

## Exam Locations and Dates

### Test Center Locations

The internet-based examination is administered by Scantron through a network of test centers throughout the United States and Canada. Test centers, which are subject to change, are listed here:

<https://www.scantron.com/test-site-cities/>

### Testing Deadlines

The exam is offered on-demand. All forms and applicable fees must be submitted by the specified deadlines. Forms submitted without appropriate fees will not be processed.

Candidate eligibility will be valid for one year following certification application approval. If a candidate does not take the examination for which he/she applied or does not successfully complete the examination within the eligibility period, the application will be closed, all fees will be forfeited, and the candidate must submit a new application with the full fee.

## Application and Examination Fees

Scantron will collect testing fees directly from the candidate. Candidates will be charged the testing fee noted below, which will be payable via secure e-commerce (e.g., credit card) in U.S. dollars at the point of scheduling. Testing fees are nonrefundable.

Examination	Testing Appointment Length	Fee
Registered Professional Landmen (RPL) initial exam includes Real Property Law, Descriptions, and Contracts, Conveyancing, Interest Calculations, and Oil and Gas Lease, and Ethics	Two (2) hours	\$65
RPL retake Real Property Law, Descriptions, and Contracts	45 minutes	\$55
RPL retake Conveyancing, Interest Calculations, and Oil and Gas Lease	45 minutes	\$55
RPL retake Ethics	30 minutes	\$55
Certified Professional Landmen (CPL) initial exam bundle includes Joint Operating Agreement, Areas of Mutual Interest, Well Trades, Pooling and Taxes, and Negotiations and Contracts, Real Property Law, Property Descriptions, Conveyancing, Interest Calculations, and GIS/Mapping. Completion of both CPL bundles is required.	Four (4) hours	\$85*
Certified Professional Landmen (CPL) initial exam bundle includes Federal: Onshore, Offshore, Mining, and Environmental, Oil and Gas Lease, and Ethics. Completion of both CPL bundles is required.	Four (4) hours	\$85*
CPL retake Joint Operating Agreement, Areas of Mutual Interest, Well Trades, Pooling and Taxes, and Negotiations	Two (2) hours	\$65
CPL retake Contracts, Real Property Law, Property Descriptions, Conveyancing, Interest Calculations, and GIS/Mapping	Two (2) hours	\$65
CPL retake Federal: Onshore, Offshore, Mining, and Environmental	90 minutes	\$65
CPL retake Oil and Gas Lease	90 minutes	\$65
CPL retake Ethics	One (1) hour	\$55
*Completion of both CPL bundles is required		

### Other Fees

Reschedule Fee - \$50

If a candidate schedules a testing appointment in a Scantron testing center and wishes to reschedule the testing appointment to another day while continuing to test in a Scantron testing center, he/she can pay a rescheduling fee to cancel the current testing appointment and schedule a new appointment as long as the request is made at least two (2) days prior to the original appointment date.

If the rescheduling request is made fewer than two (2) days in advance of the testing appointment, the candidate will be considered a no-show. The candidate will need to reapply for testing and pay a new testing fee.

## **TAKING THE EXAM**

### **Notice to Schedule (NTS)**

Scantron will send you a Notice to Schedule (NTS) via email, which will give you a username, password, and any additional information you need to schedule your testing appointment.

Candidates will select a testing session from a list of available testing centers by geographic location, test date, and available seating. You must submit your test scheduling request at least two (2) days prior to your preferred test date.

Seats are filled on a first-come, first-served basis, based on test center availability, so it is to your advantage to schedule your test appointment as soon as you receive your NTS. If you need assistance with a specific site and/or date, please contact Scantron and Scantron will do its best to accommodate the requested test site and date, if possible.

You will be notified of the exact test location, date, and time via email. **You must bring your printed email confirmation with you to the test site.**

**You must also bring a current photo identification with signature to the test site.** Acceptable forms of identification include driver's licenses, passports, and government-issued identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo).

An email reminder will be issued to eligible candidates who have not yet completed test scheduling at the start of the testing window for which they are eligible.

For questions regarding examination registration, contact Scantron at [testing@scantronassessment.com](mailto:testing@scantronassessment.com).

### **Rescheduling and No-shows**

You may reschedule a testing session up to two (2) days prior to your testing appointment through the online scheduling system. A \$50 nonrefundable fee will apply when you reschedule your exam appointment.

