

Rocky Mountain Water Quality Analysts Association

Test Center Computer Based Testing (CBT) Examination Information

The Rocky Mountain Water Quality Analysts Association, a professional association, provides certification in the field of water quality. Their website is located here:

<https://www.rmwqaa.org>.

Testing Windows:

May 1st – July 30th

November 1st – January 30th

PSI test centers are located throughout the United States. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at <https://test-takers.psiexams.com/abcrmq>. The examinations are administered by appointment only.

Fees

Payment is expected when you schedule your exam.

Each exam is \$87.

Payment may be made by credit card (Visa, MasterCard, American Express or Discover).

Fees are not refundable or transferable.

Nondiscrimination Policy

PSI does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability, marital status or any other protected characteristic.

Special Accommodations for Candidates with Disabilities

PSI complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call PSI at 833-256-1420 to schedule their examination.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.



Candidates will need to use the Candidate Zendesk link @ [Exam Accommodations Request](#). PSI will review the submitted forms and will contact you regarding the decision for accommodations.

Scheduling Your PSI Examination

You may schedule the examination by one of the following methods. Be prepared to confirm a date and location for testing. Individuals are scheduled on a first-come, first-served basis.

Online Scheduling: You may schedule an examination appointment online at any time at <https://test-takers.psiexams.com/abcrmq>.

Please follow the steps for registering for and scheduling your exam.

Telephone Scheduling: Call PSI at 833-256-1420 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

You are now scheduled and will receive an email confirmation from no-reply@psiexams.com. This will contain the test date, time, site address and directions. You may also return to the dashboard to view the exact reporting instructions for your examination.

Examination Rescheduling

You may reschedule your examination at no charge online at <https://test-takers.psiexams.com/abcrmq> or by calling PSI at 833-256-1420 no later than 48 hours prior to your scheduled examination appointment.

Missed Appointments / Forfeitures

You will forfeit the examination registration and all fees paid under the following circumstances:

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled testing session.
- You appear more than 15 minutes late for an examination, or
- You fail to report for an examination appointment.

Inclement Weather/Power Failure/Other Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.



You may visit www.psonline.com/openings prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

Testing at a Test Center

On the Day of the Examination

Report to the Test Center no later than your scheduled appointment time. Look for signs indicating PSI Test Center Check-in. If you arrive more than 15 minutes after the scheduled testing time you will not be admitted.

Test Center Experience Video

A video overview of the testing process and what to expect at the **Test Center** can be viewed at <https://psi.wistia.com/medias/3321yp1ic8>.

Identification

To gain admission to the Test Center, all candidates MUST present ONE form of identification. All identification presented must be current or unexpired and contain a photo and signature. You will also be required to sign a roster for verification of identity.

Acceptable forms include:

- International Passport
- Driver's License
- State/Province ID card with photo
- Visa with photo
- Military ID

Failure to identify yourself and supply proper ID at the time of the exam is considered a missed appointment. There will be no refund of your exam fee. If you do not have a qualifying ID issued from the country in which you are testing, a passport from your country of citizenship is required. The name with which you registered must match your ID for admission.



Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker:

- watches
- hats
- wallets
- keys

Once you have placed your personal items into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store or be responsible for any personal belongings.

If any personal items are observed or heard (cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

Examination Restrictions

- Pencils and the ABC Formula Table booklet will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the proctor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.

- Eating, drinking, or smoking is not permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded.

Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

Taking the Examination

Report to the Test Center no later than your scheduled appointment time. Look for signs indicating PSI Test Center check-in. If you arrive more than 15 minutes after the scheduled testing time you will not be admitted.

Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. Your photograph, taken before beginning the examination, will remain on-screen throughout your examination session. This photograph will also print on your score report.

Practice Tutorial

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Candidate Comments

During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Following the Examination

After completing the examination, you are asked to answer a short evaluation of your examination experience. Your results will be provided on screen, and a score report will be sent to your email address after the examination session ends.

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A completed application form and examination fee are required to reapply for examination.

Confidentiality

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

Duplicate Score Report

Requests for a duplicate score report must be made in writing to PSI within one year of the examination date. The request must include the candidate's name, mailing address, telephone number, date of examination and examination taken. Submit this information along with a fee of \$25.00 payable to PSI Services Inc. by cashier's check or money order. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

Re-Examination

You will be allowed 1 retake during your 90-day eligibility period. If you want to retake an exam, you will need to contact the Rocky Mountain Water Quality Analysts Association.