



**BECOMING AN ISP[®]:
BASICS, PREPARATION &
TIPS**





AGENDA

- **Introduction / Overview**
- **Why Consider the ISP[®] Certification**
- **The Application Process**
- **General Testing Information**
- **ISP[®] Exam Resources**
- **Exam Preparation**
- **Testing Tips**
- **Questions**



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INTRODUCTION / OVERVIEW

The Industrial Security Professional (ISP[®]) certification program was established in June 2004.

Purpose:

- to provide recognition of the professional training and qualifications of veterans of industrial and government security; and
- to provide guidelines for professional training needed by new security employees.

Current ISP[®]s as of 1 June, 2025

- 383 ISPs





WHY CONSIDER ISP[®] CERTIFICATION

Certification as an ISP[®] **indicates** a high-level baseline of knowledge required for Industrial Security Professionals; **acknowledges** that the holder has advanced knowledge of the NISPOM and other related directives essential to initiate and maintain a high performing security organization and **demonstrates** a sustained degree of professionalism.

By achieving ISP[®] certification, the individual has received public recognition that they have the academic and intellectual skills to perform as an Industrial Security Professional at the highest level.



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ISP® Certification Community

- The perfect place to connect with other ISPs
- Share your thoughts, experience, files, & friendship



The Society of Industrial Security Professionals

HOME COMMUNITIES ▾ DIRECTORY EVENTS BROWSE ▾ PARTICIPATE ▾

ISP [Settings](#)

Community Home Discussion 219 Library 22 Members 382

Latest Discussion Posts [Add](#)

 **RE: ISP Mentor volunteers for EPP Participants**
By: [Jeff McOrmond](#), 8 hours ago

Hi Angela, Are you still looking for volunteers? I just passed the new test and would be happy to help out as a mentor. ----- Jeff McOrmond, ISP® Facility Security Officer Rajant Corporation Malvern, PA ----- ...

 **RE: Welcome New ISP@s**
By: [Timothy Brouse](#), 8 hours ago

Congratulations to the new ISPs! Enjoy basking in the knowledge that you have achieved standing amongst a professional peer group. May you continue to seek career development and share encouragement and knowledge to others wherever they are on their journey...

Latest Shared Files [Add](#)

 **RE: Recertification Application**
By: [Rob Rixmann](#) 10 months ago

[More](#)



ISP[®] APPLICATION PROCESS



➤ Eligibility

- 2 years cumulative experience in the Industrial Security field
 - working in Industrial Security at least part time (minimum of 10% of total workload)

** You do not need to be currently working in Industrial Security as long as your work history satisfies the 2-year minimum requirement.

➤ Certification Requirements

- You must sign and submit a Candidate Confidentiality & Conflict of Interest (CCOI) agreement with your application.
- You must achieve a minimum score of 70% on the Exam
- After achieving a 70% on the Exam, you must sign and return a CCOI for ISP[®]s before the certification can be finalized.





ISP® APPLICATION PROCESS

➤ Difference between Re-Test and Re-Take by Exception

- **Re-Test:** When a Candidate does not achieve a passing score (70%)
 - The exam may be retaken after a 30-day waiting period, with a maximum of 4 attempts within a 12-month period.
 - Candidate must apply online to retake the exam at least 30 days in advance of the anticipated exam date.
 - You do not need to resubmit the collateral documents unless the original approval is more than 12 months prior
- **Re-Take by Exception:** When there is a problem preventing completion of the exam (i.e. loss of internet connectivity), or a situation that compromises the exam environment (facility evacuation).
 - Prometric will notify the NCMS Executive Director who will initiate a review by the ISP® Certification Co-Chairs.
 - If an Exception is approved: Prometric will be advised, and they will work with the Candidate to reschedule

➤ Cost

- Initial Test: \$275 for Members / \$400 for non-Members
 - \$50 surcharge for International
- Re-Test: \$140 for Members / \$200 for non-Members



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TESTING - SCHEDULING

➤ Scheduling Your Test Date

- Once you are approved, you will have six months in which to schedule and take your test. This is done directly via Prometric, and instructions are included in your confirmation email from NCMS.
- Please note that once you schedule your test at a Prometric Test Center, cancellation/rescheduling fees may apply:
 - If canceling or rescheduling your exam 30 days prior to your exam date, no change fee will be assessed by Prometric.
 - If canceling or rescheduling your exam 5-29 days prior to your exam date, a \$50 cancellation/reschedule fee will be assessed by Prometric.
 - If canceling or rescheduling your exam less than 5 days before your exam date, a \$70 cancellation/reschedule fee will be assessed by Prometric.

Schedule on the Prometric website: <https://securereg3.prometric.com>

- ❖ select your program: "NCMS"
- ❖ Appt. Selection: "ISPG"/ "ISPH"



TESTING – AT A PROMETRIC LOCATION

➤ Test Center Locations

- Check first to find a test center that is most convenient for you.
- Enter the country and state in which you wish to take the test and click “next.”
- Click on “Locate a Test Center.”
- Choose the test version you plan to take, then click “next.”
- Enter your preferred address, city/state or zip code where you would like to take the test.
- You will be shown all available options.



➤ Or, you have the option of Remote / Virtual Testing



TESTING (IN PERSON) – WHAT YOU NEED

➤ What *not* to Bring to the Testing Center

- Scratch paper
- Food
- Reference material

➤ What you *may* Bring to the Testing Center

- You will be required to present one valid, government-issued photo ID with a signature (e.g., driver's license, passport, national ID, military ID).
- The identification document must contain your photograph and signature.
- You may bring a **clear sealed water bottle** (no wrapper) into the testing center or in your Virtual Environment
- All personal items (watches, jewelry, purses, etc.) must be locked in a locker for test security purposes, so please limit what you bring to the testing center. You will be scanned with a metal detector wand.

The Testing Center will provide you with:

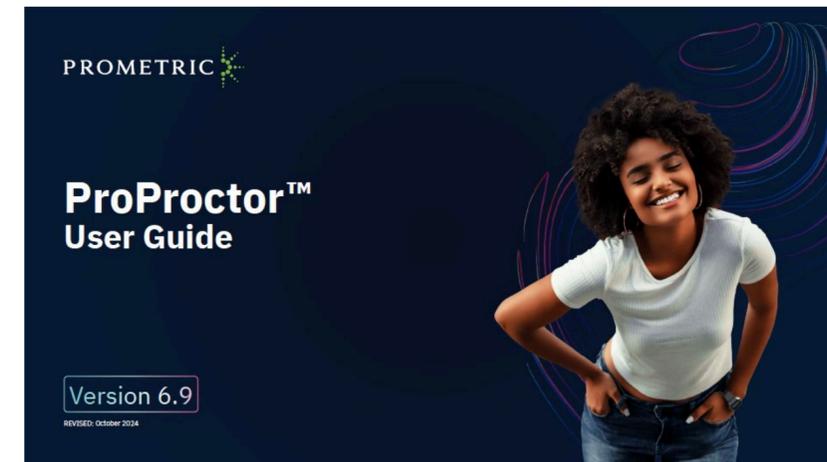
- **Scratch Paper**
- **Pencil**
- **Tissues (if requested)**
- **On-screen reference material**