Not appearing for your testing appointment or rescheduling your exam fewer than two (2) days before your testing appointment will count as your original testing appointment. You will be marked as a no-show candidate and your entire testing fee will be forfeited.

### **Testing Time**

Your scheduled test duration time varies by examination. During the examination, you will have the opportunity to review questions, change answers, mark questions to come back to, or skip questions. Should your time expire while taking the exam, all answers, regardless of how they are marked, will be calculated into your score. Once your allotted time has expired, or you exit the examination, you cannot see or review the questions again.

### **Requesting Special Testing Accommodations**

Candidates with documented visual, physical, hearing, or learning disabilities that would prevent them from taking an examination under standard conditions may request special testing accommodations and arrangements. There is no extra fee for making these arrangements.

AAPL may require written documentation of the disability. Documentation may include:

- A letter (on the professional's letterhead) from an appropriate, licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations.
- Evidence of receiving accommodations during school on the school's letterhead.
- An individualized education plan (IEP).

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Requests for accommodation must be submitted in writing to Scantron no later than 30 days prior to the candidate's preferred testing date, and candidates must submit their scheduling request at least 30 days prior to their preferred test date. It is recommended that this documentation be submitted at least 45 days prior to the preferred testing date.

### **Examination Rules**

Scantron follows standard testing industry rules and policies as outlined below. Candidates must work independently throughout the examination, without using any unauthorized sources, and their demeanor must conform to standards of conduct that are consistent for a secure examination. No talking is permitted during the examination, except to test center personnel using a soft voice. Test center personnel are able to contact Scantron at any point that in their opinion it is necessary, and they will report all irregularities and incidents, including those that involve inappropriate candidate behavior.

### ***Prohibited Items***

Other than the valid ID and confirmation notice, candidates are expressly ***prohibited*** from bringing any personal items to the test site, including (but not limited to):

- Any electronic device, including cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials. In addition, calculators, computers, or tablets are prohibited.
- Any reference materials, including notes, books, dictionaries, or language dictionaries
- Book bags or luggage
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watches
- Food and beverage
- Hats, hoods, or other headgear

If Scantron testing personnel determine that you have brought any such items to the testing center, the item(s) may be demanded and held for an indefinite period of time by Scantron testing personnel. We reserve the right to review the memory of any electronic device that may be in your possession at the testing center to determine whether any test materials have been photographed or otherwise copied.

If our review determines that any test materials are in the memory of any such device, we reserve the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of our review and any applicable deletions, we will return your device to you but will not be responsible for the deletion of any materials that may result from our review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of our policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your device, and/or

the deletion of any materials. Scantron, the testing center, and the test administration staff are not liable for lost or damaged items brought to the examination site.

***Exam Security***

Exam security is a serious matter. In addition to leaving all personal items outside of the exam room, candidates may be asked to turn pockets inside out as well as show that nothing is hidden under shirt sleeves and the hems of pants legs. Also note that most sites record testing sessions. Candidates caught with prohibited items in the exam room risk exam invalidation, disciplinary action, assessment of monetary damages, and/or legal liability. Visitors (including children) are not permitted in the examination room during the test administration period.

## Reasonable Accommodations:

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Reasonable accommodations generally are provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, and performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment.

To apply for reasonable accommodations, the candidate must request the accommodations in the application process and provide documentation that supports reasonable accommodations provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

**Requests for accommodations must be submitted no later than 45 days prior to opening of the candidate's preferred testing window and candidates must submit their scheduling request at least 30 days prior to their preferred test date within the testing window. It is recommended that this documentation be submitted at least 45 days prior to the preferred testing date.**

**PLEASE NOTE: It is your responsibility to provide supporting documentation from a Licensed Professional on the Professional's letterhead along with your application.**

**Failure to provide the required documentation by the timeline outlined in the Candidate Handbook may result in you not receiving the accommodations you are requesting.**

For more information regarding reasonable accommodations, please contact Scantron or your certification organization.

# LIVE REMOTE PROCTORED TEST ADMINISTRATION

Live remote proctored (LRP) test administration allows candidates to complete their examinations from their own computers via an internet connection at a time and place of their choosing. Testing sessions are available 24/7/365, based on seating availability.

Scantron uses its proprietary software, Scantron PASS™, to deliver examinations to candidates. Scantron partners with Examity for the online, real-time monitoring of testing candidates.

