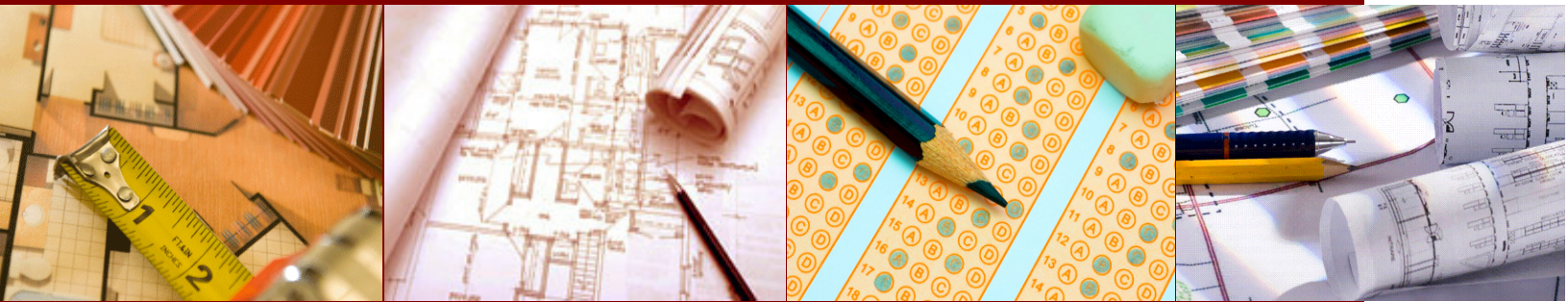


NCIDQ

®

National Council for  
Interior Design Qualification

Spring 2012



# NCIDQ Examination Registration Guide



## TABLE OF CONTENTS

<u>About this Guide</u> .....	3
<u>Exam Fees</u> .....	3
<u>Exam Dates and Deadlines</u> .....	3
<u>Registration Deadlines</u> .....	3
<u>How to Register</u> .....	3
<u>Candidate Agreements</u> .....	4
<u>Paying for the Exam</u> .....	5
<u>Cancellations</u> .....	5
<u>Testing Accommodations</u> .....	6
<u>Examination Test Centers (City and State)</u> .....	7
<u>Examination Procedures</u> .....	8
<u>Examination Schedule</u> .....	8
<u>Supplies</u> .....	9
<u>Examination Scan Sheets and Problem Booklets</u> .....	10
<u>Candidate Comments and Examination Condition Concerns</u> .....	10
<u>Examination Format</u> .....	10
<u>Examination Results</u> .....	11
<u>The NCIDQ Certificate</u> .....	12
<u>Preparing for the Exam</u> .....	12
<u>Exam Preparatory Materials</u> .....	13
<u>Sample Questions</u> .....	13

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NCIDQ is the global leader in establishing standards of competence for interior design/interior architecture professionals.

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Click on the bold and underlined hyperlinks throughout this guide for more information!

# Spring 2012 NCIDQ Examination Registration Guide

## ABOUT THIS GUIDE

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

This guide contains current information about the examination developed by the National Council for Interior Design Qualification (NCIDQ) as of December 1, 2011. Previous versions of this guide are void.

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

## EXAM FEES

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 December 31, 2012.

### 2012 Examination Fees

Section 1 .....	\$275
Section 2 .....	\$275
Section 3 .....	\$400
Registration deferral fee* .....	N/A
Late registration fee.....	\$150
Candidate Reactivation fee* .....	N/A

### Cancellation Fees

One section .....	\$100
Two sections .....	\$125
Three sections .....	\$150

### Emergency Cancellation Fees

One section .....	\$200
Two sections .....	\$250
Three sections .....	\$300

Returned check processing fee.....\$85

\*NCIDQ has discontinued these fees effective with this administration. [Read more.](#)

## REGISTRATION DEADLINES

### Regular Registration

You must complete your registration online by midnight on **January 24, 2012**. Your registration is not considered complete until you have paid for the section(s) you are taking and received an email from us confirming payment.

**Important!** If you are paying by check, we must receive your check by this deadline.

Registrations completed after midnight January 24, 2012, will incur a \$150 late registration fee. NCIDQ does not make exceptions to this policy.