TESTING - VIRTUAL

- **In general, the same rules apply to both a virtual testing environment and in-person. However, there are some unique things you need to ensure are set up**
 - Must be in an indoors, walled, well-lit and quiet environment
 - No food, snacks, etc.
 - A totally sanitized area
 - nothing on the desk/table, no electronic devices (phones, etc.), no clutter in room
 - Free from background noise and distractions
 - no pets, children, spouses or partners

- **What you may have in your Virtual Test Environment**
 - A clear bottle of water
 - A writing utensil
 - A sheet of blank paper



<https://www.prometric.com/files/ProProctor/ProProctorUserGuide.pdf>
<https://www.prometric.com/remote-exam-experience>





TESTING DAY

➤ **What Time to Arrive at the Prometric Testing Center or set up in your Remote / Virtual Location**

Plan to arrive 30 minutes before the scheduled appointment to allow time for check-in procedures. If you are late in arriving, you may not be allowed to test and appropriate cancellation/reschedule fees may apply.

➤ **Test Accommodation for Special Needs**

Candidates may request special consideration or accommodation by submitting this request in writing to the Executive Director, for review and determination by the ISP[®] Committee. All requests must include the specific condition(s) that requires the accommodation and a doctor's written confirmation of the condition and reason for the accommodation. Examples of accommodations are extra space for a wheelchair, large print examination or extra time due to visual impairment. All personal information will be protected IAW NCMS' policy and practices regarding confidentiality.

➤ **Questions**

For questions concerning examinations please contact the NCMS office directly at 610-971-4856 or by email to kyle@mmco1.com



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ISP[®] PROGRAM DOCUMENTS (NCMS-ISP.ORG)

- **ISP[®] Brochure**: This document provides requirements and qualifications for the program as well as information pertaining to the exam.
- **ISP[®] Experience Conversion Guide**: For use by those who wish to apply to become certified.
- **ISP[®] Certification Program Manual**: This manual provides details on the ISP[®] Certification Program including benefits, philosophy, testing procedures, fees, etc.
- **ISP[®] Privacy Policy**: Document outlines participants' expectations of privacy and NCMS' handling of personal information.
- **ISP[®] Resume Template**: Resume template that can be used by candidates to document industrial security experience, etc. To be used in conjunction with application.
- **ISP[®] Candidate CCOI**: Confidentiality/Conflict of Interest agreement to be signed by candidate. To be used in conjunction with application.



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TESTING – RESOURCES

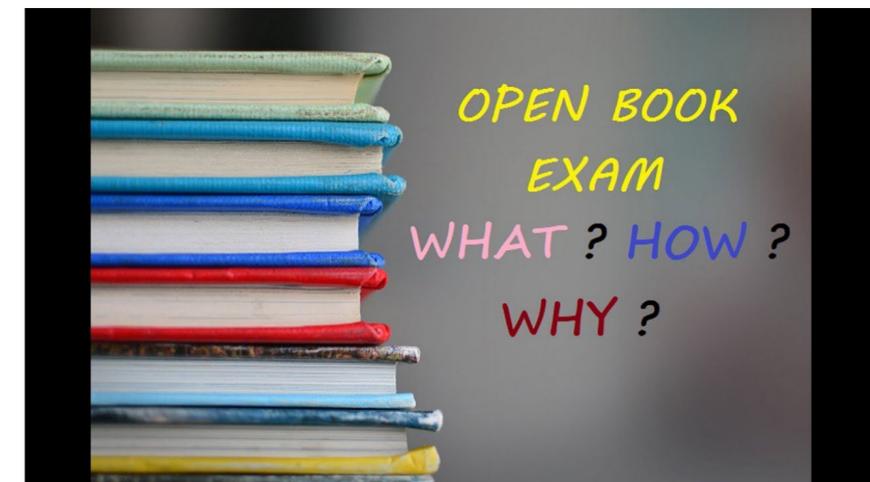
➤ General Resources:

- Acronyms
- Categories & Topics
- References by Exam Category

➤ References Available During the Test

- The test is “open book”. All references will be available to you during the test via a split screen
- 10 separate documents, total of 42 references
- **A comprehensive list of all references can be found on the ISP® website:**

<https://ncms-isp.org/become-an-isp/study-resources/>



TESTING – WHAT’S IN THE EXAM

➤ **110 questions spread across 11 areas of Industrial Security management:**

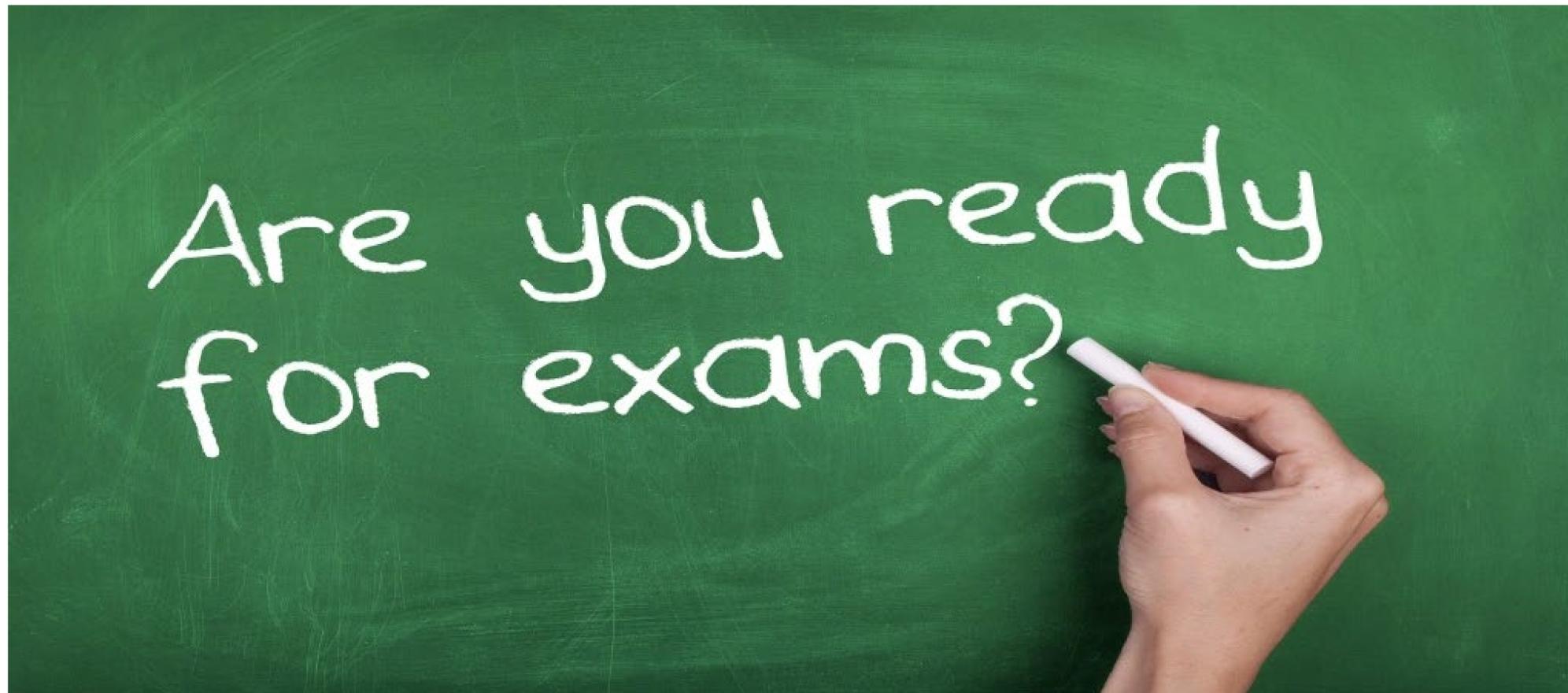
1. Security Administration & Management
2. Classification
3. Document Security
4. Physical Security
5. Information Systems Security
6. Personnel Security
7. International Security
8. Security Education
9. Audits & Self-Assessments
10. Special Security Information: *CI/ OPSEC/ IP/ COMSEC*
11. NISP Systems



