

NCIDQ

®

National Council for
Interior Design Qualification

Spring 2010



NCIDQ Examination Registration Guide

Introduction

Message from the President

Congratulations! You have demonstrated your commitment to the interior design profession and to your own career development by applying to take the NCIDQ Examination.

Passage of the examination demonstrates that you have knowledge of life-safety codes, know how to design accessible spaces and know how to specify non-toxic and fire-retardant materials.

In addition, as an NCIDQ Certificate holder, you will be expected to be competent in business procedures, business ethics and communication with engineers, architects, landscape architects, code officials and contractors.

This guide contains instructions and information on submitting your registration and preparing for examination day. Read it and keep it until you receive your results. If you have any questions or concerns about the examination process, please contact the NCIDQ office. Once again, congratulations on taking this important step in your interior design career!



Kimberly Marks

NCIDQ Certificate No. 007012



**National Council for
Interior Design Qualification**

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The core purpose of NCIDQ is to protect the health, life safety and welfare of the public by establishing standards of competence in the practice of interior design.

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About this Guide

It is your responsibility to read and understand the contents of this *Examination Registration Guide* before registering for the examination.

This guide contains current information about the examination developed by the National Council for Interior Design Qualification (NCIDQ) as of December 14, 2009. All previous versions of this guide are null and void.

NCIDQ administers the examination in partnership with ACT, Inc., a company that specializes in test development and delivery. ACT reserves and staffs all testing centers and assists NCIDQ with examination development and results analysis.

Prices

All prices in this guide are in U.S. dollars. NCIDQ accepts credit card payments in U.S. dollars only. Payments drawn on Canadian banks must be payable in U.S. funds. All prices are valid through April 10, 2010.

2010 Examination Fees

Section 1	\$250
Section 2	\$250
Section 3	\$385
All three sections*	\$835
Registration deferral fee	\$35
Late registration fee	\$125
Candidate Reactivation fee	\$70
Cancellation, one section.....	\$100
Cancellation, two sections	\$125
Cancellation, three sections	\$150
Partial cancellation fee**	\$50
Returned check processing fee ..	\$75

*Note: To receive this discounted price, all three examination sections must be taken together in the same administration.

** See Page 5 for details.

Registration Information

Registration Deadlines

Registration MUST be completed online by Midnight (EST) on February 1, 2010.

Registration completed after **February 1, 2010**, will incur the \$125 late registration fee. NCIDQ cannot make exceptions to this policy.

Late registration MUST be completed online no later than Midnight (EST) on February 18, 2010.

Registration and Payment Instructions

Registration (or deferral) is completed online at MyNCIDQ. To log into MyNCIDQ, place in your web browser: www.ncidq.org/myncidq. If you have done business with NCIDQ prior to 2007, a MyNCIDQ account currently exists for you. If you do not have or know your username and password, do NOT register as a first-time user; instead, please use the "Forgot or need your username and password?" link provided at the MyNCIDQ login page. If you do not have a valid e-mail address in MyNCIDQ, please contact NCIDQ at 202-721-0220 for additional assistance.

Candidate Agreements for Spring 2010 Exam

Before you can register, you must log into MyNCIDQ and complete the Candidate Agreements for Spring 2010 Exam form. This form can be found on MyNCIDQ by selecting the "Exam Registration or Deferral" link on the left-hand side under Exam Candidate.

You must read and agree to the following *Candidate Agreements* by checking the acceptance boxes provided on the online *Candidate Agreements for Spring 2010 Exam*

form. The *Candidate Agreements* include the *Confidentiality Agreement* and *Statement of Responsibility*, which are listed below for your reference. You must accept both of these before completing the online registration.

Confidentiality Agreement

"I acknowledge that the NCIDQ Examination and the content contained therein are the sole and exclusive property of NCIDQ and are registered as such with the U.S. and Canadian Copyright Offices. I hereby agree not to disclose any NCIDQ Examination questions or their content and acknowledge that the disclosure of Examination questions or content is cheating as well as a violation of NCIDQ's copyright and the NCIDQ Confidentiality Agreement.

