



THE WRITTEN PART OF THE ASSOCIATE FELLOW MEMBERSHIP EXAMINATION

General Information

The written part of the Associate Fellow examination can be taken in either a print or computer-based format. Both formats are available in the United States and only the computer-based format is available in other countries.

The written examination includes 150 multiple-choice questions. Each question has a stem and four possible answers. For more detailed information about the content and format of the examination and a listing of key words to guide preparation for the examination, see the *Study Guide for Associate Fellow and Fellow Examinations*.

Print Format

The print format of the examination is given in the United States at the conclusion of the AAID MaxiCourses® and in conjunction with the Academy's Annual Meeting. As of August 31, 2007, the following 2008 examinations have been scheduled in the United States:

<u>Date</u>	<u>Location</u>	<u>Application Deadline</u>
June 8	New York, New York	May 9
November 2	San Diego, California	October 3
December 5	Atlanta, Georgia	November 5
December 12	Loma Linda, California	November 12

Examination Time: You are required to arrive at least 30 minutes prior to the scheduled testing time to allow for check-in and verification of identification. Four hours are allotted for the print format of the examination.

Required Identification: All candidates must have two valid, non-expired forms of identification; both must have signatures and one must have a photograph. The name on the identification pieces must match the name on your confirmation letter and the admission card from the AAID.

Acceptable Forms of Picture Identification: The following government-issued forms of identification that are valid (not expired) and include a photograph and signature will be accepted:

- Driver's license
- State identification card
- Military identification card
- Passport
- Alien registration cards

Computer Based Format

The AAID's computer-based examination is given at Pearson Vue testing centers. There are over 225 Pearson Vue testing centers located throughout the world. All testing centers are uniform in size, equipment, appearance and procedures. To locate a testing center near you, go to the Education/Credentials/Associate Fellow section of the Academy's website (www.aaid.com) and follow the link to Pearson Vue or call the AAID Headquarters Office for assistance (877-335-2242, toll-free or 312-335-1550).

Computer-Based Testing Dates in 2008: In 2008, the computer-based examination will be available August 4 – 8 and December 8 – 12 at Pearson Vue testing centers. Applications for the 2008 computer-based examinations **must be received** in the AAID Headquarters Office by the following dates:

<u>Computer-Based Examination Period</u>	<u>Application Deadline</u>
August 4 – 8, 2008	April 4, 2008
December 8 – 12, 2008	August 8, 2008

Letter of Authorization to Schedule an Examination: When the AAID accepts an application, the candidate will be sent a letter of authorization to schedule an examination at a Pearson Vue testing center. Candidates are responsible for scheduling their examinations directly with Pearson Vue by telephone or online.

Registration to take the Examination: **Registration for the examination will open 90 days prior to the examination dates. The test centers register candidates on a first-come, first-served basis.** Therefore, candidates are urged to register as soon as possible after receiving their letter of authorization, thus maximizing the likelihood that they will be able to take the test at their preferred site.

Candidate Registration by Phone: **Candidates in the United States as well as those in other countries** may schedule their examination by calling 1-877-392-3926 between 7:00 a.m. and 7:00 p.m. Central Time. When candidates call in they will hear "Thank you for calling Pearson Vue, MRA Certification Exam." The candidate will be prompted to press 8, the number assigned to the AAID.

Candidate Registration Online: Candidates can also schedule their examinations online. Before scheduling an examination online, the candidate must register at Pearson's website (www.pearsonvue.com) to acquire a username and password.

Exam Confirmation Letter: After registering for a testing appointment, Pearson Vue will send the candidate a confirmation letter by e-mail, fax or postal mail. The preferred method of notification is e-mail.

Examination Time: Candidates are required to arrive at least 30 minutes prior to the scheduled testing time to allow for check-in and verification of identification. Four and one-half hours are allotted for the computer-based format of the examination.

Required Identification: It is recommended that candidates have the confirmation letter from Pearson Vue in hand when they arrived for their examination appointment. It is **required** that candidates have two valid, unexpired forms of identification that meet the following criteria: (1) both must have signatures and (2) one must have a photograph. The name on the identification pieces must match the name on the confirmation letter from Pearson Vue.

Acceptable Forms of Picture and Signature Identification: The following government-issued forms of identification that are valid (not expired) and include a photograph and signature will be accepted:

- Driver's license
- State identification card
- Military identification card
- Passport
- Alien registration cards

Other Acceptable Forms of Signature Identification:

- Valid credit card
- Bank automated-teller machine card
- Social security card

Check-in Procedures: At the Pearson Vue testing centers, the staff is required to do the following:

- Request two forms of identification (ID's); both must be signed and one must have a photograph.
- Check ID's
- Capture electronic signature and verify that signatures match
- Capture electronic fingerprint
- Capture digital photograph
- Distribute rules document
- Identify area where personal belongings can be stored
- Admit the candidate

Candidate Rules: The written examination is given in English. Candidates are not permitted to use any translation devices during the examination or to have any personal items at their test stations, including but not limited to cellular phones, hand-held computers, personal digital assistants or other electronic devices, pagers, purses, hats, coats, books and notes.

Before entering the testing room, Pearson Vue's test administrator will give each candidate an erasable note board and a marker. These items cannot be removed from the testing room at any time during the examination and must be returned to the test administrator after the examination.

Cancellations and No Show Procedures: Cancellations must be made at least one business day (24 hours) before the examination is scheduled to begin. Upon receipt of confirmation from Pearson Vue that the examination has been canceled, the candidate must immediately notify the AAID Headquarters Office of the cancellation by telephone (877-335-2243, toll-free; 312-335-1550); fax (312-335-9090) or e-mail (joyce@aid.com).

Any candidate who fails to appear for his/her computer-based examination, arrives more than 15 minutes after the scheduled test start time and cannot be accommodated at the test center, or cancels a test less than 24 hours before the scheduled test start time (local testing center time) will be considered a "No Show" and must do the following to be rescheduled for computer-based testing:: (1) submit a request to the AAID Headquarters Office for an authorization letter to be rescheduled and (2) pay a \$300 rescheduling fee.

Tutorial, Demonstration Examination and Frequently Asked Questions: The Academy's computer-based examination is coordinated with Pearson Vue by Measurement Research Associates (MRA). A computer-based tutorial, a demonstration examination and answers to frequently asked questions are available on MRA's website, which is <http://www.measurementresearch.com/testing/tutorial.shtml>.

There are two parts to the tutorial. Part 1 demonstrates the basics of entering responses and reviewing items on a computer-based examination. Part 2 is a demonstration test that exactly replicates a computer-based test, which allows candidates to become comfortable with the format. The demonstration test includes samples of various multiple-choice item presentation formats, including items with imbedded visuals and items with visuals in separate windows. **At this time, all items on the written part of the Associate Fellow examination are multiple-choice questions without visuals.** Please review the tutorial for additional information on the computer-based testing administration.

The Frequently Asked Questions section of the MRA website provides answers to general questions about computer-based testing as well as specific questions about making an appointment to take the examination and taking the examination.