YOU WILL HAVE TWO AND HALF (2.5) HOURS TO COMPLETE THE EXAM



Let's talk about Preparation



The Elephant in the room...



Test Taking
can be scary,
but you don't
have to stress...



Multiple Choice – demystified

It's less scary when you understand how questions are written...

- Exam writer selects concept they want to test
- Next, they generate the correct answer
- Last, they generate distractors:
 - Distractors are choices that can look, sound or mean nearly the same thing as the correct answer, but are incorrect
 - Distractors may sometimes be partially true, but incorrect because they are either:
 - too specific
 - often with extreme modifiers such as always, never
 - too general
 - may leave out a piece or be too vague



Multiple Choice – demystified

Don't be Distracted by Distractors

➤ Make Predictions

- Try to predict the correct answer before reading the options
- Is your prediction one of the choices?
 - If so, it's probably correct

➤ Don't have a prediction?

- Look at the answers and mark out those that you know to be incorrect.
- Look for clues:
 - If two answers are opposite, one is probably correct.
 - Answers with the following words are usually incorrect: always, never, all, must
 - Answers with the following words are usually correct: seldom, generally, tend to, probably, usually
 - Look for grammatical clues between the question and the choices.
 - For example, the question and the correct answer often have verbs of the same tense and have nouns and verbs that agree.
 - Note familiar words or phrases from the reference material.



CREATING YOUR OWN STUDY GUIDE

- ncms-isp.org
- ISP® Brochure (ISP® certification/ program documentation)
- Test Sources (ISP® certification/ study sources)
- Create your own practice test - Online tools such as Quizlet
- Reinforce weak areas of understanding with CDSE videos and other training



ISP Exam Test Sources & Study References – NEW

These resources are applicable for those taking the exam.

General Resources for the ISP Exam

- [ISP Exam Question Acronyms](#)
- [ISP Exam Question Categories & Topics](#)
- [ISP Exam Question References by Exam Category \(Detailed\)](#)
- [ISP Exam References Available in Prometric](#)



CREATING YOUR OWN STUDY GUIDE - EXAMPLE

- Go to the Study Resources page of ISP® website.

Review the “ISP Exam Question References by Exam Category (Detailed)”

ISP Exam Question References by Exam Category	
Exam Category	Category References
International Security	CFR Part 117.14 Marking Requirements
	CFR Part 117.15 Safeguarding Classified Information
	CFR Part 117.19 International Security Requirements
	U.S. National Disclosure Policy - 2001 Fact Sheet by Pete Batten

- Read each references listed
- Think about what concept(s) you would want to test from each reference listed if you were writing the exam
- Create your own question from each reference.
- Make flashcards or use a resource such as “Quizlet”

- Do this for each of the 11 categories, and you will have created a very useful practice exam



TOP 10 TIPS FOR PREPARATION & TEST DAY

#1: *Join a study group*

➤ **Form your own**

- Many chapters study groups, ask your local Chapter Chair

*** Or ***

➤ **Join the Exam Preparation Program (EPP)**

- Info available on the ISP® website
- 2 rounds annually, typically beginning Jan/Feb & July/August
- 14-week guided study – join the calls or study on-demand
- \$50 for members/ \$100 for non-members
- Et-epp@classmgmt.com for more info



TOP 10 TIPS FOR PREPARATION & TEST DAY

#2: *Be familiar with the references*

- **Be familiar with the reference material that will be available during the exam.**
 - Prometric allows for 10 total documents to be available during exam
 - In order to include all 42 exam sources, they have been combined into logical groupings
 - Know what documents have been combined into each reference, and how the information is organized in each
 - Know what topics each reference covers
 - Practice looking info up quickly

- **Review acronym list**
 - Available on ISP website under exam resources
 - Don't be surprised with unknown acronyms on test day



TOP 10 TIPS FOR PREPARATION & TEST DAY

#3: Take a Test Drive

➤ Prometric Test Drive

- Can help alleviate some test anxiety by familiarizing yourself with the environment & computer navigation tools.
 - Generic Tutorial – not ISP® specific
 - Opportunity to check out location and ask about rules
 - You can see what type of equipment they have (monitor, mouse, headphones)
 - Ask them the process if you have a question (raise your hand)
 - See where bathroom is and rules for use (clock doesn't stop)
 - Test the pdf reader tool
 - Note: *you CANNOT COPY/PASTE, and search using the magnifying glass icon rather than CTRL/F*
- Book on prometric website: <https://www.prometric.com/test-drive>
- Cost is \$30. (this is a Prometric fee, not an NCMS fee)



TOP 10 TIPS FOR PREPARATION & TEST DAY

#4: *Use Tools provided by Prometric*

➤ **Headphones**

- Prometric has noise cancelling headphones available upon request at their test centers
- For virtual testing, noise canceling headphones are permitted if desired. (Arrange this in advance, restrictions apply. These are not provided by Prometric.)

➤ **If needed, ask TCA for help**

- Prometric has "Test Center Administrators"
- LET YOUR TCA KNOW IF YOU EXPERIENCE TECHNICAL DIFFICULTIES DURING THE EXAM
- If you don't say anything until after, they can't help you!

➤ **Flag questions or use scrap paper**

- Prometric has an option to "flag" questions.
- You can use this to mark a question to serve as a reminder to go back and review the question prior to submitting your exam (practice this on your "Test Drive")





TOP 10 TIPS FOR PREPARATION & TEST DAY

#5: Answer Every Question

➤ Answer every question

- Answer all the questions but flag the ones you are unsure about. You can go back to the questions you flagged and look them up at the end.
- Use your scratch paper if you prefer this to “flagging” function
- Remember, unanswered questions are wrong!