### Late Registration

You can register during the late registration period, but there is an additional fee. You must complete your late registration online no later than midnight on **February 7, 2012**. Your registration is not considered complete until you have paid for the section(s) you are taking and received an email from us confirming payment.

**Important!** If you are paying by check, we must receive your check by this deadline.

## HOW TO REGISTER

### Registration Instructions

You may register for one, two or all three sections. You may also choose to wait and take the exam in the next administration.

Complete your registration online at **MyNCIDQ**. To log into MyNCIDQ, browse to [www.ncidq.org/myncidq](http://www.ncidq.org/myncidq). If you do not know your username and password, please use the "Forgot or need your username and password?" link provided at the MyNCIDQ login page. If you do not have a valid email address in MyNCIDQ, please call us at 202-721-0220 for assistance.

## EXAMINATION DATES

**Spring 2012**  
March 30-31

**Fall 2012**  
September 28-29

## SPRING 2012 DATES & DEADLINES

**December 20**  
• Registration opens

**January 24**  
• Last day to register without paying late fee

• Last day for checks to arrive without incurring a late fee

**January 25**  
• Late registration opens

**February 7**  
• Registration closes

• Last day for checks to arrive with late fee

• Last day to request special accommodations or courtesy accommodations

• Last day to add or subtract exam sections

**April 16**  
• Last day to submit candidate concern letters

# Spring 2012 NCIDQ Examination Registration Guide

Once you are logged in to your MyNCIDQ account, click the link on the left that says **Exam Registration**. Your account will show the section(s) you have remaining to take.

The registration process is one long page in your account, so be sure to scroll through the entire page.

- 1. Read and accept** the two candidate agreements, indicating your acceptance by checking the boxes. They are reproduced below for your convenience. Read these carefully, so that you know your responsibilities as an NCIDQ exam candidate.
- 2. Select** the section(s) of the exam you wish to take.
- 3. Choose** your exam location. You can see a listing on page 7.

- 4. Review** the information if you require accommodations.
- 5. Click** “Go to Next Step” to move to the payment process.  
**Important!** If you click “Save and Quit,” you can come back later to complete this process. Your form will now appear under the “In-Process Forms” tab.
- 6. Pay** the registration fee(s). NCIDQ accepts Visa, Discover, Master Card and American Express.

Email confirmation of your payment acknowledges that we received your registration and payment by the deadline. If you do not receive a confirmation email message within 24 hours of online registration, call us at 202-721-0220. An “in-process” online registration form does *not* constitute a completed registration by the given deadline.

Registration is an online process.

The most efficient way to complete your exam registration or deferral is to pay online.

[Click here for step-by-step instructions on how to register for the exam!](#)

## CANDIDATE AGREEMENTS FOR SPRING 2012 EXAM

### 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. Copyright Office. 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.

“[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).

“I understand that my eligibility for the NCIDQ Examination is governed by a “rolling” five-year window of eligibility. I acknowledge that in the event I have first applied for an NCIDQ Certificate prior to January 1, 2010, I must pass all sections of the NCIDQ Examination by December 31, 2014 or the scores for any section passed prior to January 1, 2010 will be voided, and I must repeat and pass those sections within a new five-year window. In the event I have first applied for an NCIDQ Certificate on or after January 1, 2010, I must pass all sections of the NCIDQ Examination within a five-year window or the scores for any section passed more than five years earlier will be voided, and I must repeat those sections within a new five-year window.

“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.”

# Spring 2012 NCIDQ Examination Registration Guide

## Deferring Your Registration

Previously, candidates who did not want to take the exam now could pay a fee and defer their eligibility to the next administration. You can still wait and take the exam later, but you no longer have to pay a fee and officially defer. If you do not register for any sections, your account simply remains in its current status at no additional charge. We will notify you via email when registration opens for the next exam, so keep your email contact information current in your MyNCIDQ account. **[Read more about eliminating the deferral option here.](#)**

Keep in mind that there is a five-year window in which you must all sections of the exam. **[Read more about this requirement here.](#)**

## PAYING FOR THE EXAM

### Paying by Check

If you are paying by check, you must submit your check with a printout of your registration 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 by 5 p.m. (Eastern time) on **February 7, 2012**.

