



AICI First Level Certification Exam Guidelines for Test Takers

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In Advance of the Exam

- You should have received confirmation that you are registered for the exam.
- An Associate member of AICI or a non-member of AICI may register. An AICI Student Member or AICI Affiliate Member may not sit for the exam.
- Make note of the location and time that your exam is to begin. (Note: to provide extra time for those who need it, there will be different rooms for the English-speaking test takers, and those who have special needs or those whose first language is not English.)
- If English is your second language and you want to use either an electronic translation book or person to translate, you must notify AICI in advance. Specialized fashion dictionaries that translate fashion terms is not allowed.
- See special instructions below regarding use of interpreters and dictionaries
- If reading or writing exams are difficult and you require a reader, YOU MUST NOTIFY AICI WHEN YOU REGISTER FOR THE EXAM by checking the box marked- “? Special Assistance Needed”.
- If you usually require more time to write an exam, YOU MUST NOTIFY AICI WHEN YOU REGISTER FOR THE EXAM.
- Please notify AICI of any other special needs, WHEN YOU REGISTER FOR THE EXAM

On the Day of the Exam

- You may bring quiet snacks that are not smelly. Water will be supplied.
- Come well rested.
- Bring a sweater or shawl.
- You are not allowed to bring satchels to exam table, but you can leave them at the back of the room. Place anything you need to have close to you in a clear plastic bag.
- If you may have a translation book with you, register it when you arrive.
- You must bring photo ID such as a passport or driver’s license.
- If you are easily distracted, ear plugs will be furnished.

When Participants Enter

- Use the washroom before proceeding to the exam room.
- You will be allowed in the room 15 minutes before your exam is to start.
- Turn off your cell phone and/or pager.
- Place all satchels, phones and materials at the back of the room.
- If you will be using a translation book, the proctor must examine it.
- Write your name on a numbered check-off sheet. You will be given a numbered copy of the exam that corresponds to the number next to your name on this check-off sheet.
- Place the exam FACE DOWN on the table in front of your seat and wait until the signal is given to begin.
- While you are waiting for the exam to begin, you will receive instructions on how to fill out the answer sheet that will be placed on the table ahead of time.
- Only No. 2 (HB) pencils can be used on the answer sheet. They will be furnished.

Writing the Exam

- There is to be NO talking to others taking the exam.
- The exam is multiple-choice and you must choose ONE answer per question.
- Proctors will NOT be answering your questions about the exam content.
- Do not turn over exam until directed to do so.
- Because the exam will be marked by computer, it is necessary to use the pencil provided to fill in the answer sheet. If an answer needs to be erased, erase it completely.
- When a restroom break is needed, raise your hand, to get the proctor's attention. You will be escorted to the restroom.
- An announcement will be made at half-time.

*Important regulations for ESL (English as Second Language), use of interpreters and language dictionaries

- If English is your second language (ESL) we suggest that you opt to take the exam in the ESL room where Interpreters and Language Translation Books are allowed.
- Anyone who needs to use a translation book or interpreter to write the exam must write the exam in an ESL room separate from the English-speaking people. You are given five hours instead of three to write the exam.
- If you are planning on using a translation book or electronic translator it must be registered and approved by AICI in advance.
- If you are planning on sharing a human translator with another person, this must be approved ahead of time by AICI and will depend upon space availability in order to keep the room as quiet as possible for others. Depending upon the size of the rooms, an interpreter can work with about two to three people at a time before they become a disruption to the others in the ESL room.
- Interpreters can be AICI members; however, an interpreter must not influence the test takers in any way. If he/she is seen to having influenced the exam results, the interpreter will be investigated by the Ethics Committee.
- If there are a large number of people who speak the same language, an attempt to provide a separate room with proctors will be made so that the interpreter can speak to the whole group at the same time. It is based upon space availability.
- AICI does not provide interpreters. It is up to the test taker to find his/her own interpreter.
- Interpreters can be AICI members **who have passed the FLC Exam**, however an interpreter must not influence the test takers in any way. If he/she is seen to having influenced the exam results, the interpreter will be investigated by the Ethics Committee.

When Finished the Exam

- When you have finished, take the exam, answer sheet and any scratch paper (containing rough notes) to the check-out table.
- Hand in the exam, answer sheet and any scratch paper.
- Sign out on the Sign-in sheet next to your name.
- Collect your satchels and materials from the back of the room.
- When finished, you are NOT allowed to discuss the content of the exam with anyone else at any time.

Notification of Exam Results

- Results of the FLC Exam will be sent to you by email within six weeks after sitting for the exam.