



ACCE Accounting Competency Exam



Testing Center Policies

Test Center policies are enforced to ensure fairness for all examinees, avoid disturbances in the testing room and protect the security of test materials. Candidates are required to be professional, civil, and respectful at all times while on the premises of the testing center. Candidates are continuously monitored via video and/or audio recording.

Examinees are responsible for:

- Bringing an original, valid (unexpired), government issued photo ID or FAU OWL Card
- Making sure your name on your ID exactly matches the name in which you registered
- Knowing your FAU Z-number and email and entering it as part of your ACCE profile
- Acknowledging that you may only take this exam a **maximum of 3 times**
- Understanding that the Testing Center does not issue a score report. Do not print the score report. It will be sent to you via FAU email from the Accounting Department within 10 days
- There is a mandatory **two-day waiting** period between retake attempts.
- Securing all personal items in a locker making sure all pockets are empty. You will keep the key on your desktop while testing
- Making sure your phone is **turned off** completely (not vibrate or silent)
- Taking care of any personal needs before checking in for your exam
- Returning scratch paper and pencils issued by the Testing Center (even if unused); calculator is built in online. No hand-held calculators

Testing Staff are responsible for:

- Performing security checks (including eyeglasses) upon entrance into testing rooms including breaks
- Monitoring testing candidates via video equipment and/or physical walkthroughs

You will be asked to show your pockets are completely empty before entering testing rooms



Prohibited items include but are not limited to phones, food/drink, gum, wallets, money, tissues, hats, hoodies, bulky outerwear, sunglasses, scarfs, keys, papers, unattended children, visitors...



CHAPSTICK



PHONES



FOOD/DRINK



WATCHES



KEYS/FOBS



NO GUM



MONEY/WALLETS



NO HOODIES

Temperature in the testing lab is between 72°-73°

Dress in layers if you think you may be cold