**Important!** Checks received after this date will not be processed and you will not be able to take the exam during this administration. Please allow for mail delivery time if paying by check. We recommend mailing checks via a method that has a tracking process.

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 we have processed your check. You will receive a confirmation email once your registration and payment have been processed. If you do not receive a confirmation email within 10 days of mailing your check, call us at 202-721-0220.

## CANCELLATIONS

You may cancel your exam registration for any reason until **February 7, 2012**.

To cancel your registration and receive a refund, download and complete the **[Exam Cancellation Form](#)** and mail or fax it to NCIDQ as soon as possible. We must *receive* your complete Exam Cancellation Form by 5 p.m. (Eastern time) on **February 7, 2012**.

### Cancellation Fees

The cancellation fee is \$100 for one exam section, \$125 for two sections or \$150 for all three sections.

NCIDQ will refund your exam fee minus applicable cancellation fees. You will still be eligible to register for the next exam administration. You will be refunded in the form in which you paid your exam fee. The late registration fee is not refundable. NCIDQ processes all refunds within 30 days of the exam administration. Please allow time for your refund to be processed.

**Important!** Your exam fee cannot be credited 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 not take on March 30-31. You must register and pay again for any exam sections you wish to take in the future.

### Emergency Cancellations

We recognize that there may be an emergency that prevents you from taking the exam. We accept emergency cancellations for a short period of time after the exam is given. 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.

## INCOMPLETE REGISTRATIONS

In-process online registration forms are not considered completed registrations.

Registration WITHOUT payment will not be accepted.

Register as early as possible to ensure payment is received.

## CANCELLATIONS

Please note that any cancellation requests must be in our office by 5 p.m. (Eastern time) February 7. Cancellation fees will be deducted from your refund.

Emergency cancellations for a personal medical emergency or family medical emergency are accepted until 5 p.m. (Eastern time) on April 10. Cancellation fees will be deducted from your refund.

**[Click here to see a schedule of fees.](#)**

# Spring 2012 NCIDQ Examination Registration Guide

Emergency cancellation requests and documentation must be received by NCIDQ by 5 p.m. (Eastern time) on **April 10, 2012**. Late requests will not be honored.

You must submit the **Emergency Cancellation form** and attach supporting documentation.

Emergency cancellation fees will be deducted from your refund. The emergency cancellation fee is \$200 for one exam section, \$250 for two sections or \$300 for all three sections. NCIDQ processes all refunds within 30 days of the exam administration. Please allow time for your refund to be processed.

**Important!** Scheduling conflicts, business engagements, preparatory class cancellation, inadequate preparation and other personal reasons for cancellation are not accepted.

## TESTING ACCOMMODATIONS

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**. Complete and sign the form and follow all guidelines for the submittal of supporting documentation. We will review your form for accuracy and validity. NCIDQ and its consultants may contact you and/or your medical professional or specialist regarding your request.

**Important!** You must have completed your exam registration and payment before NCIDQ will review your request for accommodations.

**Applications for Test Accommodations** must be received by NCIDQ in hard-copy format no later than 5 p.m. (Eastern time) on **February 7, 2012**. If you have submitted documentation for a previous examination administration, additional verification may be required to process your request. A new application with required documentation must be submitted for this exam administration. 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.

**Important!** We recommend that you submit your application well before the deadline. Documentation is often incomplete, so allow time to submit additional information, if required. All requests must be reviewed and approved 30 days before the exam.

## Courtesy Testing Accommodations

Courtesy requests for conditions not generally covered by the Americans with Disabilities Act (ADA), such as pregnancy or diabetes, as well as requests for alternative test dates for religious observances, are reviewed on an individual basis. Download and complete the **Application for Courtesy Accommodations**. Complete and sign the form and follow all guidelines for the submittal of supporting documentation. We must receive your courtesy request in hard-copy format by 5 p.m. (Eastern time) on **February 7, 2012**.

## KEEP YOUR CONTACT INFORMATION CURRENT

Nearly all of all exam-related communication with you is via email.