"NCIDQ may impose any sanctions it deems appropriate for testing or confidentiality irregularities and NCIDQ may pursue all legal remedies available to recover monetary damages caused by such conduct and to enjoin violations of its rights with respect to the NCIDQ Examination.

Examination Dates

2010

Spring Administration
April 9-10

2010

Fall Administration
October 1-2

"[By checking the box provided on the online Confidentiality Agreement,] I acknowledge that I have read the preceding paragraphs and have read the NCIDQ Examination Confidentiality Policy."

Statement of Responsibility

"As a condition of being permitted to take the NCIDQ Examination, I hereby agree that I understand that NCIDQ's responsibility is confined to compiling and administering an examination which tests minimum competency of practitioners in the field of interior design, and that NCIDQ cannot provide individual assistance to examination candidates. In consequence, by accepting the Statement of Responsibility, I accept NCIDQ's determination of my examination score(s).

"If, for any reason, NCIDQ is unable to provide me with the results of the examination, NCIDQ shall have no liability beyond authorizing me to retake the examination, with the examination fee waived, at the next regularly scheduled examination date.

"[By checking the acceptance box provided on the online Statement of Responsibility form], I acknowledge that I have read the preceding paragraphs and have received and read the document titled *NCIDQ Examination Registration Guide*."

Any person who fails to accurately and completely disclose information and/or who willfully makes misleading, deceptive or false statements on any form may be subject to disciplinary actions and/or refusal of service by NCIDQ.

Registration

Once you have completed the Candidate Agreements, you must then re-click the "Exam Registration or Deferral" link and complete the online Registration Form (or

Deferral Form) and payment. NCIDQ accepts Visa, Discover, Master Card and American Express.

E-mail confirmation acknowledges that NCIDQ received your registration and payment by the given deadline. If you do not receive a confirmation e-mail message within 24 hours of online registration, **contact NCIDQ via phone at 202-721-0220 within two business days** in order for NCIDQ staff to investigate your request. An in-process online registration form does NOT constitute a completed registration by the given deadline.

Deferral

If you do not wish to take the exam during the current administration, you must defer registering for the exam in order to stay an active exam candidate and remain eligible to register for the exam in the next period. You must defer online and pay the \$35 deferral fee by Midnight on **February 18, 2010**. Deferrals are completed online via *MyNCIDQ*.

If you do NOT register or defer taking the exam, you will be placed in inactive status for future examination registrations. You will not receive further NCIDQ Exam updates and you will not be eligible to register for the examination until you return to active status. If you wish to return to active status you will be charged a \$70 exam candidate reactivation fee.

Paying by Check:

If you are paying by check, you must submit your check with a printout of your registration, deferral or late registration confirmation page to confirm the date of your online registration. Your check and registration confirmation print-out MUST be received by NCIDQ no later than 5 p.m. (EST) on February 18, 2010. Checks received after this date will not be processed and your registration will be considered inactive. Please allow for time in transit if paying by check.

If your company is paying your exam fee by check, instruct your bookkeeper/accountant to submit a separate check for each individual registering for the exam. On the check memo line, include your name, control number and "exam fee."

Your registration is approved once your check has been processed. You will receive a confirmation e-mail once your registration and payment have been processed. If you do not receive a confirmation e-mail within ten days of mailing your check, **contact NCIDQ via phone at 202-721-0220** in order for NCIDQ staff to investigate your request.

Incomplete Registrations

In-process online registration forms do NOT constitute a completed registration by the given deadline. **Registration WITHOUT payment rendered will not be accepted. We recommend you register as early as possible to ensure payment is received.**

IDEC Fee Waiver

Qualified members of the Interior Design Educators Council (IDEC) are eligible to take the NCIDQ Examination for free. **To receive a fee waiver, you must select the "pay by check" method during online registration, complete your online registration AND submit a printout of your registration confirmation page WITH written documentation to NCIDQ by 5 p.m. (EST) on February 18, 2010.** NCIDQ only accepts official letters from IDEC (IDEC Certificates are not valid forms of documentation). Only examination fees are waived. All other registration fees (late registration, deferral, cancellation, etc.) apply.

