

Prometric - SHRM Certification Testing Rules

Arrival and Check-In

- Candidates must arrive at the testing center **at least 30 minutes before their scheduled appointment** to check in.
- **Late arrivals** (30 minutes or more after the scheduled appointment time) will **not be permitted to test**.

Storage and Personal Items

- **Lockers** will be provided for candidates to store:
 - Purses, mobile phones, jackets, food and drinks, medical supplies
 - The use of **audible beepers, mobile phones, personal headphones, ear/airpods, or memory-capable devices** is **prohibited**.

Jewelry and Accessories

- Jewelry other than **wedding and engagement rings** is prohibited.
- **Eyeglasses, jewelry, and other accessories** will be inspected.
- **Religious headwear** may be worn but may be subject to inspection before testing is permitted.

Security Measures

- Candidates will be asked to **empty and turn out their pockets**.
- Candidates will be **“wanded”** or asked to go through a **metal detector** during the check-in process.

Exam Breaks

- There are **no scheduled breaks** during the exam.
- Candidates may leave the testing room for breaks, but:
 - The **exam clock will continue to run** during this time.
 - Candidates may **not leave the testing facility** during breaks.
- **Smoking** at the test center is prohibited.

Prohibited Actions

- Accessing **mobile phones or study materials**:
 - After arriving at the testing center
 - During the testing session
 - During breaks
- **All exams are monitored** and may be recorded in both **audio and video format**.

Noise and Environment

- Other exams will be administered at the same time as the SHRM certification exams.
- Candidates may hear **ambient noises** such as:
 - Typing, coughing, people entering and exiting the testing room
- **Prometric is unable to provide a completely noise-free environment;** however:
 - **Headphones and/or earplugs** may be requested to minimize impact.