You should update your MyNCIDQ information immediately if your name, address, email address or telephone number changes.

Examination correspondence is time-sensitive. NCIDQ cannot accept responsibility for misdirected or undeliverable email or telephone calls.

Please ensure that you have provided your name exactly as you would like it to appear on your Certificate in your personal information.

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

# Spring 2012 NCIDQ Examination Registration Guide

## SPRING 2012 EXAMINATION TEST 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. Your exact test center location may be in or near the cities listed below. Your exact test center location will not be determined until several weeks prior to the exam. Exam centers with fewer than five registrants by January 24, 2012 are subject to close. You will be notified to make new arrangements should this occur.

**Important!** If you need to change your exam location, call NCIDQ at 202-721-0220. You may not change your location after February 7, 2012.

Your letter of admission will indicate your confirmed test center address. Exam test center locations are subject to change. Please watch your email for possible last minute test center location changes. (Your chosen metro area will not change unless fewer than five people register for your location.)

### United States

Center Code	Center Location
01	Birmingham, AL
02	Phoenix, AZ
92	Little Rock, AR
04	Los Angeles, CA
10	San Diego, CA
05	San Francisco, CA
12	Denver, CO
03	Washington, DC
45	Fort Lauderdale, FL
55	Orlando, FL
72	Tampa, FL
15	Atlanta, GA
91	Savannah, GA
16	Honolulu, HI
17	Chicago, IL
87	Ames, IA
24	Overland Park, KS
58	Louisville, KY
19	Baton Rouge, LA
50	Portland, ME <b>SITE CLOSED</b>
20	Annapolis, MD

### UPDATED 1-25-12

Center Code	Center Location
26	Boston, MA
90	Detroit, MI
22	St. Paul, MN
23	St. Louis, MO
99	Bozeman, MT <b>SITE CLOSED</b>
78	Las Vegas, NV
96	Reno, NV
60	Red Bank, NJ
29	New York, NY
48	Charlotte, NC
61	Columbus, OH
33	Oklahoma City, OK
35	Philadelphia, PA
38	Nashville, TN
70	Austin, TX
39	Dallas/Ft. Worth, 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

## EXAMINATION PROCEDURES

### Admission to the Testing Center

When your registration is processed, you will receive an email confirmation within 24 hours. Check the test location carefully, and call us immediately if any information is incorrect.

Approximately two weeks before the exam, you will receive an email from our test provider, ACT, with instructions on how to retrieve your admission letter online. You must print and bring this personalized admission letter to the test center. Printers are not available onsite.

Your admission letter will confirm your testing location and provide directions (if available) to the examination site. A printout of your admission letter *and* a current (non-expired) 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.

**Important!** If you have not received your admission letter notification within 10 days of the examination date, call NCIDQ at 202-721-0220.

### Seat and Room Assignments

Plan to arrive at the examination center *before* the reporting times noted in the examination schedule. After the check-in and identification process, you will receive a seat assignment.

Some examination centers have seating in more than one room. If you cannot hear the test supervisor, feel that the lighting is inadequate, or have other problems with your seat and/or room assignment, please let the test supervisor know immediately.

As soon as everyone has verified their identification and been seated, the test supervisor will close the testing room door and begin the instructions.

### 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.

### 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.

### 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 a jacket or sweater with you to help you adapt to temperatures in the examination room. Bring earplugs if you are sensitive to noise distractions.

## PLAN AHEAD

You cannot enter the testing room once the door has been closed and the instructions are under way.

If you are driving to the test center, we recommend that you allow extra time or find an alternate route to your testing location in case you encounter traffic or other delays.

NCIDQ exams may be given in cities at the same time as large, citywide events, such as sporting events or conferences. We urge you to be aware of any events that might affect your travel time, hotel availability, parking, etc.

## EXAMINATION SCHEDULE

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.

### FRIDAY, MARCH 30, 2012

8 a.m.–noon.....Section 1

Noon–1 p.m. ....Lunch Break

1 p.m.–5 p.m. ....Section 2

### SATURDAY, MARCH 31, 2012

8 a.m.–12:30 p.m. ....Section 3, Part A

12:30 p.m.–1:30 p.m.....Lunch Break

1:30 p.m.–6 p.m.....Section 3, Parts B & C

Lunch is NOT provided. Your test supervisor may designate a break area (if one is available) in the testing facility.