IDEC members attempting the exam for the first time for free must take all three sections in the same two-day period. Effective June 1, 2010, there is no fee waiver for repeated sections. You must submit the following documentation

WITH a printout of your registration confirmation page by the deadline for EACH exam cycle:

- A signed letter from your institution verifying your status as an interior design educator and
- Proof of current Professional or Associate IDEC membership (this can be obtained by contacting Christine Saricos at csaricos@idec.org).

IDEP Fee Waiver

Interior Design Experience Program (IDEP) participants are eligible for exam fee waivers. To receive an exam fee waiver, you must complete your registration form online AND submit a printout of your registration confirmation page by 5 p.m. (EST) on February 18, 2010.

Special Testing Accommodations

If you would like to apply for testing accommodations for one or more disabilities, you must thoroughly review our Non-Discrimination Policy for People with Disabilities. Download and complete the Application for Test Accommodations at www.ncidq.org. This form must be completed and signed by you and you must follow all guidelines for the submittal of supporting documentation. NCIDQ will review your form for accuracy and validity. NCIDQ and its testing consultants may contact you and/or your medical professional or specialist regarding your accommodations request.

Applications for Test Accommodations must be received by NCIDQ no later than February 18, 2010. If you have submitted documentation for a previous examination administration, please note that additional verification may be required to process your request. Applications that are more than one year old are not valid. Previously granted requests do not constitute a guarantee for accommodations.

To request accommodations for a future examination, you must **reapply** with the Application for Test Accommodations form.

Courtesy Testing Accommodations

Courtesy requests for conditions not generally covered by the Americans with Disabilities Act (ADA), such as pregnancy or diabetes, will be reviewed on an individual basis. NCIDQ MUST receive your courtesy request by February 18, 2010.

Cancellation and Refund Policy

You may cancel your exam registration for any reason until February 18, 2010. Download and complete the Exam Cancellation Form at <http://www.ncidq.org/Exam/Forms.aspx> and mail or fax it to NCIDQ as soon as possible. NCIDQ must RECEIVE your complete Exam Cancellation Form by 5 p.m. (EST) on February 18, 2010.

The cancellation fee is \$100 for one exam section, \$125 for two sections or \$150 for all three sections. If you registered for all three exam sections and wish to cancel only one or two of them, you will be charged an additional \$50 partial cancellation fee.

When your cancellation request is processed, NCIDQ will refund your exam fee MINUS applicable cancellation fees. You will automatically be eligible to register for the next exam administration. You will be refunded in the form in which you paid your exam fee; please allow four weeks to receive your refund. The \$125 late registration fee is not refundable.

Please note that your exam fee cannot be credited, deferred or transferred to the next exam period. If you do not follow the cancellation procedure described above, you will not receive any refund or credit for exam sections you do

Examination Schedule

Friday, April 9, 2010

Section 1

8 a.m. – noon

Lunch Break

Noon – 1 p.m.

Section 2

1 p.m. – 5 p.m.

Saturday, April 10, 2010

Section 3, Part A

8 a.m. – 12:30 p.m.

Lunch Break

12:30 p.m. – 1:30 p.m.

Section 3, Parts B & C

1:30 p.m. – 6 p.m.

All times include a mandatory instruction period. You must be present for the instructions to take the exam. We recommend you arrive 15 minutes early to be prepared.

Lunch is NOT provided. Your proctor will designate a break area (if one is available) in the testing facility.

not take on April 9-10, 2010. You will need to register and pay again for any exam sections you wish to take in the future.

IDEC members and IDEP participants who received a waiver for the exam fee will be invoiced for all applicable cancellation fees.

Emergency Cancellation Policy

Cancellation requests made **after** the cancellation deadline MUST include documentation of a serious personal medical or family medical emergency that prevents you from being able to take the examination. You must

use the cancellation form and attach supporting documentation. Standard cancellation fees apply.