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TOP 10 TIPS FOR PREPARATION & TEST DAY

#6: Actively Manage your Time

- **Don't look up every question**
 - Save research for after you have attempted each question

- **Be aware of the clock**
 - It is displayed on screen

- **Pace yourself**
 - Don't waste too much time on one question. You have 150 minutes to answer 110 questions. (just over 1.5 minute per question)
 - Practice the timing as part of exam preparation
 - Try to use 1 minute or less per question so you have time at the end for review

- **Limit Breaks**
 - When returning from breaks you must be checked again



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TOP 10 TIPS FOR PREPARATION & TEST DAY

#7: *Read Every Question*

- **Read the questions and the responses very carefully and completely.**
 - Don't skim, be thorough.
- **Avoid misreading the question**
 - The most frequent error students make in a multiple-choice exam is to misinterpret the questions.
- **Try the following process to cut down on errors made by misreading:**
 - Cover the answers with your hand and then read the question.
 - Ask yourself "What is this question asking?"
 - Analyze the question, noting how the meaning changes with:
 - Qualifiers (i.e. usually, sometimes)
 - Modifiers (i.e. always, never)
 - Negatives (i.e. not, none, un__, dis__)
 - Switchback words (i.e. "but", "although", "nevertheless") indicate a shift in thought and alter the nature of the question
 - These words indicate a shift in thought and alter the nature of the question
 - It helps to rephrase the question in your mind



TOP 10 TIPS FOR PREPARATION & TEST DAY

#8: *Answer the question that was asked*

- **This may seem obvious, but test writers often create some excellent answer choices that are wrong.**
 - Don't pick an answer just because you believe it to be true.
 - An answer that is factually true may be an incorrect choice because it does not answer the question.
 - Once you've made your selection, go back and check it against the question and make sure that your choice does answer the question posed.
- **Check if the answer you're considering completely addresses the question.**
 - If the test answer is only partly true or is true only under certain narrow conditions, then it's probably not the right answer.
 - If you have to make a significant assumption in order for the answer to be true, ask yourself whether this assumption is obvious enough that the instructor would expect everyone to make it.
- **Take the question at face value**
 - If you suspect that a question is a trick item, make sure you're not reading too much into the question, and try to avoid imagining detailed scenarios in which the answer could be true.





TOP 10 TIPS FOR PREPARATION & TEST DAY

#9: Prepare, prepare, prepare

- **READ THE NISPOM!**
 - Cover to cover. More than once.
- Do not assume because you've been in the field for a long time that you know everything you need to know.
- Studying is absolutely necessary.



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TOP 10 TIPS FOR PREPARATION & TEST DAY

#10: *You got this!*

➤ **Remember to Relax**

- Try deep breathing if you start to panic.
- Even if you do not pass on your first try, it isn't the end of the world.
- You can take the exam again after only 30 days, so go in knowing this is NOT a one shot and you're done.

➤ **Come in Fresh**

- Arrive rested.
- Don't alter your routine, if you normally eat breakfast and drink coffee, don't skip it.

➤ **Have confidence in yourself**

- If after your very best effort, you cannot choose between two alternatives, go with your gut. If you are like most people, you will often "feel" that one of the answers is wrong. Trust this feeling.
- Research suggests that feelings are frequently accessible even when recall is poor. For example, we can still know how we feel about a person even when we can't remember the person's name!

➤ **You don't need a perfect score, just a passing score!!**



Feel free to reach out!

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931-449-0616

Tanya Matthews, ISP®

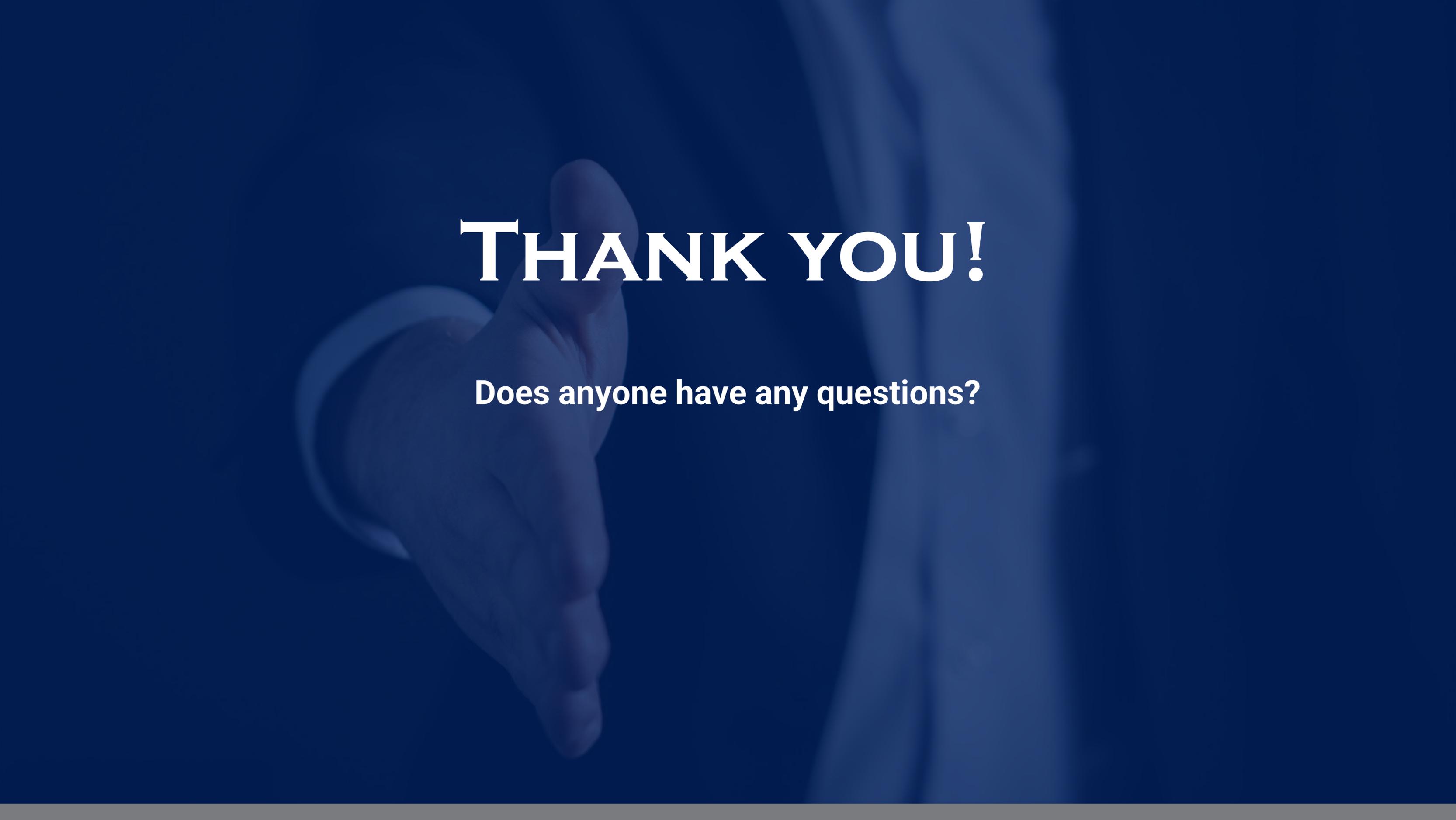
tmatthews@tmngworld.net

571-233-3993

Leandra Mosher, ISP®

lea@akamai.com

617-444-2553

A hand holding a pen, with a blue gradient overlay. The hand is positioned on the left side of the frame, holding a pen. The background is a dark blue gradient. The text "THANK YOU!" is written in a large, white, serif font across the center of the image. Below it, the text "Does anyone have any questions?" is written in a smaller, white, sans-serif font.