The candidate's computer must have webcam capability as well as a microphone and speakers, and the environment must be private and quiet to avoid distractions and to ensure that the online proctor can hear everything at the candidate's location.

There are technical requirements, such as an adequate internet connection, to ensure that the proctor can access the candidate's computer and that the session can proceed without internet disruption. Candidates are informed of the computer specifications in advance of the testing session.

## Test Scheduling

Once the candidate is deemed eligible for testing, the candidate receives the Notice to Schedule email with instructions about how to use Scantron's online test scheduling system to schedule a testing appointment.

The email provides each eligible candidate with a username and password that allow him/her unique access to Scantron's scheduling system.

As part of the scheduling process, candidates first confirm their demographic information, attest to Scantron's privacy policy, and test their computer for both examination delivery and live proctoring system requirements. Scantron **strongly** encourages candidates to perform the system checks during testing appointment scheduling.

Please confirm your demographic information and update if necessary.

Verify that the first name and last name you used when registering exactly match the first name and last name on the government-issued ID(s) you will present on test day.

Name TEST KATRINA	Street Address * STREET
Please contact Scantron to update your name.	
Time Zone * US Eastern Time (-05:00)	Street Address 2 STREET 2
Email Address * katrina.simmons@scantron.com	Country * US
Home Phone * 919-572-6880	State/Province * North Carolina
Work Phone 919-572-6880	City * CITY
Cell Phone	Postal Code * 27560

Figure 1: Scantron demographic updates

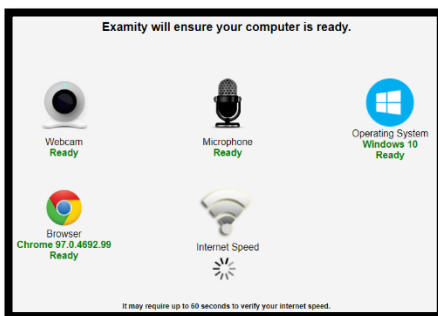


Figure 2: System check interface

Candidates whose computers fail the check of system requirements receive feedback on the hardware or software issues. The candidate must correct the issue, update the computer, or obtain another computer to complete the testing appointment.

The same system requirements check is included in the confirmation email, and candidates are reminded to perform the check prior to testing.

Before scheduling a live remote proctoring exam, please make sure that you test your system for *both* of the following system requirements:

[Examination Delivery Requirements](#)

[Live Remote Proctor Requirements](#)

[Schedule / Take a live remote proctoring exam](#)

Figure 3: System check links and proceed to scheduling

Following these administrative tasks, the candidate selects "Schedule" to proceed to testing appointment scheduling.

The candidate is directed to Examity's dashboard and can select "Schedule Exam" to proceed. On the scheduling page, the candidate will select the exam program and exam name to schedule a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.

