



Certification Examination Instructions for Candidates



1. All candidates are required to bring a government issued photo ID for identification purposes. If your identification cannot be verified, you will not be allowed to take the examination.
2. You will have a pre-assigned seat in the examination room..
3. You will open the examination envelope only after instructed to do so by the proctor.
4. Should you arrive late, you will be allowed to take the examination; however, the end time for your test shall coincide with the end time for the rest of the group. At the sole discretion of the proctor, the end time of your test may be extended to allow the full testing time allotted for your examination.
5. Should you not show up to take the examination, a \$50 administrative fee will be charged unless written cancellation is received at the Vibration Institute office at least five (5) business days prior to the examination date.
6. Once the test envelope is opened, the proctor cannot answer any questions other than to restate the examination instructions. If English is not your first language you may use a printed dual-language dictionary and have extra time for completion of the examination. Please advise the VI Headquarters in advance of the examination if you will be using a dual-language dictionary. The proctor will review the dictionary in advance of the start of the exam.
7. Only one person is permitted to leave the examination room at a time, and only for brief necessary breaks. When leaving the room, place your test face-down on the table.
8. You will be allowed the following time to complete your examination;
 - a. Category I Vibration Analyst: 2 hours
 - b. Category II Vibration Analyst: 3 hours
 - c. Category III Vibration Analyst: 4 hours
 - d. Category IV Vibration Analyst: 5 hours
9. Carefully circle the one best answer with a **pen** (not pencil). If you change your answer you are required to initial your **FINAL** choice. Using a pencil is permitted during the exam but **all exam answers must be circled in ink using a pen.**
10. Upon completion of the examination, sign the final page of the exam (attestation), insert it and the equation sheets into the inner envelope provided (if equation sheets provided are not returned, the examination will be disqualified), seal the envelope, sign the envelope over the seal, place that envelope in the original one, and give the envelope to the proctor. You must sign the attestation on the final page of your exam, or the exam will be disqualified.
11. Read and follow the instructions in the Approved Items, Prohibited Items, and Calculators for Certification Examinations document.
12. Unethical behavior on a certification examination will not be tolerated. If the proctor conclusively observes or suspects that you are violating these instructions, the proctor must document the event and report it to the Vibration Institute. If the Vibration Institute determines that unethical behavior has occurred, your examination results will be disqualified. Additionally, you will be barred from taking any certification examination for a period of one year. After one year, you may apply for re-examination; however must be approved by the Executive Director, Certification Committee Chair or Technical Director-Certification of the Vibration Institute.
13. Reasonable accommodations will only be provided if noted on VI Form CF009 and approved ahead of time. Additional fees may apply.

If you are unable to take an examination due to circumstances beyond your control, please notify the Vibration Institute:

Phone: (630) 654-2254

Fax: (630) 654-2271

Email: information@vi-institute.org



Approved/Prohibited Items and Calculators for Certification Examinations



Approved Items: Candidates may bring any of the following items for use during the examination:

- Pen
- Pencil
- Ruler
- Straight edge
- Protractor
- Parallel rule
- Acceptable calculators

Dictionary: In consideration for the difficulties involved in taking an examination in a foreign language, a printed dual-language dictionary may be used for assistance in translation. The dictionary shall not contain equations, tables, conversions, or other similar content and must be reviewed by the exam proctor prior to the examination.

Acceptable Calculators: While the Vibration Institute does not have an approved calculator list, the following guidelines must be followed by candidates:

- The unit must be a stand-alone calculator
- No calculator that has any type of communications or text-editing capability, such as a PDA, BlackBerry smartphone or iPhone etc.
- Any calculator that may compromise the security of the examination in any way is prohibited.

It is the responsibility of the candidates that they use approved calculators. Anyone using a calculator with any of the above noted features will be deemed as not following procedures and their examination will be disqualified. Any portable electronic device (e.g. smartphones, pagers, etc.) shall be exposed on the candidates' examination place.

Prohibited Items: The following items are prohibited and must be inaccessible during the examination:

- Scratch paper or graph paper (except as provided in the examination packet);
- Books;
- Reference materials;
- Computers;
- Any tablets, palm type devices, cell phones, recorders (audio, video, or still image), cameras, music players of any sort;
- Any other device that allows any type communication, texting, or Internet access, including but not limited to Smart Watches, Google Glasses, etc.;
- All electronic devices must be turned off.

Scratch paper is prohibited and shall not be provided by the proctor. If additional space is needed, the applicant may use the back side of the examination pages.

Cell Phones and Phone Calls: Cell phones and phone calls are prohibited during the test. Anyone taking a call for any reason will not be allowed to finish the examination and their examination will be disqualified.