THANK YOU!

Does anyone have any questions?

Prometric

- After check in, the Prometric TCA staff will escort you to your workstation and launch your exam.
- Before you can proceed to the next steps, you will be asked to confirm your first and last name as well as the exam that you are taking.
- Note that this screen has a time limit so if you do not confirm within the time limit provided, you will need to have the Prometric TCA reset your workstation.

Confirm Details ⌚ 00:01:36



First Name:	Promet
Last Name:	11
Exam Name:	NCMS HTML Online Tutorial
Language:	US English

Are the details above correct?

Prometric

- The next screen that will populate is the NDA screen. You must accept the terms of this NDA before you can proceed to the examination. If you opt to decline the NDA, your exam will end, and you will not be able to proceed.

Terms

PROMETRIC 



Non-Disclosure Agreement and General Terms of Use:

This examination is confidential and proprietary. It is made available to you, the examinee, solely for the purpose of assessing your proficiency. You are expressly prohibited from recording, copying, reproducing, disclosing, publishing or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose.

To proceed, you must accept the terms of this agreement.

By clicking "Yes, I accept", you affirm that you accept the terms of this agreement.

If you do not accept the terms of this agreement, you must click "No, I do not accept".

Yes, I accept No, I don't accept

Prometric

- You will then be taken to the Welcome screen of the online tutorial. This screen will give you an overview of the exam structure as well as guidelines for finishing your examination. You are encouraged to thoroughly read through the tutorial before starting your exam.

The screenshot shows the interface of the NCMS HTML Online Tutorial. At the top, it displays 'Page: 1', 'Section: Introduction', 'Introduction Time Remai...' with a timer at '00:14:53', 'Progress 0%', and a 'Finish Test' button. Below this is a green header bar with 'Test: NCMS HTML Online Tutorial' and 'Candidate: 11 P'. On the left, a vertical list of numbers 1 through 14 is shown, with '1' highlighted in green. The main content area is titled 'Welcome to the NCMS HTML Online Tutorial' and contains the following text:

Exam Structure

This exam contains **5 questions**, presented in random order. You will have **20 Minutes** to answer all questions within this exam.

Please note, if you requested specific timing adjustments when scheduling this exam, the above exam time will be adjusted to support your request.

Before you begin, it is strongly encouraged that you take a few minutes to review the tutorial before attempting any exam questions. The tutorial provides an overview of the features available to you during the examination.

When the exam starts, you will be able to move freely backwards and forwards through all items in the exam section. When you have completed and reviewed all of the questions within the section, you can navigate away from the exam section by clicking the "**Finish Test**" button in the top-right corner of the screen.

Once clicked, a pop-up window will appear confirming that you want to finish the exam. Click "**Yes**" to submit your answers.

Click "**No**" to return to the exam. Any questions that are incomplete will be marked as unanswered.

To change the color scheme at any time, click on the "**Gear**" icon in the bottom-left corner of the screen. To view this information again at any time, click on the "**Information**" icon at the bottom of the screen.

To begin the tutorial, click "**Next**" to continue

At the bottom of the screen, there is a navigation bar with a gear icon, a grid icon, and buttons for '< Back', 'Next >', and 'Start the Test'.

Prometric

- You will then proceed through the tutorial. Note that the timer at the top of screen will show you how much time you have to spend in the tutorial before the exam will automatically launch. However, you can start the exam prior if you'd like simply by clicking on the "Start the Test" button on the bottom right-hand screen.

The screenshot displays the Prometric NCMS HTML Online Tutorial interface. At the top, it shows 'Page: 2', 'Section: Introduction', and a timer for 'Introduction Time Remai...' at '00:14:21'. A progress bar indicates 'Progress 0%'. A 'Finish Test' button is visible in the top right corner. Below this, a green header bar contains 'Test: NCMS HTML Online Tutorial' and 'Candidate: 11 P'. On the left side, there is a vertical list of numbered buttons from 1 to 14, with button 2 highlighted. The main content area is titled 'Welcome to the Tutorial' and contains two paragraphs of text. The first paragraph states: 'This tutorial provides a series of screens that orient you to the computer testing environment. You will be instructed on how to use the mouse and the different parts of the screen.' The second paragraph states: 'Notice the timer at the top of the screen. A similar display will appear during the actual exam. To the left of the screen is a numbered list that shows you where you are in the series of examination questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.' Below the text, it says 'Click the 'Next' button to continue.' At the bottom of the interface, there is a navigation bar with a gear icon, a grid icon, and three buttons: '< Back', 'Next >', and 'Start the Te'.

Page: 2
Section: Introduction
Introduction Time Remai...
00:14:21
Progress 0%
Finish Test

Test: NCMS HTML Online Tutorial
Candidate: 11 P

1
2
3
4
5
6
7
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11
12
13
14

Welcome to the Tutorial

This tutorial provides a series of screens that orient you to the computer testing environment. You will be instructed on how to use the mouse and the different parts of the screen.

Notice the timer at the top of the screen. A similar display will appear during the actual exam. To the left of the screen is a numbered list that shows you where you are in the series of examination questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.

Click the 'Next' button to continue.

< Back Next > Start the Te

Prometric

- Tutorial screen 4 houses information on navigating through the exam. You can click the "Next" or "Back" button to move to the previous screen or question. Or you can use the numbered buttons on the left-hand side of the screen to navigate.

Page: 4
Section: Introduction

Introduction Time Remai...
00:13:16

Progress 0% Finish Test

Test: NCMS HTML Online Tutorial
Candidate: 11 P

1

2

3

4

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6

7

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12

13

14

Navigating Through the Exam

Click the **Next** button displayed at the bottom of the screen to move to the next screen or question. Click the **Back** button to move to the previous screen or question.

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen. Depending on the number of questions in the section, you may need to click on the down arrow to navigate to additional questions.

26

27

28

29

▼

The numbered buttons change appearance to indicate different question states: current, complete, incomplete and flagged.

- The current question will be indicated by an arrow-shaped button.
- For all attempted questions, the numbered button will appear darker in color.
- For all unattempted questions, the numbered button will remain the original color.
- Flagged questions will show a flag icon on the numbered button.

Click the 'Next' button to continue.