# Spring 2012 NCIDQ Examination Registration Guide

## SUPPLIES

All testing centers will provide desks and/or tables suitable to work on the examination. For Sections 1 and 2, seating will be in individual chair/desks or at tables. For Section 3, test centers are asked to provide at least a 30"D x 48"W surface space for each candidate to work on. You may bring your own chair or cushion for Section 3, if desired.

**Important!** For Section 3, if the testing site has fixed drafting tables, they will be laid flat and any moving parts will be disabled. NCIDQ cannot guarantee the condition of the table surfaces. We recommend you bring flat illustration board or portable drafting surface that will fit within a 30" x 48" surface.

If you prefer an angled work surface, you may bring a portable drafting board.

## Required for ALL Sections

Bring these items to Sections 1, 2 and 3:

- #2 (HB) pencil
- Eraser (not electric)
- Calculator\*  
*\*Calculators with single memory, either battery-powered or solar-powered are permitted. Calculators with advanced memory storage, programming, communicating or printing capabilities, or those that require an outside power source are not allowed. You may not use your cell phone as a calculator.*

## Allowed for Section 3 Only

In addition to the required items listed above, you may wish to bring some/all of these items if you are taking Section 3:

- Pens
- Pencils, including mechanical pencils, lead holders and colored pencils
- Highlighters/markers
- Manual pencil sharpener
- Tracing paper

- Graph/grid paper
- Architectural scales
- Triangles
- Templates (mass-produced only)  
*Note: Homemade templates (drawn or printed with a computer) are not allowed.*
- T-square
- Tape
- Portable drafting board or flat illustration board\*  
*\*Note: Boards must fit within the 30"D x 48"W work surface area provided for Section 3.*
- Related small drafting equipment/tools
- Post-it notes
- White-out
- A clock/timer with a silent alarm  
*\*Note: You may not use your phone as a clock/timer.*

## Not Allowed for Any Section

You may not bring any of these items into the examination room:

- Books, including dictionaries (English, technical or language)
- Reference materials
- Personal electronic devices
- Food and beverages\*  
*\*Note: Food and beverages may be consumed in a break area outside the testing room if one is available, as designated by the test supervisor. Be sure to bring secure containers for your food and beverages, as open containers will not be permitted in the testing room.*

## Courtesy Accommodations for Supplies

Any special needs will be considered only within the Courtesy Testing Accommodations guidelines on page 6.

## A NOTE ON SUPPLIES

Testing facilities will not have lockers to store supplies not allowed in the testing facility.

You may be in a room with many other people or in a location with outside noise nearby. If you are sensitive to noise distractions, you should bring earplugs. You cannot listen to music during the exam. No personal electronic devices are permitted.

We cannot guarantee that there will be a clock in your testing room. If there is a clock in your testing room, we cannot guarantee that you will be seated in view of it.

We recommend you bring a small travel clock or a watch. Any clock or timer you bring must be silent and use silent alarms. A clock that makes any noise (ticking, alarm, etc) distracting to others may not be used.

You cannot use your phone as a clock or timer.

# Spring 2012 NCIDQ Examination Registration Guide

## EXAMINATION SCAN SHEETS AND PROBLEM BOOKLETS

You are responsible for *clearly and correctly* completing your 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.

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.

No examination materials will be returned. Examination materials are stored by NCIDQ for three years.

## CANDIDATE COMMENTS AND EXAMINATION CONDITION CONCERNS

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

If you feel that the testing procedures or environment seriously affected 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 receive a written letter from you by 5 p.m. Eastern time on **April 16**. 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*, 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. 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 ques-

## 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.

For Sections 1 and 2, you must bring your answer sheet and test booklet to the examination test supervisor before you leave the room.

For Section 3, you must cover your work before you leave the room.

tions 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. 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. Any information on tracing paper taped to the drawing sheets will be removed before grading and will not be scored.

