<td>5.6</td>
<td>79%</td>
</tr>
<tr>
<td>Management Systems</td>
<td>10</td>
<td>3.5</td>
<td>8.0</td>
<td>44%</td>
</tr>
<tr>
<td>Regulation</td>
<td>5</td>
<td>5.5</td>
<td>3.0</td>
<td>183%</td>
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<tr>
<td>Professional Skills</td>
<td>8</td>
<td>9.0</td>
<td>4.5</td>
<td>200%</td>
</tr>
<tr>
<td>Professional Ethics</td>
<td>2</td>
<td>4.3</td>
<td>7.0</td>
<td>61%</td>
</tr>
</tbody>
</table>
SME AGREEMENT TO ARBITRATE

1. In the event that any legal dispute arises between you and SME in connection with your participation in any CMSP examination where that dispute is not resolved by the appeals process, you agree that the exclusive means for resolving the dispute shall be binding arbitration as described by the terms of this agreement. This means that you waive the rights you may have to resolve the dispute in a court of law or by any other means that might otherwise be available to you.

2. SME agrees to be similarly bound except that SME reserves its full rights to pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of SME. With respect to any action filed by SME pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which SME seeks relief.

3. Arbitration proceedings initiated pursuant to this agreement to arbitrate shall be conducted in accordance with the then current rules of the American Arbitration Association. The arbitration and any proceedings relating to it shall be held in Englewood, Colorado. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association, 335 Madison Avenue, Floor 10, New York, New York, 10017-4605.

4. In the event of arbitration, the parties shall bear their own costs and attorneys' fees associated with the arbitration proceedings, unless the arbitrator directs one of the parties to pay the other's costs, or attorneys' fees, or both.

5. To the fullest extent permitted by law, no arbitration brought pursuant to this agreement shall be joined to any arbitration involving any other party whether through class-arbitration proceedings or otherwise.

6. This agreement is part of the registration process to take any SME examination. Your assent to be bound by it is a requirement for taking the examination, but you may sit for the examination only if you also fulfill all other conditions imposed by SME.
APPENDIX A
CMSP CANDIDATE AGREEMENT

Candidates qualified to take any SME pencil-and-paper exam must review this agreement and the CMSP Exam Manual before sitting for the exam. Examinees are required to sign their exam answer sheet before the exam starts to affirm that they have been provided this information, have read and understand the material, and agree to abide by the stated policies and procedures, which apply to all CMSP exams. Full compliance is required.

Approved Calculators

Only non-programmable calculators listed below are permitted in the exam room.

- Hewlett Packard: HP 33s and HP 35s models, but no others
- Casio: all fx-115 and fx-991 models — any Casio calculator must contain fx-115 or fx-991 in its model name
- Texas Instruments: all TI-30X and TI-36X models — any Texas Instruments calculator must contain either TI-30X or TI-36X in its model name

Admission Requirements

For exam admission, examinees must:

- Present their Exam Authorization
- Produce an ID as described in an above section
- Bring their signed CMSP Candidate Agreement
- Report to the exam site by the time shown on the Exam Authorization Form. Examinees who do not report at this time may not be admitted. No one will be admitted after the exam instructions begin.

Grounds for Dismissal from the Exam and/or Invalidation of Exam Results

- Cell phone
- Loose papers, legal pads, writing tablets, or unbound notes in your possession
- Device with copying, recording, or communication capabilities in your possession. These include but are not limited to cameras, pagers, PDAs, radios, headsets, tape players, calculator watches, smartwatches, electronic dictionaries, electronic translators, transmitting devices, fitness trackers, and digital media players such as iPods
- Calculator that is not on the SME-approved list
- Non-SME writing instrument or eraser to complete any portion of the exam
- Copy from another examinee’s answer sheet or colluding with other examinees
- Begin the exam before the proctor instructs you to do so
- Failure to stop writing immediately when time is called
- Writing on anything other than your exam booklet or answer sheet
- Removing pages from your exam booklet
- Leaving the exam area without authorization
- Violating any other terms stated in this agreement that are cause for dismissal or exam invalidation

If any prohibited item is found in an examinee’s possession after the exam begins, the item will be confiscated and sent to SME. No refund will be provided to examinees dismissed from the exam.

