



Test Security Agreement and Non-Disclosure Agreement

1. Proprietary Test Content and Non-Disclosure Agreement

1.1. The examination I will participate in is the property of Industrial/Organizational Solutions, Inc. (IOS) and its contents are confidential and trade secret. I will not copy, photograph, record, or in any way reproduce the content of this examination. I will not share or discuss the contents of the examination with any third party. If any individual or party approaches me to request that I obtain and share the contents of this test, I am bound to share this information with the test proctor and/or IOS as soon as reasonably possible.

1.2. I understand that any attempts to copy, photograph, record, or in any way reproduce the content of this examination for myself or any party is illegal. I understand that IOS and the hiring authority with which I am testing will aggressively prosecute any illegal activity to the fullest extent of the law. I also understand these actions will be cause for disqualification as an applicant for employment with the hiring agency and that IOS will report this activity to any agency or employer with whom I am currently employed or seeking employment. IOS will document my actions in my permanent file and has the right to disclose such activities to a prospective employer as part of their background investigation(s).

1.3 I understand that an IOS Proctor will conduct a thorough check-in process to ensure the fairness and security of the testing environment for each candidate. I understand that a 360° view of each testing space will be requested by the IOS Proctor. I understand this is not a search of an individual's personal space.

If a candidate does not agree to these terms and does not wish to allow a viewing of their personal testing environment, a candidate may opt-out of the IOS Remote testing process and request in-person testing. Candidates who opt-out of the IOS Remote testing process need to contact IOS by email at support@iosolutions.com, stating they wish to opt-out of the testing process for privacy concerns.

I understand that an opt-out option has been offered to me, and that alternative accommodations may be available for in-person testing. I understand that in-person testing may be offered in a limited capacity at a set time, date, and location of the testing agency's choosing.

2. Cheating

2.1. I will not engage in any cheating behaviors before, during, or after the administration of this examination that seek to advantage my performance or others' performance on the examination. I will not use prohibited electronic devices/aids, consult outside documents, copy answers from other candidates' testing materials, or discuss questions or answers with others at any time. I will not share questions or answers with anyone following the administration of the examination.

2.2. I understand that note-taking of any type is not permitted during the IOS Remote Testing examination. Any note-taking or writing during the examination will be assumed to be an attempt to copy test content or cheat on the examination.

2.3. I understand that any attempts to cheat or actions that seek to advantage my performance or others' performance on the examination are strictly prohibited. I understand these actions will be cause for disqualification and rejection as an applicant for employment with the hiring authority without appeal. I further

understand that IOS will record my actions in my permanent file and has the right to disclose such activities to other agencies as part of their background investigation(s).

2.4. I understand that any cheating or unethical behaviors I engage in may be raised during background checks, polygraph examinations (in accordance with state law), voice stress analysis, and/or other components of the selection process.

3. False Impersonations and Misrepresentation

3.1. I acknowledge and hereby certify that I am personally completing the entrance examination. I further certify that all answers submitted on the test are generated by me. At no time will I attempt to falsely represent my identify to IOS or the hiring authority. I will not have another individual falsely impersonate me in order that they may complete the examination on my behalf. I will not attempt to have another person(s) aid in or take part in completing any test question response. Further, I will not aid in or take part in completing any test questions for another individual, nor will I falsely impersonate another individual in order to take the examination on their behalf.

3.2. I understand that any attempts to falsely represent myself or another person are illegal. I understand that IOS and the hiring authority will aggressively prosecute any illegal activity to the fullest extent of the law. I understand that any attempt to falsely represent myself or another person will be cause for disqualification and rejection as an applicant for employment with the hiring authority. I further understand that IOS will record my actions in my permanent file and has the right to disclose such activities to other agencies as part of their background investigation(s).

3.3 I understand the schedule link I received in the invitation email is not to be distributed and shared with other parties. I understand sharing this link may result in disqualification from the testing process.

4. Indemnity Clause

4.1. I understand I have the option to opt out of the IOS Remote Testing process. I understand it is my responsibility to contact the agency for next steps.

4.2. As an applicant for a public safety position at the hiring agency, I recognize that the agency has a legal, as well as moral, obligation to make every reasonable effort to ensure that persons employed conform to the very highest standards. Therefore, I release and hold harmless the hiring agency and its testing vender, IOS, their officers, agents, or employees, now and in the future, from any claims or damages related to the enforcement of this agreement.

IOS Remote Testing Rules & Guidelines

- 1. You must pick a testing location that is quiet and free from distractions.** Take your test in a closed room, away from any roommates or family members. Advise any roommates or family members to minimize noise while you are testing. If testing in a library, you **MUST** have a secure room away from the public.
- 2. Your workspace should be clear of any materials except your mobile device and your computer.** You may not take notes on paper (you will have space to type notes in the Safe Exam Browser) or use any materials other than your PC during the examination. The exam proctor will ask you to show a 360° view of your workspace using your mobile device during check-in, prior to the start of the exam.
- 3. Breaks will not be provided or allowed during the exam.** Once the examination begins, you will not be allowed to leave your workspace for any reason. There will be no scheduled bathroom breaks or breaks for any other reason. Ensure that you have used the restroom prior to the scheduled exam administration time. If you have medical issues that prohibit you from sitting for the entire duration of the examination with no breaks, please contact IOS at support@iosolutions.com.
- 4. Proctor communication should be via chat.** If you need to communicate with the proctor for any reason during the exam administration, you will do so via your mobile device using GoToMeeting's chat feature. During the duration of the examination, the proctor may also send you messages to warn you about suspicious behaviors you may be engaging in or to communicate with you for other reasons. On both Apple and Android devices, the chat feature is located in the upper right-hand corner of the screen.
- 5. You must check out with the proctor before exiting the session.** All candidates will complete the examination at their own pace (within the given time limit). When you have submitted the final page and completed your examination, you will need to message the proctor using GoToMeeting's built-in chat feature. The proctor will reply to your message confirming that your exam has been submitted, and then you may exit the session.
- 6. Prohibited behaviors are outlined in the above TSA/NDA agreement, which you must adhere to.** Please review the Test Security Agreement and Non-Disclosure Agreement if you have not already. This document lists prohibited behaviors and their associated penalties/actions.

If you have questions about any of the listed procedures or rules, please contact support@iosolutions.com and a team member can assist you.

