# Table of Contents

- General Information ................................................................. 1
- Scheduling .................................................................................. 2
- Test Accommodations ................................................................. 3
- Cancellations ................................................................................ 4
- Exam Day .................................................................................... 5
- Exam Screenshots ......................................................................... 7
- After the Exam ............................................................................. 8
- Scoring ......................................................................................... 9
- Sample Questions ......................................................................... 10

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This guide provides information about the NCIDQ Examination IDFX and IDPX Sections. If you are taking other sections, it is your responsibility to read those guides as well. When you register, you attest that you have read this document.
Exam Details
There are two multiple-choice sections of the NCIDQ Examination. The Interior Design Fundamentals Exam (IDFX) and the Interior Design Professional Exam (IDPX). These two exams are administered in a computer-based format by our testing partner, Prometric.

IDFX addresses the content areas of Programming, Design Application, Building Systems, Construction Document Standards, Drawing Standards and Design Communication.

IDPX addresses the content areas of Codes, Building Systems, Specifications, Construction Document Standards, Contract Administration, Project Coordination and Professional Practice.

Each exam includes 25 unscored experimental questions that appear randomly among the scored questions. The results of these unscored questions allow us to identify valid questions for future exams. Unscored questions are not identified on the examination; you should give your best effort on all test questions.

Language
Beginning in 2015, the exam will be offered in French during the fall testing window.

When
Twice a year; spring and fall.

Where
Any Prometric center in North America. See a full list here.

Timing
<table>
<thead>
<tr>
<th>IDFX</th>
<th>IDPX</th>
</tr>
</thead>
<tbody>
<tr>
<td>125 questions</td>
<td>175 questions</td>
</tr>
<tr>
<td>3 hours</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

The test appointment will include time for the pre-exam tutorial as well as a post-exam survey.
Exam Scheduling

How
Select an exam section and pay via your MyNCIDQ Application and Exam Scheduling Dashboard.

Payment Instructions
At the time you register online, you must either select the CHECKOUT button to pay by credit or debit card OR the PAY BY CHECK button. This will defer your payment completion until CIDQ receives your check and posts your payment to complete your exam scheduling transaction.

How To Schedule
Once your payment transaction is complete MyNCIDQ will generate a message to Prometric that you are eligible to schedule an exam. You can link to the Prometric website through MyNCIDQ or the email you will receive saying that your payment has been accepted.

You can then complete your scheduling online 24/7. You can also reserve a place and register by calling their customer service department at (800) 796-9860. Prometric representatives are available from 8 a.m. to 8 p.m. ET, Monday through Friday.

When you are prompted to enter your “eligibility number” in the Prometric system, enter the number provided in the confirmation email. Have this number handy when you begin the scheduling process.

The Prometric system will be able to see which of the two NCIDQ Examination multiple-choice exams you are eligible to take. When you schedule, you will select the locations, date(s) and time(s) you want to test. The locations search will only show centers that have availability for the NCIDQ Exams on the day you want to test. Prometric administers exams for many occupations and organizations, so you will be sharing the test center with any number of people taking exams of varying lengths. Therefore, there may not be a seat available when you want it. We recommend having several options when making your reservation.

There are a limited number of seats available at each location. You should register and reserve your time as early as possible to secure your choice of dates and times.

Once your scheduling is complete and your reservation is confirmed, Prometric will email you a confirmation. Be sure to keep your email address current and add prometric.com to your safe senders list. Neither CIDQ nor Prometric is responsible for misdelivered or undeliverable mail.

If you have not received your confirmation within 10 days of your examination, call Prometric at (800) 796-9860.
Accommodations

**Testing Accommodations**
To apply for testing accommodations for disabilities, please review our
[Non-Discrimination Policy for People with Disabilities](#).

You must complete NCIDQ Examination’s [Application for Test Accommodations](#) and submit all required supporting documentation
to CIDQ before you schedule with Prometric. We may contact you and/or
your medical professional or specialist regarding your request.

We cannot apply an approved accommodation to an existing exam
appointment. If your request is approved, we will provide additional
instructions on how to register.

