


From: Muzaffar Zaffar mazaffar@gmail.com 
Subject: Updated: Important informationn about ASQ exam June 6 2015 in 1760 Old Meadow Rd, McLean, VA
Date: 20 May 2015 at 13:15
To: Proctor15@asq0511.org, board15@asq0511.org

MZ

Hello,

(The Project Performance Co (PPC) at **1760 Old Meadow Rd, McLean, VA 22102**)

I'm Muzaffar Zaffar and I'm the Chief Proctor for the ASQ exams to be held on Saturday, June 6th, 2015.

PLEASE NOTE THE LOCATION CHANGE for this exams!!

This email contains many critical items that you need to know for the exam. Please read it carefully and comply fully. The problems listed below are common problems.

TEST DATE:

You are registered for a certification exam to be administered by the Northern Virginia Section 0511 on June 6th, 2015. If the date or the sponsoring section (ASQ 0511) is incorrect, only ASQ National can fix it. Call them at [1-800-248-1946](tel:1-800-248-1946) and let them know. If you want to change your test date, only ASQ National can change it. Call them at [1-800-248-1946](tel:1-800-248-1946) and reschedule.

REQUIREMENTS FOR ADMITTANCE:

Arrive at the The Project Performance Co at **1760 Old Meadow Rd, McLean, VA 22102** between 7:00 and 7:30 am. We have over **56 people** to process before the tests can begin at 8:00 am.

A MapQuest map can be obtained at <http://www.mapquest.com/> Please look up the directions and determine your route before the morning of the test.

Basic directions:

*From Dulles Airport

Take Follow Dulles Access Rd to Chain Bridge Rd/Dolley Madison Blvd in Tysons. Take exit 46B from I-495 S
Continue on Dolley Madison Blvd. Drive to Old Meadow Rd to 1760 Old Meadow Rd, McLean, VA 22102

NO cell phones are allowed in the test room. Leave them in your car before you come in the building.

Read your seating letter (or email) from ASQ for important information about rescheduling, penalties, and other information.

PARKING:

Parking is not a issue

CHECK-IN:

Come in the door from the parking lot. Registration will be in the lobby. Bring your photo ID with you.

When we ask what exam you are taking, please name the specific test. We have 8

different tests being given that day.

If you go to a test area without checking in, you will not be allowed to take your exam. You do not need to bring your seating letter or receipt from ASQ. If you're not on my seating roster, I can't seat you.

All exams will begin at 8:00 am and will end at noon, with the exceptions of CQIA (three hours), CQA (five hours), CQE (five hours), and CMBB (five hours).

CELL PHONES AND ELECTRONICS:

No electronics except calculators are allowed in the exam room. This means no beepers, radios, CD players, iPods, iPads, MP3 players, headphones, or laptops. Only some calculators are acceptable. (See below)

NO CELL PHONES ARE ALLOWED IN THE EXAM ROOM.

NO CELL PHONES means no iPhones, no Droids, no plain phones, no phones of any sort.

ACCEPTABLE ITEMS:

Silent, battery-operated calculators without an alphabetic keyboard.

Beverages in lidded or capped containers

Quiet snacks.

OTHER INFORMATION:

We have put a lot of information up at the section's website regarding certification exams, what reference materials are allowed in the examination rooms, how the exams are scored, the relationship between ASQ exams and the Quality Council of Indiana's CQx Primers used in many refresher course, etc. So, rather than asking me those questions again, please go take a look at <http://www.asq0511.org/Certification/cert.html> There are restrooms and vending machines near the test area. You may take restroom breaks whenever you want, but must leave the test area empty handed. If you normally carry a purse or backpack with you, please have a small wallet or coin purse that you can remove and take with you to the vending machines. You will not be given extra time to complete the exam if you leave the area.

EMERGENCY CONTACT INFORMATION:

On the day of the exam **ONLY**, call me at [973-216-5312](tel:973-216-5312) if you are going to be late. I am permitted to turn anyone away who is not there when the exams begin. However, if I know you will be a few minutes late, I will allow the proctors to seat you. You must check in with me first. If you are seated late, ASQ rules forbid the proctors and me from giving you additional time to complete the exam. All proctors, including me, are volunteers from our local section, so we have no authority to change the ASQ rules.

If you have any questions, email me here or at proctor15@asq0511.org. Except on the day of the exam, calling me is usually counter-productive. Email is a much more effective and efficient means of reaching me.

And just to get you warmed up for the exam, the most common rule that is broken by test takers at ASQSection 0511 is:

- a) No cell phones
- b) No cell phones
- c) No cell phones
- d) All of the above

I hope you find all of the exam questions that you...

I hope you find all of the exam questions that easy....

Thanks!

P.S. To maintain your certification, attending the local ASQ Section 0511 meetings is an easy way to earn re-certification units. Information about the meetings can be found at www.asq0511.org. Also, if you have an idea for a meeting topic, we're always looking for interesting speakers and field trips. You can **earn extra credits for presenting**.

Muzaffar Zaffar, CSQE, ITIL V3 & OSA
Chief Proctor ASQ Section 0511
Proctor15@asq0511.org

[973-216-5312](tel:973-216-5312) mobile

What kind of calculator can I bring?

With the introduction of palm-sized computers and the increasing sophistication of scientific calculators, ASQ is aware of the need to limit the types of calculators permitted for use during the exams. We allow any silent, hand-held, battery-operated calculator **WITHOUT** an alphabetic keyboard. **You MUST clear all programmable memory before you enter the exam room and after you complete the exam.**

Additionally, you cannot bring iPods or MP3 players to the exam.

A simple calculator will be sufficient to perform all calculations in the exam. Examinees may have a back-up calculator if necessary. See examples below of acceptable and unacceptable calculators.

Here are some examples of acceptable calculators.



Calculators such as the Texas Instruments TI-89 or similar are ABSOLUTELY NOT allowed because they contain alphabetic keyboards. Here are some examples of unacceptable calculators.





These calculators are unacceptable and absolutely **NOT ALLOWED** because they all contain an **alphabetic keyboard**. If the calculator has graphing capabilities, it most certainly has an alphabetic keyboard.