

Please note the following IMPORTANT information for your upcoming Vibration Institute Certification Examination.

1. **YOU 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. Should you arrive late, you will be allowed to take the examination; however, the end time for your exam shall coincide with the end time for the rest of the group. At the sole discretion of the proctor (invigilator), the end time of your test may be extended to allow the full testing time allotted for your examination.
4. Should you not show up to take the examination, a \$50 administrative fee may be charged unless written cancellation is received at the Vibration Institute office at least five (5) business days prior to the examination date.
5. Review the "Approved/Prohibited Items and Calculators for Certification Examinations" list so you know what you can and cannot have access to during the exam. If the list is not included with this document, contact the Vibration Institute immediately to get a copy or go to <https://www.vi-institute.org/vibration-analysts-certification-forms/>
6. You will open the examination envelope only after instructed to do so by the proctor.
7. Once the test envelope is opened, the proctor cannot answer any questions other than to restate the examination instructions.
8. If you requested and were approved to use a dual language dictionary during the exam, be sure to bring the dictionary with you to the exam. The proctor will review the dictionary in advance of the start of the exam. There shall be NO notes written in the dictionary.
9. Examinees are permitted to leave the room, one at a time, for brief, necessary toilet/water closet use only. You shall not leave the room to smoke, "get air", or for any other reason other than the reason stated in the previous sentence. Before leaving the examination room, your test shall be placed face down and covering your "bubble" style answer sheet if provided for your exam.
10. You will be allowed the following time to complete your examination. If you do not arrive on time, this time may be reduced.
 - Category I Vibration Analyst: 2 hours
 - Category II Vibration Analyst: 3 hours
 - Category III Vibration Analyst: 4 hours
 - Category IV Vibration Analyst: 5 hours

11. **If your exam is provided with a bubble style answer sheet, you MUST use it to mark your answers using either a #2 pencil or a mechanical pencil with HB lead.** You MUST NOT USE PEN on the bubble sheet because the OMR scanner that grades the exam does NOT sense/read pen. We recommend you also circle the correct answer on the exam for review purposes and in case there is a problem reading the answers on the bubble sheet.
12. If your examination does NOT have a bubble style answer sheet provided, 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.
13. **YOU MUST SIGN THE ATTESTATION IN YOUR EXAM.** If you do not sign the attestation, your exam may be disqualified and you will not be certified.
14. Upon completion of the examination
 - a. Insert the exam, the equation sheets, and the bubble sheet (if provided) into the envelope provided.
 - b. Seal the envelope
 - c. **Sign the envelope over the seal**
 - d. Place that envelope in the original envelope, and give the envelope to the proctor.

IMPORTANT: If equation sheets are not returned or the envelope is not signed across the seal, your examination may be disqualified, and you will not be certified.

15. 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.

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