Drawing scales will vary according to the project size and amount of detail required to

be shown. Space Planning, Lighting Design, Restroom [Washroom] and Millwork plans will be at 1/4" scale [1:50]; Egress, Life Safety and Systems Integration plans will be at 1/8" scale [1:100]; Millwork elevations and sections will be at 3/4" scale [1:20].

Click these links to see [descriptions for each exercise](#) and the [codes used in Section 3](#) on the NCIDQ Web site.

There is [comprehensive information about the grading process](#) on our Web site.

## **EXAMINATION RESULTS**

Results are mailed within 14 weeks of the examination administration. Scores for Sections 1 and 2 will be reported on a scale ranging from 200 to 800, with the passing point anchored at 500. Scores for Section 3 will be reported as pass/fail.

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

## **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 16, 2012**, and not after scores have been released. See the Candidate Comments and Examination Conditions Concerns section on page 10 for additional information.

## **A NOTE ABOUT SCORES**

Scores on credentialing examinations such as the NCIDQ Exam are not like the grades you received on tests in college.

The NCIDQ Exam does not test comprehensive recall of knowledge; rather it is designed to assess your entry-level competence to protect the public. Therefore, it is important to understand that the "score" you get on a section is not calculated in the same way as college tests and cannot be interpreted in the same way as a "grade" you received in college.

Your exam will not be returned to you, and we cannot provide information on your performance beyond what is reported on your score report.

[Read our blog post to learn more about how to interpret your score.](#)

# Spring 2012 NCIDQ Examination Registration Guide

## Retakes

You must pay all applicable registration and examination fees for each section that you retake. Your scores will be provided well ahead of the registration deadline for the next exam.

**Important!** 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.

## THE NCIDQ CERTIFICATE

If you applied directly to NCIDQ to take the examination and pass all three sections, you will receive an NCIDQ Certificate and wallet card.



Keeping your Certificate active enables you to receive additional benefits such as online verification of your creden-

tial, free tracking of your continuing education activity, the ability to participate as an NCIDQ volunteer and more. Your first year is free, courtesy of NCIDQ.

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 NCIDQ 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.



## PREPARING FOR THE EXAM

There is no “right way” to study for the NCIDQ Exam. Most of the content of the NCIDQ Examination pertains to a common body of knowledge that is generic to the practice of interior design.

The best way to ensure a successful performance is to gain well rounded experience. It is wise to supplement your education and experience by reviewing interior design resources—particularly those focusing on areas in which you may be less skilled or experienced.

### Read some prep tips on our web site.

You will find that the NCIDQ web site can be an extremely valuable resource. It includes comprehensive information on all aspects of the examination

In addition to NCIDQ, there may be groups that publish study materials and/or run study groups. NCIDQ neither reviews any of these materials nor endorses any of them. The authors and publishers of those materials are not involved in any way with the NCIDQ Exam. We take no responsibility for the content or accuracy.

## Reference Books

NCIDQ has a list of references that can supplement your understanding. Many of these are probably in your firm’s library.

Although the list may include more than one reference that covers a content area, one such reference may be enough. Other resources that are not on the list may adequately cover the content area.

## NCIDQ BLOG POSTS

NCIDQ staff periodically answers questions or posts insight regarding the examination process on our blog.

Click these links below to read some of the recent topics:

[What do I need to do to pass Section 3?](#)

[Why don't your prep materials teach me what I need to know to pass the exam?](#)

[Don't miss the horror story that happens at least once each exam cycle to the candidate who doesn't read the materials.](#)

[We even posted some tips on what to do when you take the practicum exam.](#)

[You might be surprised to read what we consider cheating.](#)

## EXAM PREPARATORY MATERIALS

In addition to the free information on the Web site and in this guide, NCIDQ has prepared several items for purchase that many candidates find useful.

### Multiple-Choice Practice Tests

For Sections 1 and 2, you can purchase a set of 75 multiple-choice questions reflecting the same percentage of questions in each content area that appear on the actual exam.

These questions are in an online format, although the examination is administered in a paper-and-pencil format. This online version gives you the freedom to practice on your own time.

