

EXAM INSTRUCTIONS FOR WRITTEN EXAMINATIONS

You must read all these instructions and sign the bottom to indicate that you've read them. If you don't read and follow these instructions, you may be disqualified from taking the exam, and your exam fee may not be refunded.

GENERAL REQUIREMENTS

RESCHEDULING YOUR EXAM

If you can't appear for the exam, you must submit a **written** request at least 10 days before the exam date. To make sure that we receive the request in time, please submit it to barbers@nc.gov. If you are late or fail to appear, you will forfeit your exam fee.

PARKING

You must park in designated spaces. If you park unlawfully or in reserved spaces, you may be removed from the exam. As indicated in the "Covid-19 Precautions" instructions, you must remain in your car until asked to come into the building.

WEAPONS, CELL PHONES, CAMERAS, OR RECORDING DEVICES ARE PROHIBITED

You are prohibited from bringing these items into the testing area—even if you were to put the cell phone in your pocket.

WHAT YOU MUST BRING

- This instruction sheet, signed and dated on the last page
- Two forms of identification, one of which must include your photo

WRITTEN EXAM

- The exam has two parts, and you have 90 minutes to complete both parts.
 - 10 multiple-choice questions on North Carolina rules and regulations (15 minutes to complete)
 - 110 multiple-choice questions on all aspects of barbering and hair styling (75 minutes to complete)
- To pass, you must receive a score of at least 70 on each portion of the exam.
- You do **not** need to bring writing utensils. We'll provide them at the exam site.
- We've attached copies of the exam Candidate Information Bulletin, which provides information about the exam topics.

SIGNATURE

You must sign this form and bring it with you to the exam.

I have read and understand these instructions and the "Covid-19 Precautions" instructions. I understand that failure to comply with any of the requirements may prohibit me from taking the exams. If I did not understand any of the instructions, I contacted the office of the Board of Barber and Electrolysis Examiners at barbers@nc.gov or (919) 814-0640 for further information and now understand the instructions.

Signature

Printed name

Date

IMPORTANT NOTICE ABOUT YOUR EXAMS

COVID-19 PRECAUTIONS

This notice addresses how COVID-19 may affect your exams and what precautions we're taking. It's imperative that you carefully read this notice and follow all requirements. Given the complicated situation with the pandemic, please be prepared for some delays on exam day.

IMPORTANT: you must follow staff instructions at the exam site. Failure to follow instructions may cause you to be disqualified from taking the exam. These instructions are for your protection and ours, as well as your fellow exam-takers.

Face coverings (masks) are mandatory

- Your exam-specific instructions discuss what you need to bring and wear to the exam. However, we want to emphasize that **you must** wear a face covering at all times, **even if you're fully vaccinated and boosted**.
- **IMPORTANT:** If you appear for the exam without face coverings, you won't be allowed in the building.
- For information on suitable face coverings, please see the attached flyers, and please go to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. We strongly encourage that your face covering be a surgical or KN95 mask.
- If you have a medical condition that prevents you from being able to wear a face covering, please contact the office as soon as possible. Please don't simply show up on exam day without a face covering without having contacted us in advance, or we won't let you in the building.

When you arrive, remain in your car

- Park only in designated parking spaces.
- If you park elsewhere, you may be asked to leave or have your car towed.
- Don't come into the building when you arrive, and don't wait outside by the front door, which will be locked. **Instead, you must wait in your car until we come get you for the exam.** We don't want individuals congregating in the building in close proximity.

Other precautions on exam day

For your protection, the board staff will have precautions in place on exam day to limit the chance of infection. These include:

- If you have a practical exam, do not bring a live model. Please bring a mannequin as discussed in your instructions.
- We may take temperatures or conduct screening questions of all individuals who enter in the building. Individuals with symptoms consistent with COVID-19 will not be allowed to enter the building.

- Disinfection of surfaces before and after exams;
- Mandatory handwashing requirements for all individuals;
- Reduction of the number of people present at each exam to maximize social distancing.

IMPORTANT STEPS TO CHOOSING A MASK



Make sure your mask fits

- Pick a mask with multiple layers to keep your respiratory droplets in and others' out.
- Choose a mask with a nose wire to prevent air from leaking out of the top.

For extra protection

Wear a disposable mask under a cloth mask

Knot and tuck ear loops of a 3-ply mask

Use a mask fitter or brace over a disposable or cloth mask



Respirators must form a seal to the face to work properly.

- Follow manufacturer instructions.
- Check for markings on [N95](#), [KN95](#), and other respirators that indicate the product is authentic.



cdc.gov/coronavirus