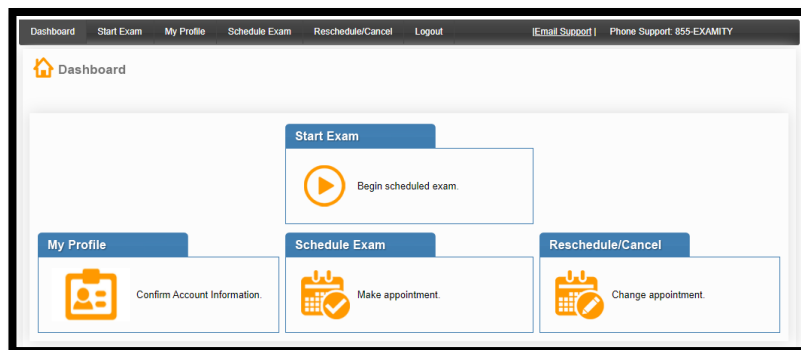


Figure 4: LRP dashboard

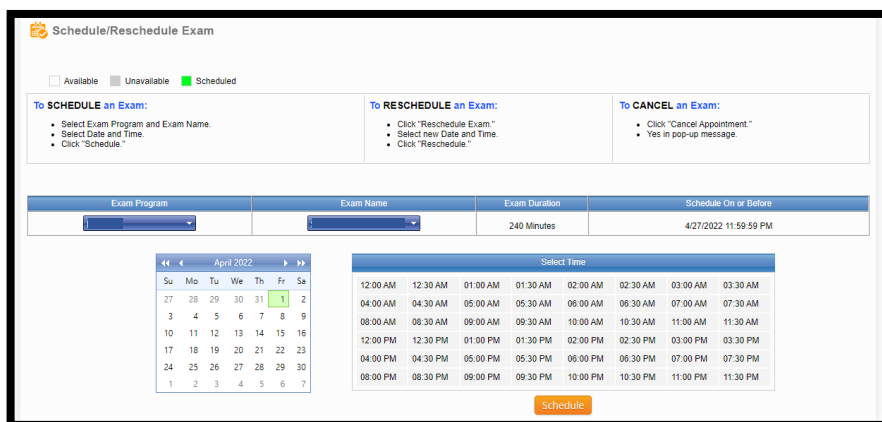


Figure 5: LRP scheduling interface

Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. Candidates also receive a confirmation notice with their testing details.

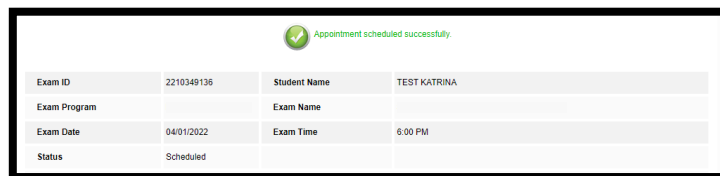


Figure 6: LRP successful scheduling notice

## Confirmation Notice

Scheduled candidates immediately receive two confirmation notice emails with the testing appointment details (date and time) and directions as well as a URL link to initiate the testing appointment at the appropriate time.

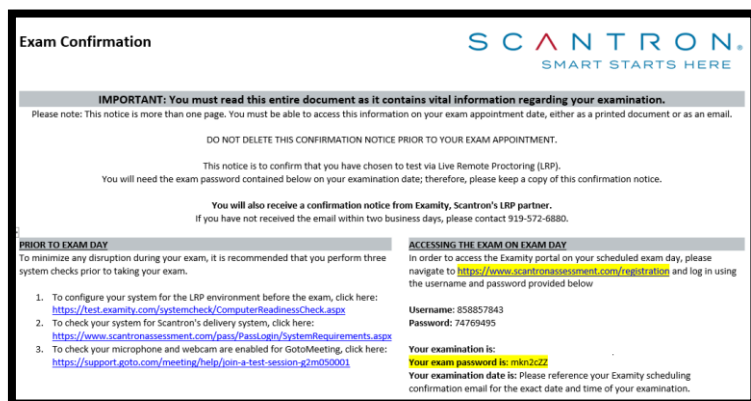


Figure 7: Scantron confirmation email

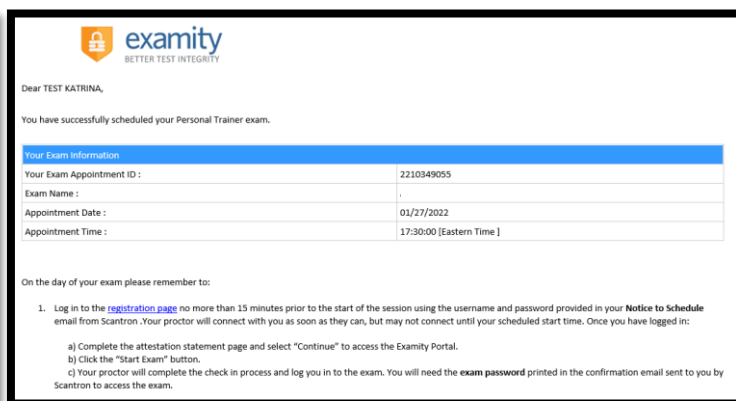


Figure 8: Examity confirmation email

In addition, the testing appointment is noted on the Examity LRP dashboard.

The confirmation notice email also provides information regarding an online tutorial of Scantron's test delivery system, Proctored Assessment System (Scantron PASS™). Through the online tutorial, candidates can simulate use of the mouse and keyboard, enter responses, and become familiar with the process for reviewing items and changing responses. This tutorial is provided free of charge.

