

The Arkansas State Board of Licensure for Professional Engineers & Professional Surveyors (“Board”) Policies and Procedures for the Arkansas State Specific Examination

All licensure candidates qualified to take the Arkansas State Specific Examination must review the following information prior to sitting for the exam. Violating any terms stated in this agreement is cause for dismissal or exam invalidation.

Admission Requirements

Examinees must present their Exam Authorization and one of the following: (1) ID issued by a government entity; (2) US Passport; (3) U.S. Military ID. The first and last name on the ID must match your Exam Authorization. All IDs must be current, include an expiration date, your name, date of birth, a photo and signature. Report to the exam site by the designated time, you will not be admitted after the exam instructions begin.

Special Testing Accommodations

Requests must be submitted to the Board at the time of registration. Call the Board for more information.

Grounds for Dismissal and/or Results Invalidation

If any of these activities are observed or prohibited items found in your possession, the item will be confiscated and you will be dismissed. Dismissed examinees will not receive a refund.

- Copying from another examinee’s answer sheet or colluding with other examinees
- A calculator that is not on the NCEES-approved list
- Beginning the exam before the proctor instructs you to do so
- Failing to stop writing when time is called
- Writing on anything other than your exam booklet
- Removing pages from your exam booklet
- Leaving the exam without authorization

Other Prohibited items:

- Cell phone or a device with copying, recording, or communication capabilities. These include but are not limited to cameras, pages, PDAs, radios, headsets, tape players, calculator watches, smartwatches, electronic dictionaries, electronic translators, transmitting devices, fitness trackers, and digital media players such as iPods
- Loose paper and/or pads (Post-it notes and flags)
- Hats with brims, hoods (e.g. hooded sweatshirts)
- Slide charts, wheel charts (handheld cardboard or plastic calculating devices with rotating or sliding pieces), or drafting compasses
- Weapons of any kind
- Tobacco products or electronic or vaping devices

Approved Calculators

Examinees must comply with the NCEES calculator Policy in effect at the time of examination. For more information, visit exams at www.ncees.org/exams/calculator

Reference Materials

The exam is open-book and examinees must bring their own reference materials.

- Reference materials must be bound or securely fastened throughout the exam. No loose paper.
- Reference books may be pre-tabbed before the exam with Post-it type notes and flags.

Personal Items

Personal items are the sole responsibility of the examinee. Neither the Board, exam proctors, or site facility is responsible for any lost, misplaced, or stolen items. Examinees may bring:

- Snacks (such as hard candies, candy bars, gum) and nonalcoholic drinks;
- Watches may be worn or placed on the floor;
- Head coverings that qualify as religious apparel.

Items Permitted on the desktop:

- Exam Authorization and ID
- Exam booklet
- Approved reference materials
- Calculator compliant with the NCEES Calculator Policy
- Small snacks
- Eyeglasses (no case)
- Handheld, non-electronic magnifying glass (no case)

Exam Irregularities

Fraud, deceit, dishonesty, and other irregular behavior, in connection with taking the exam is strictly prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of exam answers; failing to work independently; possessing prohibited items; communicating with other examinees or any outside parties by way of telephones, personal computers, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; failing to cease work on the exam when time is called; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. Examinees or other persons implicated in an irregularity will be identified to the state board, which may invoke additional sanctions. The Board reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and/or criminal remedies. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

Intellectual Property Rights and Exam Security

All exams are copyrighted works. Examinees are strictly prohibited from copying, discussing or disclosing any exam questions, problems, answers or solutions. Either by oral, written (including, Internet blogs, chat rooms) or any other communication format or media.

Remedies for Testing Errors and the Boards Response to Disruptions in Testing and Potential Compromises

In the unlikely event that a mistake occurs in printing, handling, or processing exams, determining or reporting results; and/or investigating or responding to suspected irregularities, if possible, the Board will correct the error, or the **sole and exclusive** remedies available to examinees are to permit the affected examinee(s) to retest at no additional fee or receive a refund of the exam fee.

The Board takes steps to ensure standardized administration on test day. If events occur that cause testing to be cancelled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees; or otherwise disrupt or compromise the normal testing process, the Board will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If the Board determines that corrective action is necessary, affected examinees may have the option to retest at no additional fee (normally on a future national test date), or to receive a refund of the exam fee, unless the affected examinees caused or were involved in the conduct that resulted in the need for corrective action, in which case the Board will have the right to withhold either or both options. If the Board offers a retest and an examinee selects that option, the examinee is required to retake the entire exam. These are the **sole and exclusive** remedies available to any examinee that is affected by disruptions in testing or a potential exam compromise.

Administration & Specifications

The exam will be administered at a location selected by the Board. The format and content of the Exam has been determined by an Exam Committee (consisting of Arkansas Professional Surveyors) and approved by the Board. The examination will be administered in two parts; one on the USPLSS and related topics, and the other on topics as listed below. Each part will be graded and scored separately and an acceptable score will be set on each part. An examinee must achieve an acceptable score on both parts to pass the exam. In addition:

- Part (I) is 1 hour in length and Part (II) is 1.5 hours in length.
- An examinee making an acceptable score on one part but not the other will be required to take only the failed part at a subsequent administration.
- An examinee taking the exam for the first time or that did not make an acceptable score on both parts, must continue to take both parts and cannot choose to take only one;
- The time limit for taking and achieving an acceptable score on both parts will be the same as prescribed in Article 11.D. for all examinees.
- The fee for taking one or both will be the same as provided for in Article 9.B.;

The total point value will be distributed among the following subjects and according to the designated percentages:

PART I GENERAL

AR Minimum Standards for Boundary Surveys	33%
State Statutes and Licensing Board Rules	37%
AR State Plane Coordinate System	17%
AR Riparian Boundaries	13%

PART II USPLSS

Original GLO	28%
Resurveys on the USPLSS	32%
Calculation problems on the USPLSS	40%

Questions will be mostly multiple choice and each will have an assigned point value. Part II will also have 3-5 numerical calculation problems and these will have the highest point values. Unlike the multiple-choice questions, there may also be partial credit available according to predetermined criteria in a grading key and awarded depending on the approach taken even if it results in the incorrect answer.

Suggested Study Materials:

- From the Division of Land Surveys, Office of the State Surveyor (<http://surveyor.arkansas.gov>);
 - [The U.S. Public Land Survey System for Arkansas \(Elgin & Knowles\)](#) including Legal Principles of Boundary Location for Arkansas.
 - [Handbook for Arkansas Land Surveyors](#)
 - [AR Standards of Practice for Property Boundary Surveys & Plats \(Standards of Practice No.1\).](#)
- From the AR Board of Licensure for Prof. Engineers & Prof. Surveyors (<https://www.pels.arkansas.gov>);
 - [AR State Laws & Rules of the Board \(eff. 9/1/20\).](#)
- Other suggested reading:
 - [Bureau of Land Management \(BLM\), Manual of Surveying Instructions 2009](#)

For Additional Information

Contact the office of the Board.