We require a minimum of three weeks to evaluate accommodations
requests. Submit your completed documentation as early as possible to
ensure a timely response. We are not responsible if your testing
location/days are not available.

If you have submitted documentation for a previous examination
administration, you must submit a new application for each administration,
and additional verification may be required to process your request.
**Previously granted requests do not constitute a guarantee for future accommodations.**

**Courtesy Accommodations**
Courtesy requests for conditions not generally covered by the Americans
with Disabilities Act, such as pregnancy or diabetes, will be accepted
for the IDPX or IDFX, and, if approved, will require the scheduling of a
test accommodation room at the selected test location. **This can only be scheduled after CIDQ has notified Prometric of your approved courtesy accommodation.**

Click here to download the application for courtesy accommodations,
noting the deadline. You must submit your request for accommodations
prior to scheduling for either IDFX or IDPX. We cannot apply an approved
accommodation to an existing exam appointment. If your request is
approved, we will provide additional instructions on how to register.
During testing, you will be seated in a separate testing room, and availability
may be limited for these spaces. You should apply for your accommodation
and register as early as possible.

Submit your completed documentation as early as possible to ensure a
timely response. We are not responsible if your testing location/days are not available.


**Exam Cancellations**

**Changes and Cancellations**
You can reschedule your test appointment within the same testing window through Prometric's online system or by calling Prometric's customer service team at (800) 796-9860.

To cancel your registration and receive a refund, complete the IDFX/IDPX Cancellation Form and upload a scanned copy via a New Message in your MyNCIDQ record.

There is a sliding fee scale depending on how far in advance you make changes or cancel.

Changes or cancellations made:

- 31 or more days before your appointment: No charge
- 6-30 days before your appointment: $45/section/change
- 5 or fewer days before your appointment: No refund

Within 5 days of your appointment, your exam fee cannot be credited or transferred to the next exam period. You must register and pay again the next time you want to take the IDFX or IDPX.

**Emergency Cancellations**
We accept emergency cancellations for a short period of time after the exam if you or a family member has a medical emergency. 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.

Emergency cancellation requests and documentation must be received by 5 p.m. (Eastern time) not more than 10 days after your scheduled test appointment. Requests received more than 10 days after your appointment will not be honored. You must submit the Emergency Cancellation Form and attach supporting documentation. An Emergency Cancellation fee will be deducted form any approved refunds.

Scheduling conflicts, business engagements, preparatory class cancellation, inadequate preparation and other personal reasons for cancellation are not accepted.
Admission to the Test Center
Arrive at the test center at least 15 minutes before your scheduled testing time to check-in. You must present a current (non-expired) government-issued ID with your signature and your photograph (driver’s license or state ID card, passport, etc.) and a second piece of identification that includes your name and signature (such as a credit card, social security card or signed ATM card). The name on your confirmation must match the name on your ID. Without proper identification, you will not be permitted to test and you will forfeit your fees.

Arrive at the testing center 15 minutes in advance to ensure proper time to complete the check-in process. Late arrivals will lose their reservation and forfeit their fees.

The name on your ID must match the name on your confirmation from Prometric in order to be admitted to the testing room. You may not make any name changes or updates on site.

Prometric staff will assign you a small, secure locker for all your personal belongings. You may not bring anything into the testing room except for your photo ID and your locker key. The staff will ask you to empty your pockets before entering the testing room, and you will be scanned by a hand-held metal detector. If you leave the room, this procedure will be repeated, and you will not be given additional time. If you refuse these procedures, you will not be admitted to the testing room and you will forfeit your fees.

Seating Assignments
A Prometric test supervisor will escort you to your assigned workstation. You must remain in this seat. When you have finished testing, quietly leave the testing room and sign out with the test supervisor.

Testing Room
You will be seated at an individual workstation with a computer, a keyboard and a mouse. Your testing room will be monitored for security.

There will be a timer on your screen that will show you the time remaining in your test session. The testing room will not have a clock in it, and you may not wear a watch.