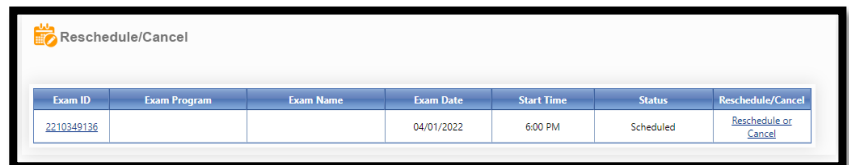
Candidates can view a sample test and testing instructions via Scantron's website:

<https://www.scantron.com/preparing-for-your-test/>.

## Test Rescheduling and Cancellation

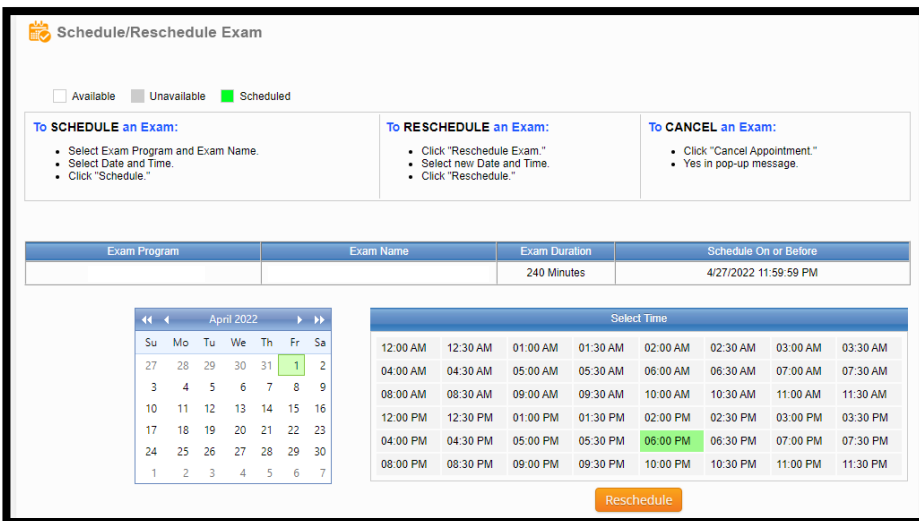
Candidates may cancel or reschedule their testing appointments up to 24 hours prior to the scheduled date and time of the testing appointment. Candidates must cancel or reschedule their testing appointments by accessing the online scheduling system and should refer to their Notice to Schedule email for the specific policies concerning rescheduling and canceling. To reschedule, use the link in the confirmation email and login with the username and password provided in the Notice to Schedule email.

From the Examity LRP dashboard, the candidate should select "Reschedule/Cancel" to proceed. The candidate is directed to a page listing all currently scheduled appointments. The candidate should select "Reschedule or Cancel" for the appointment they wish to modify.



Exam ID	Exam Program	Exam Name	Exam Date	Start Time	Status	Reschedule/Cancel
2210349136			04/01/2022	6:00 PM	Scheduled	<a href="#">Reschedule or Cancel</a>

Figure 9: LRP reschedule/cancel interface



**Schedule/Reschedule Exam**

☐ Available ☐ Unavailable ☒ Scheduled

**To SCHEDULE an Exam:**

- Select Exam Program and Exam Name.
- Select Date and Time.
- Click "Schedule."

**To RESCHEDULE an Exam:**

- Click "Reschedule Exam."
- Select new Date and Time.
- Click "Reschedule."

**To CANCEL an Exam:**

- Click "Cancel Appointment."
- Yes in pop-up message.

Exam Program	Exam Name	Exam Duration	Schedule On or Before
		240 Minutes	4/27/2022 11:59:59 PM

**Calendar:** April 2022. Days: Su, Mo, Tu, We, Th, Fr, Sa. Dates: 27, 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30. The 1st is highlighted.

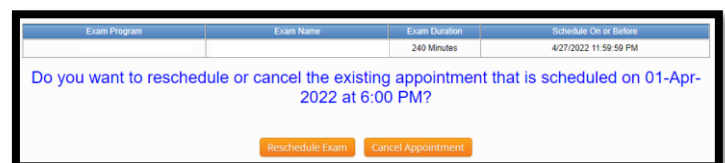
**Select Time:**

12:00 AM	12:30 AM	01:00 AM	01:30 AM	02:00 AM	02:30 AM	03:00 AM	03:30 AM
04:00 AM	04:30 AM	05:00 AM	05:30 AM	06:00 AM	06:30 AM	07:00 AM	07:30 AM
08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM
08:00 PM	08:30 PM	09:00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

**Reschedule**

Figure 10: LRP reschedule interface

For cancellation, the candidate selects "Cancel Appointment" and indicates "Yes" in the pop-up message that appears on screen. The successful cancellation is noted on the screen.



