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## Confidentiality and Nondisclosure

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The employment tests you will be taking are legally protected intellectual property. Absolute confidentiality of all test materials is required to preserve the integrity of the testing process. Any person who attempts to violate the copyright or confidentiality of these tests may be subject to civil damages and criminal charges.

We interpret an applicant's honesty and professionalism in the application and testing process as a demonstration of the honesty and professionalism we can expect from that applicant on the job.

Everyone should know that stealing a test booklet, DVD or VHS media, or answer sheet is wrong. However, an individual who copies any portion of stolen booklets, media, or papers, whether stolen or not, could also be in violation of copyright laws.

It is against the law to have in your possession at any time a copyrighted item for which you do not have proper permission. It does not matter how you obtained this item. For instance, if you memorize a question and then write it down after the test, you could be found to have violated copyright law, just the same as if you heard a song on the radio and then wrote it down. Even if you have not copied it word for word, it may still be illegal. Anyone who asks you to help copy test questions from memory may be asking you to assist in copyright infringement.

Some examples of copyright infringement include:

- Using an audio recorder, cell phone, or other device to make recordings directly off of test materials, such as DVD's, VHS media, pictures or audio recordings,
- Attempting to reproduce test materials by taking notes during the test,
- Attempting to reproduce test materials by dictating notes into a recording device of any kind.

Cell phones and electronic devices are not allowed in the test administrations. Candidates on-call or needing to be paged must check electronics in with the test administrator prior to the test session. In the event of a cell phone being visible or making noise during the test session, the candidate will be asked to leave the testing room and will not be allowed to continue the test.

If someone has misappropriated test material in any of the above described ways, or in any other way, and gives that material to you, both of you may be liable for any resulting damages.

If it is discovered that any test taker has had illegal access to materials which originate with these tests, this will be viewed as an intentional attempt to falsify qualifications for the job.



**ERGOMETRICS**

*& Applied Personnel Research, Inc.*

A person who misappropriates copyrighted material may be subject to civil and criminal proceedings. Damages resulting from violation of copyright can be substantial. Because of the large investment in time and resources required to produce high quality tests, the owners of these test materials have and will pursue all legal remedies against those who violate their intellectual property rights.

We want this process to be fair for everyone with no one having unfair advantage. We appreciate your honesty and cooperation.

This following certification is required for admission to testing.

**Certification of Compliance with Confidentiality and Nondisclosure Warning**

1. I have read and understand the Confidentiality and Nondisclosure Warning that begins on the reverse side of this sheet.
2. I have had no illegal access to test materials that will be used in this test session, including materials that have been written from memory or otherwise illegally obtained.
3. My only intent in taking the test today is for the purpose of obtaining the employment I have applied for with this organization.
4. I understand that my test score may be invalidated, my employment terminated, and that I may be subject to civil and criminal charges should my certification prove to be false.
5. I will refrain from discussing these test materials with anyone after my participation.

I certify to the truth of all of the above statements.

Name (*Please Print*) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_