If you wear a jacket or sweater, you must keep it on the entire time you are in the testing room or leave the room to put it in your locker. If you are sensitive to noise distractions, you may bring soft earplugs. On request, Prometric will supply you with noise-cancelling headphones. You may not listen to music during the exam, and you may not use your phone as a clock.

Tutorial
Before you begin testing, you can walk through a 15-minute tutorial on how to use the system. This time is not part of your testing time.

Supplies
Prometric will supply you with scratch paper and pencils if you want them. Raise your hand if you need additional sheets. Prometric staff will collect your used scratch paper and provide more. You may not remove these after the exam.

Calculator
An on-screen pop-up calculator is provided in the exam. See page 7 for a screenshot of the calculator. In addition, you will be offered the use of a physical calculator at the test center check-in. If you choose not to accept the calculator at check-in but later decide during the course of your exam that you would like to use it, simply raise your hand for a test supervisor. You will not be able to make up lost time incurred if you request the calculator during the exam.

Under no circumstances may candidates bring their own calculator into the testing room.
Exam Day

Breaks
If you wish to take a restroom or refreshment break during testing, you may do so, provided you comply with all Prometric check-in procedures when you re-enter the testing room. You will not be permitted to make up time lost while you are away from the test. Accessing materials while on break is strictly prohibited and will result in disciplinary action.

Food and Drink
Although it is not recommended, you may bring food and beverages to the test center and leave them in your locker, but you may NOT eat or drink in the testing room. You may eat and drink outside the testing room in a break area if one is available, as designated by the test center administrator. If you leave the testing room, you will not be permitted make up the lost time.

Technical Problems
It is very unlikely that you will experience a problem with your computer during the test. If you do or if an error message appears on your screen, do not clear the message. Simply raise your hand for a test supervisor. If a software or hardware problem occurs, the system is designed to suspend testing time until the system is operating again.

Do not attempt to resolve any technical problems on your own. It is your responsibility to notify the test supervisor if you experience any problems during your exam.

If you have any questions about a message on your screen, you need to bring it to the attention of the testing center staff. If you somehow manage to exit the exam before you have completed it, Prometric may not be able to enable another test opportunity within the testing window and you may forfeit your registration fee.

Test Center Regulations
Prometric has outlined guidelines for conduct in their test center on their web site. Click here to read these regulations.

Prometric has prepared a short video on what to expect on test day. Although CIDQ will not use the biometric procedures shown in the video, you can get a glimpse into what to expect during the check-in process.

Test Center Closings
If you are unsure if weather or other concerns may affect your test center’s ability to open, you should contact Prometric at (800) 796-9860 or check the site status page on the Prometric web site. If the center is open and you miss your appointment, you will not receive a refund. If the center is closed, you will be given the opportunity to reschedule.

Prometric will attempt to contact you via the email and phone number you provide during the registration process, so be sure that information is accurate. It is your responsibility, however, to know if your center is open and to keep your appointment.

Test Drive the Experience
Prometric offers a “test drive” of the test center process on Tuesdays between 4 p.m. and 5 p.m. at many of its test sites. This 30-minute “test drive” costs $30 and allows you to experience all check-in and testing procedures, including a tutorial. Please note that the tutorial does not contain practice questions for the NCIDQ Examinations.

Click this link to learn more and schedule your test drive.
**Calculator**
A calculator will be provided for your use on the screen. Below is a screenshot of what this tool will look like. Please note that the multiplication button is an asterix (*).

**No Calculator**
Below is a screenshot of a question from the examination without the calculator on screen. To remove the calculator from the screen, click the button in the bottom right-hand corner that says “calculator.”
After the Exam

Comments and Concerns
We encourage feedback about the examination experience. At the end of your exam, there is a short survey about your testing experience. Your responses will help us improve the process. During the survey, you can make comments about your specific exam. We will review all comments, but we do not respond individually to them.