During the practice test, you can choose a response or mark a question to return to it

later. At the end of the practice test, you receive a score report that provides your results broken out by the content areas of that section. These results help you determine your strengths and weaknesses. Please note, however, that while we will tell you which answer is correct, we will not explain why it is the correct answer. Why not? **Read our blog post to learn why.**

You can only take the test once per order, but you have 90 days to complete the practice test, as well as review your questions and the correct answers.

**Important!** The practice questions are not the same questions used on the exam.

You can learn more and **order a practice test from our online store.**

## MORE RESOURCES

You can connect with NCIDQ as well as with other exam candidates and professionals through our social media channels.

We occasionally post exclusive information there, including discounts on study publications.

Click these logos to connect to our sites.



FOLLOW US ON twitter



## SAMPLE QUESTIONS

The following sample questions are provided as examples of the question types 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

1. When cost is the primary concern in a renovation project, what is the FIRST consideration when developing a rough floor plan?

- A. Plumbing.
- B. Circulation.
- C. Furniture.
- D. Equipment.

2. Your client is considering the purchase of a 2000-square-foot [185 m<sup>2</sup>] 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?

- A. Use the upper portion for storage and office space.
- B. Install a wheel chair lift to provide access.
- C. Block the rear door at the higher level.
- D. Install a ramp that conforms, including handrails.

Answers 1. A 2. 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?

- A. The general contractor.
- B. The carpet manufacturer.
- C. The client.
- D. 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?

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

Answers 1. D 2. A

# Spring 2012 NCIDQ Examination Registration Guide

## Practice Design Problems

One of the best ways to prepare for the Practicum exam is to use our Practice Design Problems (PDPs).

After each exam administration, we release the Section 3 exam as a study tool, so there's no study resource more up-to-date than NCIDQ's practice design problem. NCIDQ's Practice Design Problems come with:

- Problem booklets and codes for all three parts of the Section 3 exam
- 18" x 24" vellum drawing sheets
- Online examples of passing and failing solutions

The most effective way to use the PDP is to use the printed PDP to simulate an actual exam scenario. Allocate the same amount of time under the same conditions as the exam (no references, cell phones, etc). Give yourself a feel for the timing and the pace of the actual test day.

Then, review the online solutions when it's convenient for you. Mouse over "hot spots" that show you different aspects of the candidate's solution that rate it a pass or a fail. Zoom closely to examine the solutions and easily compare them to your completed practice problems without having to shuffle numerous large drawing sheets. Use this information to evaluate yourself on your work and see which areas you might need additional practice in before the test.

Remember, the NCIDQ Examination is a practice-based examination; the best preparation is well-rounded, diverse experience.

When you purchase the online solutions, you choose how many days of access you'd like to have to view the solutions. You may purchase access to the online solutions in 30-, 60- or 90-day periods. You can always buy additional time.

You can learn more and **order your practice design problems now!**

## EXAM UPDATE E-NEWSLETTERS

If you are an active examination candidate in our database and you have a valid email address, we will send you an e-newsletter called Exam Update periodically to provide important information about the exam.

We recommend that you read this newsletter to get up-to-the minute information regarding your upcoming exam administration.

Before the exam, we will send reminders and links to access your secure Letter of Admission.

After the exam, we will announce the availability of scores through the Exam Update.

## DEMYSTIFY THE PRACTICUM EXAM!

NCIDQ'S PRACTICE DESIGN PROBLEMS ARE PREVIOUSLY ADMINISTERED EXAMS

When you use the NCIDQ Practice Design Problems as your study tool, you know you're getting the most current and reliable study resource on the market. The PDPs let you:

- ✓ Simulate the actual exam so that you are comfortable with the pace for exam day!
- ✓ Test your knowledge!
- ✓ Identify your strengths and weaknesses!
- ✓ Boost your confidence!
- ✓ Study at your convenience!

You receive all the exercises you'll encounter on the exam, along with the program booklets and vellum drawing sheets.

**PLUS!** Purchase online solutions from actual candidates to see grader comments to evaluate your own solution!

**GET STARTED TODAY!**  
**CLICK HERE TO LEARN MORE & BEGIN SHOPPING!**