Scheduling conflicts, business engagements, preparatory class cancellation, inadequate preparation and other personal reasons for late cancellation are NOT accepted. Emergency cancellation requests and documentation must be received by NCIDQ by 5 p.m. (EST) on April 20, 2010. Late requests will not be honored.

Update Your Contact Information

Please contact NCIDQ immediately if your name, address, e-mail address or telephone number changes. Examination correspondence is time-sensitive. NCIDQ cannot accept responsibility for misdirected or undeliverable e-mail or telephone calls.

Ensure your MyNCIDQ account is always updated with your current e-mail address in order to receive important exam notifications.

Examination Procedures

Admission to the Testing Center

When your registration is processed, you will receive an e-mail confirmation within 24 hours. Notify NCIDQ immediately via telephone if any information is incorrect.

You will receive your electronic admission letter via e-mail from our test provider, ACT, no later than two weeks before the examination date.

Your admission letter will confirm your registration for the examination and provide the location and directions to the examination site. A printout of your admission letter AND a current ID with your signature and a photograph of you (driver's license or state ID card, passport,

etc.) are REQUIRED for entrance to the examination. The name on your admission letter must match the name on your ID.

If you have NOT received the admission letter WITHIN 10 days of the examination date, you should call NCIDQ immediately at 202-721-0220.

Seat and Room Assignments

You should plan to arrive at the examination center BEFORE the starting times noted in the examination schedule. Upon arrival you will check in with a proctor to receive a seat assignment. Some examination centers have seating in more than one room. If you cannot hear the proctor's instructions, feel that the lighting is inadequate, or have other problems with your seat and/or room assignment, please let the proctor know immediately.

Testing Instructions and Late Arrivals

You MUST be present for instructions or you will not be permitted to take the examination. If you arrive late you will not be permitted into the testing room and you will forfeit your examination fees.

Supplies

All testing centers will provide desks or tables suitable to work on the examination. For Sections 1 and 2, seating will be in individual chair/desks or at group tables. For Section 3, all candidates will be provided a 30"D x 60"W surface space to work on. You may bring your own chair or cushion if desired. For further information regarding supplies, go to <http://www.ncidq.org/Exam/FAQs.aspx>.

Section 3 Note: If the testing site has fixed drafting tables, they will be laid flat and any moving parts will be disabled. If you prefer an angled work surface, you may bring a portable drafting board.

NCIDQ cannot always guarantee the condition of the table surfaces. It is recommended you bring flat illustration board or portable drafting surface that will fit within a 30" x 60" surface.

Required for ALL Sections

- #2 (HB) pencil
- Eraser (not electric)
- Battery-powered calculator*

*Note: Calculators with single memory are permitted. Calculators with advanced memory storage, programming, communicating or printing capabilities are NOT allowed.

Allowed for Section 3 Only

- Pens
- Pencils, including mechanical pencils & lead holders
- Highlighters/markers
- Manual pencil sharpener
- Tracing paper
- Graph/grid paper
- Architectural scale
- Triangles
- Templates
- T-square
- Tape
- Portable drafting board or flat illustration board*
- Related small drafting equipment/tools
- Post-it notes
- White-out

*Note: Boards must fit within the 30"D x 60"W work surface area provided for Section 3.

Not Allowed for ANY Section

- Books, including dictionaries (English, technical or language)
- Reference materials
- Food and beverages*

*Note: Food and beverages may be consumed in a break area outside the testing room, as designated by the proctor. Be sure to bring secure containers for your food and beverages, as open containers will not be permitted in the testing room.

Any special needs will be considered only within the Courtesy Testing Accommodations guidelines on Page 5.

Spring 2010 Examination Centers

Please select your preferred examination center and enter the center code on the online registration form where indicated. You may select any exam center from this list. You are not required to take the exam in your home state or province.

Please note: Exam location selections may not be changed after February 18, 2010.

You will be assigned an exam test center location prior to the exam. Your letter of admission will indicate your confirmed test center location address. Exam test center locations are subject to change. Please watch your e-mail for possible last minute test center location changes. (Your chosen metro area will not change.)