< Back
Next >
Start the Te

Prometric

- Tutorial screen 5 houses information on display of the time remaining once your exam launches.

The screenshot displays the Prometric exam interface. At the top, it shows 'Page: 5', 'Section: Introduction', and a timer for 'Introduction Time Remaining' at '00:12:55'. A progress bar indicates 'Progress 0%' and a 'Finish Test' button is visible. Below this, a green banner identifies the 'Test: NCMS HTML Online Tutorial' and the 'Candidate: 11 Promet'.

The main content area is titled 'Time Remaining' and contains the following text:

The amount of time remaining is displayed at the top of the screen.

An alert box is shown below the text, displaying a clock icon and the text 'Section Time Remaining 01:59:46'.

Each section of this examination is allocated a specific amount of time, including the Tutorial. There is also an overall amount of time provided for your full exam appointment. Clicking on the clock will switch between the amount of time remaining in the current section of the exam and the amount of overall time remaining for the full exam appointment.

The most important time display for you as a test taker is the "Section Time Remaining."

Note that, where applicable, an alert box will appear below the exam clock to signal when 30 minutes, 15 minutes, and 5 minutes remain in the current section.

Click the 'Next' button to continue.

At the bottom of the interface, there are navigation buttons: '< Back', 'Next >', and 'Start the Test >'. A settings icon (gear) is also present in the bottom left corner.

Prometric

- Tutorial screen 6 houses information on using the scroll function in the event that a question does not fit on a single screen.

The screenshot shows a web-based tutorial interface. At the top, it displays 'Page: 6', 'Section: Introduction', 'Introduction Time Remai...' with a timer at '00:12:22', 'Progress 0%', and a 'Finish Test' button. Below this is a green header bar with 'Test: NCMS HTML Online Tutorial' and 'Candidate: 11 P'. On the left, a vertical list of numbered buttons (1-14) indicates the current screen is 6. The main content area is titled 'Using the Scroll Function' and contains the following text: 'When a question does not fit on a single screen, the following warning will appear at the bottom of the screen.' Below this is a green warning box with the text 'This page requires scrolling' and a close icon. The text continues: 'To scroll through the screen contents, click and drag the scroll bar as necessary or use the scroll wheel on the mouse.' At the bottom of the main area, it says 'Click the 'Next' button to continue.' At the very bottom of the interface, there is a settings icon, a grid icon, and three buttons: '< Back', 'Next >', and 'Start the Te'.

Prometric

- Tutorial screen 7 houses information on how to answer multiple-choice questions.
- Once in the tutorial you will have an opportunity to practice this functionality directly on this screen.

The screenshot shows a web-based tutorial interface. At the top, it displays 'Page: 7', 'Section: Introduction', 'Introduction Time Remai...' with a timer at '00:11:51', 'Progress 0%', and a 'Finish Test' button. Below this is a green header bar with 'Test: NCMS HTML Online Tutorial' on the left and 'Candidate: 11 P' on the right. A vertical sidebar on the left contains numbered buttons from 1 to 14, with button 7 highlighted in green. The main content area is titled 'Answering Multiple-Choice Questions' and contains the following text: 'This examination uses multiple-choice questions. This type of question has one correct answer.' followed by 'To complete each multiple-choice question, click on the option that you believe to be the single best answer. Once selected, the option will appear darker in color. To change your response, click on a different option. If you would like to unselect a chosen option, click on it a second time.' Below this is a bold instruction: 'Practice answering the multiple-choice question below. Once you have finished practicing, click the 'Next' button to continue.' The question is: 'Of the following biological levels of organization, which represents the smallest or lowest level?' There are four radio button options: A cell, B organism, C population, and D ecosystem. At the bottom of the interface, there is a navigation bar with a gear icon, a grid icon, and three buttons: '< Back', 'Next >', and 'Start the Te'.

Page: 7
Section: Introduction
Introduction Time Remai...
00:11:51
Progress 0%
Finish Test

Test: NCMS HTML Online Tutorial
Candidate: 11 P

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Answering Multiple-Choice Questions

This examination uses multiple-choice questions. This type of question has one correct answer.

To complete each multiple-choice question, click on the option that you believe to be the single best answer. Once selected, the option will appear darker in color. To change your response, click on a different option. If you would like to unselect a chosen option, click on it a second time.

Practice answering the multiple-choice question below. Once you have finished practicing, click the 'Next' button to continue.

Of the following biological levels of organization, which represents the smallest or lowest level?

A cell

B organism

C population

D ecosystem

< Back Next > Start the Te

Prometric

- Tutorial screen 8 houses information on flagging questions.
- You can use this to mark a question to serve as a reminder to go back and review the question prior to submitting your exam.

The screenshot displays a Prometric exam interface. At the top, it shows 'Page: 8', 'Section: Introduction', 'Introduction Time Remai...' with a timer at '00:11:12', 'Progress 0%', and a 'Finish Test' button. Below this, a green header bar contains 'Test: NCMS HTML Online Tutorial' and 'Candidate: 11 P'. On the left, a vertical list of numbered buttons (1-14) is shown, with button 8 highlighted in green. The main content area is titled 'Flagging Questions' and includes a small icon of a flag on a button. The text explains that users can flag a question as a reminder to go back and check their answer or attempt it later. It instructs users to click the 'Flag' button at the bottom of the exam screen. It also notes that flagged questions will show a flag icon on the numbered button, and that clicking the 'Flag' button again will remove the flag. A 'Next' button is shown with a flag icon. At the bottom, there is a 'Click the 'Next' button to continue.' instruction and a 'Start the Te' button. The bottom navigation bar includes a gear icon, a grid icon, and buttons for '< Back', 'Next >', and 'Start the Te'.

Prometric

- Tutorial screen 9 houses information on highlighting text within a question.

Page: 9
Section: Introduction

Introduction Time Remai...
00:10:36

Progress 0%

Finish Test

Test: NCMS HTML Online Tutorial

Candidate: 11 Promet

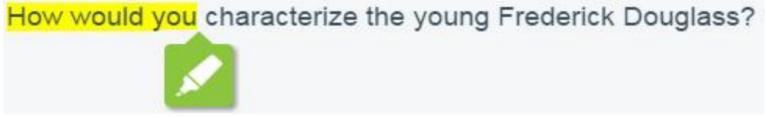
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Highlighting Text

During the examination, you will be able to highlight question text that you feel is important to refer back to as you progress through the exam. The highlight will remain present as you navigate through the exam, unless you select to remove it.

To highlight text, click and drag the mouse cursor over the desired text. Click the **Highlight** button, as shown in the image below, that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.

How would you characterize the young Frederick Douglass?



The highlight feature cannot be applied to text within the answer options.

Click the 'Next' button to continue.

