

Certified Sustainable Building Advisor (CSBA) Exam Policies & Procedures

ELIGIBILITY, COST & REGISTRATION

Only individuals who have successfully completed the Sustainable Building Advisor (SBA) course are eligible to take the pass/fail exam. For 2010, the exam fee is included in the class registration fee for nearly all schools.¹ NaSBAP will email all eligible students a registration invitation to sign up for the appropriate school's exam dates and times. Registration ends **ten (10) calendar days** prior to the exam.

EXAMINATION CONTENT

The examination is a closed book test - no written materials or portable electronic devices (your own, text books, handouts, or accessing other internet sites) are allowed during the examination. The examination consists of **200 true/false, multiple choice, and fill-in-the-blank questions** randomly selected from 300 items in a controlled website. These items represent a cross section of SBA course materials (Student Notebook and required readings). Content from guest instructor presentations is *not* included in the exam. NaSBAP offers the CSBA exam in English.

TIME LIMITATIONS

You are allowed a maximum of **three (3) hours** to complete the examination. Once you enter the web-based exam you must stay in the website until your exam is complete. Any exiting from the test facility for any reason will result in submitting your examination "as is" at the time of exiting.

PASS/FAIL & REPEAT EXAMINATIONS

You will be notified at the completion of your exam of your score. Students who achieve a **passing score of 70%** (140 questions answered correctly) will receive a CSBA certificate and CSBA logos within 6 - 8 weeks of the exam. Students who fail the first examination are allowed to take the test one additional time without charge. Additional test re-takes will be charged at \$75 per examination - please contact NaSBAP to access the retake payment page.

DISABILITY TESTING

Students interested in disability accommodations should discuss the request with their instructor.

TESTING OPTIONS AVAILABLE

You can take the test at a controlled group setting (typically with your class) or individually via a proctored examination in your area.

Controlled Group Examinations

Controlled examinations are those scheduled for groups by local providers, such as colleges or other entities hosting the SBA course. They are set up for a particular time and occur in a location with a computer lab. Please check with your instructor or local SBA course provider for information on controlled CSBA exams in your area.

Individually Proctored Examinations

Students may arrange their own proctor or use a pre-approved proctor from the school to take the exam on an individual basis. All proctors and exam locations must be approved by NaSBAP. Approved proctors include an accredited school principal or administrator, accredited school/college counselor, certified librarian, military education officer, or faculty or test administrator of an accredited university or college, or an SBA lead instructor who is a CSBA. Relatives, no matter what their position, may not serve as a proctor. Any proctoring fees are the responsibility of the student. To ensure available technical support from NaSBAP, we request that students send proctored exam registration requests via email to: exams@nasbap.org, no less than **twenty (20) business days** before the requested exam date. Students must make sure that the off-campus site has an reliable internet-connected computer. Please include the following information with the exam request: (1) student name, phone number, location and year that they took the SBA course; (2) proctor name, position title, phone number and address; and (3) location of the exam testing facility; exam test date and time. Once approved, students will receive an email confirmation and payment instructions (if applicable).

RESCHEDULE & REFUND POLICY

Examinations may be rescheduled using the link provided in the registration invite email up to **ten (10) calendar days** before the exam. Reschedule requests are accepted up to **five (5) business days** before scheduled test date, if made in writing and emailed to exams@nasbap.org. Students may request an appointment cancellation up to **five (5) business days** before the scheduled test date.

¹ **The following schools have a \$200 exam fee for 2010:** Bay Area SBA, Brighter Green – Vancouver, Central Oregon Community College, NEEI Lane Community College, Santa Monica College, and Seattle Central Community College. This fee, payable by credit card only, is due **ten (10) days** prior to taking the exam. Payment instructions are included in your exam invitation. NaSBAP sends to all eligible students.