

Exam Day Instructions for Candidates

Important information and instructions need to be conveyed to all candidates before they arrive at the exam site. The following material is a guide for exam candidates:

IMPORTANT - QUIA Username and Password

All exams available through the DMACC test center are web based exams. It is required that each individual obtain a Username and Password to log onto the Quia web-based exam service. It is important that each individual obtain a username and password prior to arriving at the test center. For instructions on obtaining your Quia Username and Password please enter: <http://www.quia.com/newstudent.html>. Make a permanent record of your new username and password for use during the exam sessions.

Instructions from Exam Proctors

Once you arrive at the test center you must follow the instructions given by the exam proctor. Failure to comply with any exam instructions or requirements may result in your disqualification, termination of your exam and dismissal from the exam room.

Exam Fees

There is a fee of \$20 for each test, effective January 1st, 2018. You may take as many exams as needed provided that all exams are finished 30 minutes prior to the test center closing time. The exam fee may be paid with cash or a credit card. If you bring cash, please have the correct amount.

Positive Identification

To be eligible to take pesticide applicator certification exam(s) you must have with you a valid, government issued, photo identification document. Acceptable photo identification documents include a driver's license (or a non-driver photo identification document), passport or immigration green card (USCIS permanent resident card). The driver's license or non-driver photo identification document must be issued by Iowa's Department of Transportation or, if you are not a resident of Iowa, the Department of Motor Vehicles in your state of residence. Candidates without the required positive identification document will not be allowed to take any exam and will be asked to leave the exam room.

Items You May Not Have With You in the Exam Room

You may not have any of the following items with you in the exam room:

- Any books, study or training materials, or review notes.
- Any type of writing pad, loose leaf binder, notebook, or other source of paper.
- Any type of electronic device (tablet, calculator, computer, personal digital assistant or PDA, camera, radio, recording device) or any device capable of sending, receiving or storing information or communicating with others.
- Any pager, cell phone or other communication devices.
- Food or drink of any kind.

Possession or use of any of these items in the exam room will result in your immediate disqualification, failure of your exam and dismissal from the exam room. Neither the pesticide program nor any exam proctor will be responsible for the loss or damage to any of your personal property brought in to the test center.

You may not keep any exam materials after the exam. No materials, including scratch paper, may be removed from the exam room.

Type of Exam

Each exam will be a web-based, closed-book test. The Core Manual exam will consist of fifty (50) multiple choice questions. Each category exam will consist of thirty-five (35) multiple choice questions. The minimum passing score for all commercial applicator exams is 80%. To achieve the minimum passing score, you must correctly answer at least forty (40) questions on the Core Manual exam and twenty-eight (28) questions on the category exams.

The Private Applicator exam requires a minimum of thirty-five (35) correct answers for a passing score, which is equivalent to a minimum passing score of 70% for the private applicator exam.

The category 11 Aerial exam consists of one hundred and twenty-five (125) questions. The Core Manual exam is not required with this category exam. A passing score of 80% or 100 correct answers is required and a maximum of 120 minutes will be permitted for this exam.

The category 11R Aerial Reciprocal exam consists of fifty (50) questions. A passing score of 80% or forty (40) correct answers is required. This exam is only available to individuals currently certified in categories 1A, 1B, and 1C or non-resident applicators qualified through reciprocity (certified applicators from Illinois, Minnesota, Missouri, Nebraska, South Dakota and Wisconsin only).

The Handler exam consists of fifty (50) multiple choice questions. The Core Manual exam is not required with this category exam. A passing score of 80% or forty (40) correct answers is required.

Scratch Paper

Scratch paper will be allowed for this exam. One (1) sheet of scratch paper will be distributed by an exam proctor to each candidate. You may not use your own scratch paper. All scratch paper must be turned in to the exam proctor at the end of the testing session.

You May Not Return If You Leave During an Exam

You should be prepared to remain in the exam room until the conclusion of the exam. If you leave the exam room during the exam for any reason (for example, to eat, drink, use the restroom or smoke) your exam will be concluded and all exam materials must be returned (such as calculator, pencil, scratch paper, etc.). Before leaving the exam room, you must follow the required exam check-out procedures as provided by the exam proctor. Once you leave, you will not be allowed back into the exam room to attempt the same exam again. If you plan to take more than one exam, you may be allowed to leave the exam room between exams. (Most testing centers are smoke-free environments, including parking lots.)

Cheating

Do not talk with other candidates while the exam is in progress or give or receive any type of exam assistance. Any evidence of cheating, including giving or receiving information or talking during an exam, will result in your immediate disqualification, failure of your exam and dismissal from the exam room. You may not seek help from an exam proctor to interpret an exam question. An exam proctor will not provide this type of assistance.

Check-out Procedures

You must remain seated until you complete your exam. When you complete your exam you should follow the exam proctors instructions for verifying your score and checking-out. You must promptly exit the exam room when directed to leave. Leaving the exam room without following these check-out procedures will result in your disqualification and termination of your exam. DMACC reserves the right to deny admittance to the test center.

Logging onto Exam Site

The proctor will assist you with logging into each exam. You will need to have a username and password before you can log onto the exam. Do not begin the exam until you are told to do so.

Recording Your Answers

Exam questions will be presented one at a time. You will select the correct answer by clicking the cursor on the radio button next to your answer selection.

IMPORTANT: Once you have completed the exam notify the proctor before submitting exam results or quitting the exam so that your exam score may be recorded. Once the “Done” button at the end of the exam is clicked your exam and results will disappear.

Passing Scores

Once you have finished taking all the exams for the day you must pick up a form from the test proctor which verifies the exams you have completed with passing scores. This form should be kept in a secure place and submitted to the address on the form for the Iowa Department of Agriculture and Land Stewardship, Pesticide Bureau when you are ready to make an application for a pesticide applicator certification.

If You Fail Your Exam(s)

You may take any exam once per day. You may re-take the same exam no earlier than the next business day, and you will be assessed another test fee for the day.

IDALS Contacts

Pesticide Bureau - Iowa Department of Agriculture & Land Stewardship (IDALS)
Henry A. Wallace Building, 502 East 9th Street
Des Moines, IA 50319-0051

Questions concerning the **Commercial** Applicator Certification process:
Tammy Green, 515-281-5601, Tammy.Green@IowaAgriculture.gov

Questions concerning the **Private** Applicator Certification process:
Karen Robbins, 515-281-8591, Karen.Robbins@IowaAgriculture.gov

Questions concerning the Electronic Testing System in general:
Dr. Gretchen Paluch, Ph. D., 515.281.8590, pesticides@IowaAgriculture.gov