United States

Center Code **Center Location**

01.....Birmingham, AL
 02.....Scottsdale, AZ
 92.....Little Rock, AR
 06.....Fresno, CA
 04.....Los Angeles, CA
 10.....San Diego, CA
 05.....San Francisco, CA
 12.....Denver, CO
 03.....Washington, DC
 45.....Ft. Lauderdale, FL
 56.....Miami, FL
 55.....Orlando, FL
 72.....Tampa, FL
 15.....Atlanta, GA
 91.....Savannah, GA
 16.....Honolulu, HI
 17.....Chicago, IL
 18.....Indianapolis, IN
 87.....Ames, IA
 24.....Overland Park, KS
 58.....Louisville, KY
 19.....Baton Rouge, LA
 50.....Portland, ME
 20.....Annapolis, MD
 26.....Boston, MA
 21.....Ypsilanti, MI

22.....St. Paul, MN
 46.....Jackson, MS
 23.....St. Louis, MO
 99.....Bozeman, MT
 48.....Charlotte, NC
 51.....Newark, NJ
 78.....Las Vegas, NV
 96.....Reno, NV
 09.....Nassau County, NY
 29.....New York, NY
 30.....Rochester, NY
 61.....Columbus, OH
 31.....Kent, OH
 33.....Oklahoma City, OK
 34.....Portland, OR
 35.....Philadelphia, PA
 76.....Memphis, TN
 38.....Nashville, TN
 70.....Austin, TX
 39.....Dallas, TX
 40.....Houston, TX
 37.....Arlington, VA
 42.....Richmond, VA
 43.....Seattle, WA
 44.....Milwaukee, WI

Canada

Center Code **Center Location**

52.....Calgary, AB
 53.....Vancouver, BC
 54.....Winnipeg, MB
 97.....Fredericton, NB
 74.....Ottawa, ON
 59.....Toronto, ON

Personal Electronic Devices

Cell phones, pagers, PDAs and handhelds, digital cameras, music players and all other personal electronic devices are not permitted in the testing room.

Examination Scan Sheets and Problem Booklets

Candidates are responsible for CLEARLY and CORRECTLY completing their scan materials during the examination. NCIDQ cannot accept responsibility for reporting scores on examinations with improperly completed scan materials. Such tests will not be scored. Please be careful and thorough in completing all scan materials. **A #2 (HB) pencil must be used for all scan materials!** A mechanical pencil may be used if it contains HB lead. No examination materials will be returned to candidates. Examination materials are stored by NCIDQ for three years.

At the conclusion of each exam section, you must return the examination booklet along with all other examination materials, including all scrap and tracing papers, etc. Failure to comply will result in disqualification of your examination score on that section.

Testing Environment

NCIDQ makes every effort to ensure a quiet and comfortable testing environment for all candidates. However, last-minute needs and emergencies cannot be anticipated by building operators.

We suggest that you bring appropriate clothing with you (jacket, sweater) to help you adapt to a cooler or warmer climate in the examination room.

Bring earplugs if you are sensitive to noise distractions.

Breaks

If you wish to take a restroom or refreshment break during testing, you must raise your hand. Only one person will be permitted to leave the testing room at a time. You will not be permitted to make up time lost while you are away from the test, and you must bring your answer sheet and test booklet to the examination proctor before you leave the room.

Candidate Comments and Examination Condition Concerns

NCIDQ encourages feedback about the examination experience from all candidates. Your proctor will have Candidate Comment Forms available for you to report any comments. This feedback is reviewed by our testing consultants and NCIDQ staff and does not result in a written response from NCIDQ.

If you feel that the testing procedures or environment seriously impacted your performance, do not wait until you receive your test results to express your concerns. A candidate comment form is NOT sufficient for NCIDQ to open an investigation of your case.

In order for NCIDQ staff to investigate any examination administration problems, we must have received a written letter from you by 5 p.m. EST on April 26. If NCIDQ determines your case to be warranted, you may be permitted to retake the section (s) at no cost. Exam condition concerns must be made in writing and sent to NCIDQ. We do not accept these concerns sent by e-mail or fax.