Exam Program	Exam Name	Exam Duration	Schedule On or Before
		240 Minutes	4/27/2022 11:59:59 PM

Do you want to reschedule or cancel the existing appointment that is scheduled on 01-Apr-2022 at 6:00 PM?

**Reschedule Exam** **Cancel Appointment**

Figure 11: LRP cancellation interface

**Please note: If the candidate is more than 15 minutes late to the scheduled testing appointment start time, the candidate will be considered a no-show.**



## Live Remote Proctored Test Delivery

When the candidate checks in for the appointment, the process may take approximately 20 minutes to complete the check-in process which includes security checks, ID verification, attestation statements, etc.

On the date and time of the candidate's scheduled testing appointment, the candidate clicks on the link provided in the confirmation notice email, entering his/her username and password from the Notice to Schedule email to return to the LRP dashboard. From the dashboard, the candidate selects "Start Exam" to begin the testing appointment.

Start Exam

Please turn OFF pop-up blocker on your browser before you start exam.

Step 1

Examity extension is already installed. Please proceed to step 2 and click on

Step 2

Exam ID	Course Name	Exam Name	Exam Date	Exam Time	Connect to Proctoring
2210349055			01/27/2022	5:30 PM	

Figure 12: LRP Start Exam Interface

Please remember: the candidate whose computer fails the check of system requirements must correct or update the issue or obtain another computer to complete the testing appointment; candidates are required to pass the system requirements check prior to testing.

After the system requirements check, the proctor verifies the identity of the candidate by examining the candidate's government-issued ID. The candidate may communicate with the proctor via chat features available within the live online-proctoring launch site. If directed by the proctor, or in case of technical difficulties, the candidate may contact the proctor by telephone or chat.

The proctor has complete access to the candidate's computer to monitor for unauthorized activities, such as accessing other software applications, using multiple monitors, or having someone else take the examination remotely. The proctor can terminate the testing appointment for integrity reasons at any time.

As part of the login process, the candidate shows the proctor a 360-degree view of his or her environment, including the desk, by holding and moving the webcam or laptop with a webcam as directed by the proctor. After the environment check, the proctor enables the monitoring software, which allows the proctor to watch the candidate via the candidate's webcam and record video and audio during the testing appointment. When the proctor has completed the necessary steps to ensure monitoring, the candidate clicks a link to launch the examination login process.

During the examination login process, the proctor and candidate complete a dual login in which the candidate verifies his or her information, completes the candidate attestation statement, and reviews the testing rules and policies. In addition, prior to launching the examination, the candidate can review the online tutorial of Scantron PASS™.

Testing time for candidates begins when the examination is launched. When candidates complete their examination, they click the "Submit Exam" button and confirm that they are ready to submit the examination. Depending on the examination, a thank-you message or an immediate score report is presented to candidates. Candidates should print this message/report.

## *Scantron PASS™ Technical Specifications for Secure LRP Test Administration*

### Hardware

- You must use a computer with admin access
- 2 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 2 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available disk space (32-bit) or 20 GB (64-bit) – just for the OS, not applications or data files
- Audio output capability
- Webcam and microphone
- Screen resolution:
  - For best experience, use 1920 x 1080 or higher
  - Minimal acceptable is 1024 x 768
- Optional: Printer (to print candidate score report)

### Software

- Minimum Windows 8 or MAC OS X v10.6
- Latest version of Google Chrome

### Telecommunications:

- High-speed Internet connection (minimum 2 Mbps upload & download, preferred 10 Mbps)
- Browser must:
  - Accept cookies from Scantron's site
  - Allow popup windows
  - Support JavaScript and have it enabled
- Browser must be able to load the following:
  - jQuery, a javascript library (ajax.googleapis.com)
  - AJAX Content (ajax.aspnetcdn.com)
  - MathJax (cdn.mathjax.org)
  - CDN (castlecdn.blob.core.windows.net)
- [www.scantronassessment.com](http://www.scantronassessment.com) should be made a trusted site on all computers used for testing. A trusted site is a Web site that you trust not to damage your computer.