Exam to Be Scored

On exam day, examinees will receive only the CMSP exam. SME will score only the exam listed on the Exam Authorization for the individual by name. Each exam will also have an assigned number.

Reference Materials

The CMSP exam is closed-book. No reference materials, notes, or books are allowed in the testing room.
Personal Items

Personal items are the sole responsibility of the examinee. Neither SME, exam proctors, nor the site facility are responsible for any lost, misplaced, or stolen items.

- Examinees may not bring snacks (e.g., hard candies, candy bars, and gum) and drinks. Bottles of water are permitted
- Examinees may wear wristwatches. Clocks must be placed on the floor
- Examinees may not wear hoods (on hooded sweatshirts, for example) or hats with brims during the exam.
  Head coverings that qualify as religious apparel are permitted
- Examinees may not bring slide charts or wheel charts (handheld cardboard or plastic calculating devices with rotating or sliding pieces) or drafting compasses
- Examinees may not bring weapons of any kind
- Examinees may not bring tobacco products or personal chairs
- Examinees may have these items on the desktop during the exam:
  - Exam Authorization Form and ID
  - Exam booklet and answer sheet
  - Question Comment Form
  - SME-approved calculators
  - SME-issued pens
  - Eyeglasses (no case)
  - Hand-held, nonelectric magnifying glass (no case)
  - Two straightedges such as a ruler, protractor, scale, or triangle

Exam Irregularities

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking any SME exam is strictly prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of exam answers; failing to work independently; possessing prohibited items; communicating with other examinees or outside parties by telephone, personal computer, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; beginning the exam before instructed to do so; failing to cease work on the exam when time is called; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration. SME will conduct an analysis each exam administration to identify incidents of copying or collusion.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. SME reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and/or criminal remedies. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

SME Response to Testing Errors, Disruptions in Testing, and Potential Compromises

In the unlikely event that a mistake occurs in printing, handling, or processing test materials or in scoring or reporting scores, the test administrator, after consultation with SME, will correct the error, if possible, or permit the affected examinees either to retest at no additional fee or to receive a refund of the exam fee. These are the sole and exclusive remedies available to examinees for errors in handling or processing registration materials; in printing, handling, or processing exams, answer sheets, and solution pamphlets; in determining or reporting results; and/or in investigating or responding to suspected irregularities.

SME, jurisdictions, and testing agents also take steps that are intended to ensure standardized administration on test day. If events occur that cause testing to be canceled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, SME will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If SME determines that corrective action is necessary, affected examinees may have the option to retest at no additional fee (normally on a future national test date) or to receive a refund of the exam fee, unless the affected examinees caused or were involved in the conduct that resulted in the need for corrective action, in which case the jurisdiction that authorized seating for the exam will have the right to withhold either or both of these options. If a jurisdiction offers a retest and an examinee selects that option, the examinee may be required to retake the entire exam in order to produce a valid result. These are the sole and exclusive remedies available to any examinee who is affected by disruptions in testing or a potential exam compromise.

Special Testing Accommodations

SME must receive testing-accommodation requests by the registration deadline. All testing accommodations must be approved by SME for each exam administration. Information about accommodations and the process for requesting accommodations are posted on the SME website.

Intellectual Property Rights and Exam Security

All SME exams are copyrighted works. Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes not discussing or disclosing any exam questions or problems on Internet blogs or chat rooms or through any other means.
I, ________________________________________________________________
(printed name)

have read and agree to the CMSP Candidate Agreement this date of ________________.

__________________________________________________________________ _______________
Signature of Examinee  Date

__________________________________________________________________ _______________
(printed name)

Signature of Chief Proctor/Representative  Date

__________________________________________________________________ _______________
(printed name)