Examination Format

The examination reflects the content of NCIDQ's revised *Practice Analysis Study for the Profession of Interior Design*, which was released in November 2008.

The examination includes both Imperial and SI Metric Units (Système International d'Unités) as well as references to both United States and Canadian standards or terms. Unless referring to an established code or drafting standard, metric units are approximate and have been rounded for simplicity and clarity. No conversions are required from one scale to the other. In fact, such conversions may result in an incorrect answer.

Section 1: Codes, Building Systems, Construction Standards & Contract Administration

Section 1 consists of 150 multiple-choice questions and is administered in 3.5 hours. This section includes 25 experimental questions that will not be used to determine your score (this allows NCIDQ to pre-test questions prior to including them as scored questions in future examinations). Some questions incorporate drawings, pictures and symbols typical in the interior design profession.

Section 2: Design Application, Project Coordination & Professional Practice

Section 2 consists of 150 multiple-choice questions and is administered in 3.5 hours. This section includes 25 experimental questions that will not be used to determine your score (this allows NCIDQ to pre-test questions prior to including them as scored questions in future examinations). Some questions incorporate drawings, pictures and symbols typical in the interior design profession.

Section 3: Practicum

Section 3 is administered in three parts: 4 hours for Part A and 4 hours for Parts B & C. Section 3 requires you to produce design solutions in seven unique exercises covering: Space Planning, Lighting Design, Egress, Life Safety, Restroom [Washroom] Design, Systems Integration and Millwork Design. The exercises are a combination of commercial and residential problems. All candidates for a given test date will receive the same exercises. All design solutions must address the principles of accessible design.

All project descriptions, project code requirements, project design requirements and the list of drawings will be provided in an examination booklet. Separate envelopes will be provided for each part of the examination. You will be instructed to enter your control number (printed on your admission letter) in the proper boxes on each of the sheets contained in the envelopes.

You may draft or sketch your solution; however, it must be clearly understandable and drawn to scale. Do not waste time on highly refined drafting. Solving the problems and effectively communicating your solutions are essential. All solutions must be presented on the sheets provided.

Drawing scales will vary according to the project size and amount of detail required to be shown. Space Planning, Lighting Design, Restroom [Washroom], Systems Integration and Millwork plans will be at 1/4" scale [1:50]; Egress and Life Safety plans will be at 1/8" scale [1:100]; and Millwork elevations sections will be at 3/4" scale [1:20].

Sample Examination Questions

The following sample questions are provided as examples of the question types developed and included on the examination. These questions are not intended to be representative of the complete examination and will not appear on future examinations. Choose the BEST answer for each question.

Section 1: Codes, Building Systems, Construction Standards & Contract Administration

- When cost is the primary concern in a renovation project, what is the FIRST consideration when developing a rough floor plan?**
 - Plumbing.
 - Circulation.
 - Furniture.
 - Equipment.
- Your client is considering the purchase of a 2000-square-foot [185 m²] building for commercial use. There is a 3'-0" [0.9 m] difference in floor levels on the main floor. Two-thirds of the space is at street level, and one-third is at the higher level with steps providing access. What should you recommend to ensure compliance with applicable codes?**
 - Use the upper portion for storage and office space.
 - Install a wheel chair lift to provide access.
 - Block the rear door at the higher level.
 - Install a ramp that conforms, including handrails.

Answers

- A
- D

Section 2: Design Application, Project Coordination & Professional Practice

1. During a preliminary finish presentation, you showed your client a level loop carpet and received their approval. Shortly after that meeting, the client delayed the project for several months before the start of contract documents. When the project re-started, you inadvertently specified cut pile carpeting. All of the carpeting had been manufactured and delivered to the site by the time you discovered the problem. Who is responsible for the carpeting correction?

- The general contractor.
- The carpet manufacturer.
- The client.
- The interior designer.

2. You are asked to produce working drawings for a major structural penetration in a high-rise building. How should you proceed?