Settings

Back Next Start the Test

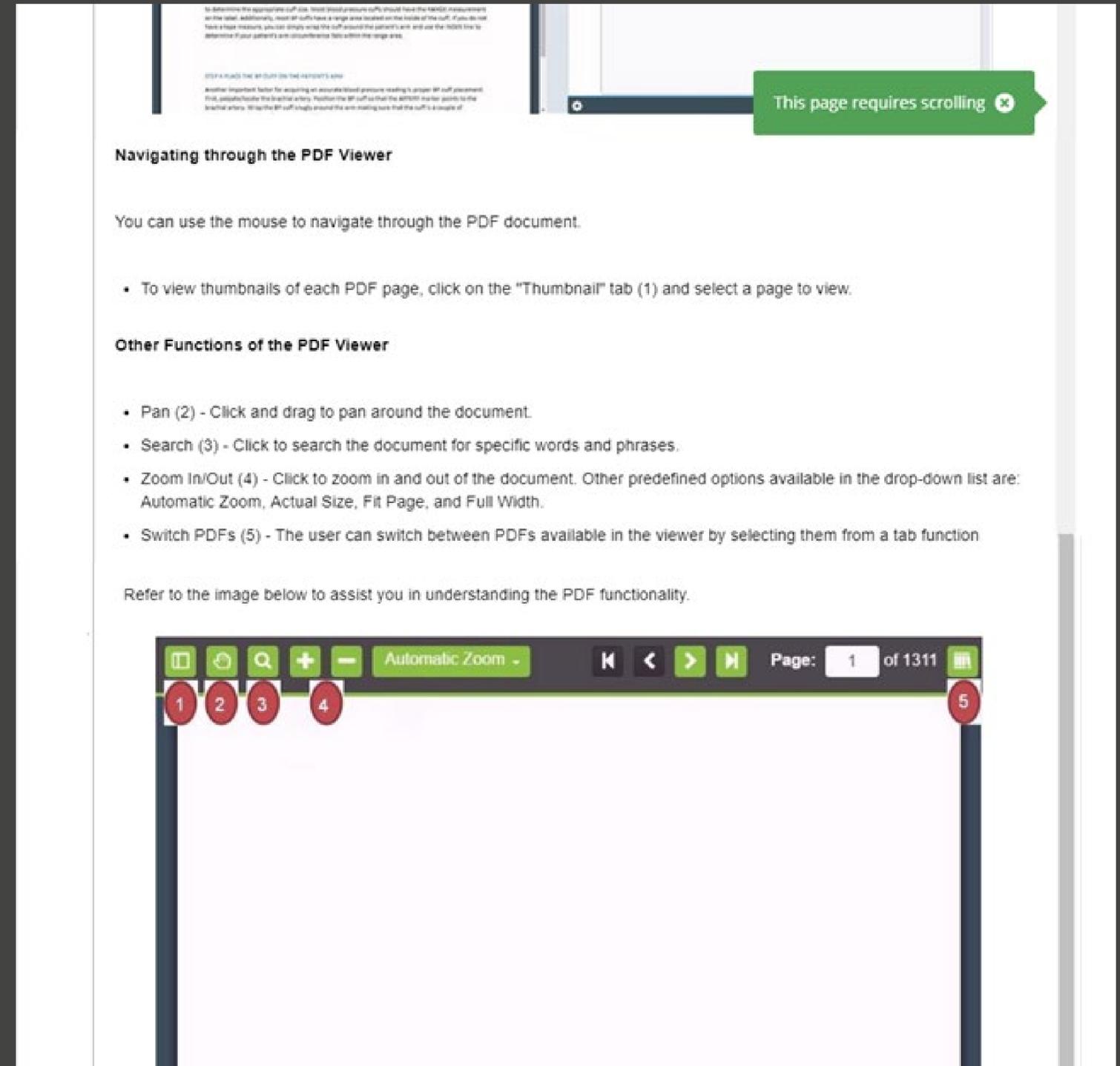
Prometric

- Tutorial screen 10 houses information on striking out option.
- The purpose of this function is to allow you to visually eliminate possible options from consideration when answering the question.

The screenshot displays a Prometric test interface. At the top, it shows 'Page: 10', 'Section: Introduction', 'Introduction Time Remai...' with a timer at '00:10:02', 'Progress 0%', and a 'Finish Test' button. Below this, a green bar indicates 'Test: NCMS HTML Online Tutorial' and 'Candidate: 11 P'. On the left, a vertical list of numbers 1 through 14 is shown, with number 10 highlighted in a green arrow. The main content area is titled 'Striking Out Options' and contains the following text: 'During the examination, a Strikeout feature is available to help you visually eliminate possible options from consideration. A struck out option will remain present as you progress through the exam, unless you select to remove it. Right-click on an option to strike it out. Right-click again to remove the strikeout. Left-click on a struck out option to select it as your response. You may strike out as many or as few items as you like. Practice using the Strikeout feature below. Once you have finished practicing, click the 'Next' button continue.' Below the text is a question: 'How many lungs does the typical human body have?' with four multiple-choice options: A One, B Two, C Three, and D Four. At the bottom of the interface, there is a settings gear icon, a grid icon, and three buttons: '< Back', 'Next >', and 'Start the Te'.

Prometric

- Tutorial screen 11 houses information on how to use the PDF viewer during the exam to access the embedded resource materials.



The screenshot shows a PDF viewer interface. At the top right, a green callout box with a close icon says "This page requires scrolling". Below this, the text "Navigating through the PDF Viewer" is followed by the instruction: "You can use the mouse to navigate through the PDF document." A bulleted list states: "• To view thumbnails of each PDF page, click on the 'Thumbnail' tab (1) and select a page to view." Below this is the section "Other Functions of the PDF Viewer" with a bulleted list:

- Pan (2) - Click and drag to pan around the document.
- Search (3) - Click to search the document for specific words and phrases.
- Zoom In/Out (4) - Click to zoom in and out of the document. Other predefined options available in the drop-down list are: Automatic Zoom, Actual Size, Fit Page, and Full Width.
- Switch PDFs (5) - The user can switch between PDFs available in the viewer by selecting them from a tab function

 Below the list, it says "Refer to the image below to assist you in understanding the PDF functionality." At the bottom, a toolbar is shown with icons for home, search, zoom in, zoom out, and a dropdown menu set to "Automatic Zoom". Navigation arrows and "Page: 1 of 1311" are also visible. Red circles with numbers 1 through 5 are overlaid on the toolbar icons to correspond with the list items.

Navigating through the PDF Viewer

You can use the mouse to navigate through the PDF document.

- To view thumbnails of each PDF page, click on the "Thumbnail" tab (1) and select a page to view.

Other Functions of the PDF Viewer

- Pan (2) - Click and drag to pan around the document.
- Search (3) - Click to search the document for specific words and phrases.
- Zoom In/Out (4) - Click to zoom in and out of the document. Other predefined options available in the drop-down list are: Automatic Zoom, Actual Size, Fit Page, and Full Width.
- Switch PDFs (5) - The user can switch between PDFs available in the viewer by selecting them from a tab function

Refer to the image below to assist you in understanding the PDF functionality.