If you feel that the testing procedures or environment seriously affected your performance, write to us immediately. Your post-exam survey comments are not sufficient for CIDQ to open an investigation of your case. Do not wait until you receive your test results to express your concerns. In order for CIDQ staff to investigate any examination administration problems, we must receive a written letter from you within 10 days of your test date. If CIDQ determines your case to be warranted, you may be permitted to retake the section(s) at no cost.

Exam condition concerns regarding IDFX and IDPX must be made in writing to CIDQ within 10 days of your test date. We do not accept these concerns via e-mail or fax.

Retakes
If you do not pass the IDFX or IDPX, you must retake it/them in order to earn your NCIDQ Certificate. You will be required to pay all applicable registration fees for each exam that you retake. Your scores will be provided well ahead of the registration deadline for the next exam.

You must pass all sections of the examination within a five-year period or retake the sections that are more than five years old.

Exam Results
Exam results for the IDFX and IDPX are not reported immediately after complete the exam due to an analysis performed on tested items to assure that the questions are correct, fair and accurately address the subject matter being tested. The NCIDQ Examination’s testing experts look at the difficulty of the items, the response patterns by candidates, and the ability of the items to discriminate between candidates of differing ability levels.

Results are mailed within 10 weeks of the examination administration. Scores are reported on a scale ranging from 200 to 800, with the passing point anchored at 500. The passing point indicating entry-level competence is confidential and carefully set to ensure consistent and accurate results from one examination period to the next.

Because CIDQ is committed to fair, valid and reliable exams, each version of the exam is put through rigorous psychometric and statistical analyses after each administration to ensure that it is equivalent in its level of difficulty to all other exam administrations. That is why we do not provide your results immediately after you have completed the exam.

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 made within 10 days of your test date.
Exam Scoring
Scores on credentialing exams are not like grades you received on tests in college. The NCIDQ Examination is designed to assess your entry-level competence to protect the public. Therefore, it is important to understand that the "score" you get on the IDFX or IDPX is not calculated in the same way as college tests and cannot be interpreted in the same as a "grade" you received in college.

Your score report will provide some feedback regarding how you scored in each of the content areas so you will be able to see where you may need additional study or practice. Read our blog post to learn about how the scores are reported and how to interpret your results.
Sample Questions:

1. In order to design a home with a passive solar heating system, which information should you gather first?
   A. Climate zone in which the project will be constructed.
   B. Orientation of the site to the sun.
   C. Area of glazing required to achieve desired temperatures.
   D. Quantity of thermal mass needed to store solar heat.

2. In the graphic below, which notation or graphic violates commonly accepted drawing conventions during schematic design?
   A. Dimensioning technique.
   B. Specific material identification.
   C. Lack of specific materials pocheing.
   D. Elevation notation information.

3. When detailing a retail space, what LEAST affects the customer?
   A. Location of the sales counter.
   B. Interface with display.
   C. Display visibility.
   D. Display adjustability.

4. Which element in the design of a residential space MOST directly establishes the character of the interior?
   A. Location and type of architectural lighting.
   B. Furniture and upholstery patterns.
   C. Wall colors and finishes.
   D. Accessory items for impact.
3. What combination of exceptions to code allows you to reduce the width of an exit corridor?

A. Handrails that meet accessibility requirements, doors that do not project more than 7 inches [180 mm] when fully open, wall trim that is less than 1/2 inch [13 mm] thick.
B. Handrails that meet accessibility requirements, lighting fixtures that do not project more than 8 inches [200 mm], decorative chair rails and panel moldings projecting no more than 4 inches [100 mm].
C. Lighting fixtures mounted at 80 inches [2,030 mm] above finished floor, doors projecting no more than 12 inches [300 mm] when fully open, hand rails that meet accessibility requirements.
D. Lighting fixtures projecting no more than 4 inches [100 mm] wainscot or other millwork below 42 inches [1,060 mm] above finished floor projecting no more than 4 1/2 inches [115 mm], wall mounted fire extinguisher.

4. Which interior design service is specific to the contract administration phase of a project?

A. Review consultant contracts.
B. Develop budget.
C. Review shop drawings.
D. Provide installation details.