- Recommend the appropriate licensed professional.
- Refer to the building code.
- Review the building's construction documents.
- Field verify the scope of work.

Answers

- D
- A

Practice tests for both multiple-choice sections will be available in early 2010. Visit www.ncidq.org for more information.

Section 3: Practicum

Practice design problems, which include blank problem sheets and access to online solutions, are available for purchase at our online shopping cart, QShop. (View flier on Page 11.)

Preparatory Programs and Books

NCIDQ does not work in conjunction with any outside examination preparatory programs, book authors or publishers. Therefore, we cannot vouch for the accuracy of materials or information provided by any outside source. To order official NCIDQ Exam study materials, visit us online at www.ncidq.org.

Examination Results

Results

Results are provided within 14 weeks of the examination administration. Results are available online at MyNCIDQ. You will receive an e-mail notifying you when your results are available on MyNCIDQ. Electronic scores for each section will be reported on a scale ranging from 200 to 800, with the passing point anchored at 500.

You must pass all three sections of the NCIDQ Examination to earn a Certificate.

The passing point indicating entry-level competence is carefully set to ensure consistent and accurate results from one examination period to the next. However, passing scores are calculated for each exam administration; **there is no set number or percentage of correct answers required for a passing score. Reported pass/fail rates reflect only the rates for a particular exam; pass/fail rates are not predetermined and do not affect the passing score.**

Results Appeals

Scores cannot be changed, and failing scores are never changed to passing. **Simple failure of a section will not be considered grounds for appealing your score. All concerns regarding exam conditions must be addressed by April 26, 2010, and not after scores have been released.** See the *Candidate Comments and Examination Conditions Concerns* section on Page 8 for additional information.

Retakes

You must pay all applicable registration and examination fees for each section that you retake. Candidates must pass all sections of the examination within a five-year period or retest. If you started taking the exam in 2009 or earlier, you must complete all sections by the end of 2014. At that time, any scores more than five years old will be voided, and you must retake those sections. If you started taking the exam in 2010 or later, you must complete all sections within five years. Scores more than five years old will be voided, and you must retake those sections.

Some state/provincial boards (including TBAE and the Association of Registered Interior Designers of Ontario [ARIDO]) may impose their own time limit.

NCIDQ Certificate

If you applied directly to NCIDQ to take the examination and pass all three sections, you will receive an NCIDQ Certificate, suitable for framing, free of charge.

Please ensure your MyNCIDQ account is up to date with the correct contact information, especially the full spelling of your name as you would like it to appear on your Certificate.

If you applied to TBAE or another state or provincial agency, you must complete the NCIDQ application process in order to receive a Certificate. You will not need to retake the examination, but you may need to obtain new transcripts and recommendations.

Exam *materials* Practice

NEW!

NCIDQ

National Council for
Interior Design Qualification

- ✓ Simulate the real NCIDQ Exam
- ✓ Test your knowledge
- ✓ Identify your strengths and weaknesses
- ✓ Boost your confidence
- ✓ Study on your own time at your own pace
- ✓ Access materials easily online

**ORDER YOUR
STUDY MATERIALS
TODAY!**

CLICK HERE!

Section 3 Materials - The all-new Practice Design Problem (PDP) includes all the exercises you will encounter on the actual examination. It comes with problem booklets, building codes and vellum drawing sheets. Now you can also purchase online examples of a passing and failing solution. Solutions are sold separately and your online access begins upon purchase.

Purchase now online:

- Printed Practice Design Problem (PDP)\$75
- Online solutions - choose from:
 - 30 days of access\$35
 - 60 days of access \$60
 - 90 days of access (*best value!*)\$80

Save Money! Buy both - get more for less!

- PDP + Solutions Bundle
 - PDP + 104 days of online solutions access~~\$155~~ Now \$140 until Jan. 31!



Sections 1 & 2 Practice Tests - Available online (in early 2010), each online practice test consists of 75 multiple-choice questions. Take the exam in one sitting or save it and come back when it's convenient for you!

**Learn more and begin shopping now at QShop!
Visit www.ncidq.org**