Prometric

- example of pdf viewer:

This slide shows the thumbnail view

Question: 1
Section: Section

Section Time Remaining:
00:56:11

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Test: PDF Viewer

Automatic Zoom

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Automatic Zoom ▾

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Show Thumbnails

CONTENTS OF THIS REFERENCE:

- 32 Code of Federal Regulations (CFR) Part 117
- 32 CFR 117.11
- 32 Code of Federal Regulations (CFR) Part 2005

32 CFR
Part 117

Title 32 - National Defense

Subtitle A - Department of Defense

Chapter 1 - Personnel, Military & Civilian

Part 117 - NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL (NISPOM)

32 CFR PART 117
NATIONAL INDUSTRIAL SECURITY PROGRAM
OPERATING MANUAL (NISPOM)

(2) The number of employees in the scheduled work force is sufficient to detect and challenge the presence of unauthorized personnel, including maintenance personnel, and other individuals whose duties require the preparation of a finished product for dissemination or retention.

Working papers means documents or materials, regardless of the media, used in the preparation of a finished product for dissemination or retention.

§117.4 Policy.

E.O. 12829 established the NISP to serve as a single, integrated, cohesive industrial security program to protect our Nation's economic and technological interests and information and preserve our Nation's economic and technological interests.

(a) When contracts, licenses, agreements, and grants to contractors require the use of industrial security requires that this information be safeguarded in a manner equivalent to that required by the branch of the USG.

(b) National security requires that the industrial security program promote the interests of the United States. Redundant, overlapping, or unnecessary requirements in the program shall be eliminated.

§117.5 Information collections.

The information collection requirements are:

(a) *Standard Form (SF) 328 "Certificate Pertaining to Foreign Interest"* (available at <https://www.gpo.gov/dod/procurement/library/certificate-pertaining-foreign-interests>) in **§117.8** and **§117.11**, is required to be reported to the OMB Control Number 0704-0579. The expiration date of this information collection is listed in the OMB Control Collections System at <https://apps.sp.pentagon.mil/sites/dodiic/Pages/Collection.aspx>.

(b) *NRC collection.* "Facility Security Clearance and Safeguarding of National Industrial Security Program Information" assigned OMB Control Number: 3150-0047. Under this collection, NRC-employees are required to provide information and maintain records to ensure that an individual is not disseminating classified information and material.

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Prometric

- example of pdf viewer:

This slide shows the bookmark view

Section: 1
Section

Section Time Remaining:
00:44:14Progress 0%

PDF Viewer

Page Width

- §117.4 Policy.
- ▼ §117.5 Information collections.
 - (a) Standard Form (SF) 328
 - (b) NRC collection.
 - (c) DOE collection.
 - (d) DoD collection.
- §117.6 Responsibilities.
- ▼ §117.7 Procedures.
 - (a) General.
 - (b) Contractor Security Officials.
 - (c) Other KMP.
 - (d) Insider Threat Program.
 - (e) Standard practice procedures.
 - (f) Cooperation with Federal

(2) The number of employees in the scheduled work force is sufficient in number and so positioned to detect and challenge the presence of unauthorized personnel. This would, therefore, exclude janitorial maintenance personnel, and other individuals whose duties require movement throughout the facility.

Working papers means documents or materials, regardless of the media, which are expected to be revised prior to the preparation of a finished product for dissemination or retention.

§117.4 Policy.

E.O. 12829 established the NISP to serve as a single, integrated, cohesive industrial security program to protect classified information and preserve our Nation's economic and technological interests.

- (a) When contracts, licenses, agreements, and grants to contractors require access to classified information, national security requires that this information be safeguarded in a manner equivalent to its protection within the executive branch of the USG.
- (b) National security requires that the industrial security program promote the economic and technological interests of the United States. Redundant, overlapping, or unnecessary requirements impede those interests.

§117.5 Information collections.

The information collection requirements are:

- (a) *Standard Form (SF) 328* "Certificate Pertaining to Foreign Interest" (available at: <https://www.gsa.gov/forms-library/certificate-pertaining-foreign-interests>) in [§117.8](#) and [§117.11](#), is assigned Office of Management and Budget (OMB) Control Number 0704-0579. The expiration date of this information collection is listed in the DoD Information Collections System at <https://apps.sp.pentagon.mil/sites/dodiic/Pages/default.aspx>.
- (b) *NRC collection.* "Facility Security Clearance and Safeguarding of National Security Information and Restricted Information" assigned OMB Control Number: 3150-0047. Under this collection, NRC-regulated facilities and other organizations are required to provide information and maintain records to ensure that an adequate level of protection is provided to classified information and material.
- (c) *DOE collection.* "Security," a NISP CSA information collection, is assigned OMB Control Number: 1910-1800. This information collection, which includes facility security clearance information, is used by the DOE to exercise management, oversight, and control over its contractors' management and operation of DOE's Government-contractor-operated facilities, and over its offsite contractors. The contractor management, oversight, and control functions relate to the ways in which DOE contractors provide goods and services for DOE organizations and facilities in accordance with the terms of their contracts and the applicable statutory, regulatory, and mission support requirements of the Department. Information collected from private industry and private individuals is used to protect national security and critical assets entrusted to the Department.

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Prometric

- Tutorial screen 12 houses information on how to utilize the section review feature while taking your exam.
- During the examination, you can review the status of all questions in the current section using the grid icon located on the bottom left-hand corner of the exam screen.

Page: 12
Section: Introduction

Introduction Time Remai...
00:05:39

Progress 0%

Finish Test

Test: NCMS HTML Online Tutorial

Candidate: 11 Promet

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Section Review



During the examination, you can review the status of all questions in a current exam section using the grid icon located in the bottom left corner of the exam screen.

To navigate directly to a question, click the corresponding numbered icon. You may also filter your view by unattempted, attempted, and flagged questions. The Section Review can be locked in place using the padlock icon and closed using the "X" icon.




Click the 'Next' button to continue.

Prometric

- Tutorial screen 13 houses information on how to end your exam.
- We encourage you to specifically read and understand this page of the tutorial so that you do not end your examination in error.

The screenshot displays the Prometric exam interface. At the top, it shows 'Page: 13' and 'Section: Introduction'. A timer indicates 'Introduction Time Remai...' with '00:05:05' remaining. A progress bar shows 'Progress 0%'. A 'Finish Test' button is visible in the top right corner. Below the header, the test title is 'Test: NCMS HTML Online Tutorial' and the candidate name is 'Candidate: 11 Promet'. The main content area is titled 'Ending Exam' and contains the following text:

Please note, selecting the **"Finish Test"** button during any part of the exam, will terminate the exam.

All of your answered questions will be submitted and any questions that were not completed will be submitted with a Zero mark.

When you have completed all questions in the overall exam and you have reviewed your answers, click the **"Finish Test"** button.

To check your questions click **"Cancel"** to remain in the exam. Once satisfied that all Questions have been answered click the **"Finish Test"** button to submit your exam.

Click the 'Next' button to continue.

On the left side of the screen, there is a vertical list of numbered buttons from 1 to 14. Button 13 is highlighted with a green arrow pointing to the right, indicating the current screen.