



Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Parkway
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Adam H. Putnam, Commissioner of Agriculture

STATE OF FLORIDA

Candidate Information Booklet for the Professional Surveyors and Mappers Licensure Examination

***Board of Professional Surveyors and Mappers
2005 Apalachee Parkway
Tallahassee, Florida 32399-6500
(800)435-7352 within Florida only or (850)488-2221
www.800helpfla.com/psm***

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CANDIDATE INFORMATION BOOKLET FOR THE
PROFESSIONAL SURVEYORS AND MAPPERS LICENSURE EXAMINATIONS

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STATEMENT OF NONDISCRIMINATORY POLICY

The Department of Agriculture and Consumer Services does not discriminate among candidates on the basis of age, sex, race, religion, national origin, handicap, or marital status.

I. THE EXAMINATIONS

CONTENT OVERVIEW

The Professional Surveyors and Mappers Examination includes:

NCEES Surveying Fundamentals Examination,
NCEES Surveying Principles and Practice Examination,
2010 Florida Jurisdictional Multiple Choice Examination

The Surveyor Interns Examination consists of the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals Examination only.

NCEES Surveying Fundamentals Examination

The Fundamentals Examination shall consist of 170 machine graded, multiple-choice questions. It will include questions taken from subjects normally connected with requirements for basic fundamentals in the practice of surveying. The problem selection for the examination is determined by the NCEES.

The Fundamentals Examination is a closed-book examination; no reference materials will be allowed in the examination room.

NCEES Surveying Principles and Practice Examination

The Principles and Practice Examination shall consist of 100 machine graded, multiple-choice questions. It measures the applicant's ability to apply acceptable surveying practice to problems which are representative of those commonly encountered in the profession of surveying. The examination problem selection is made by the NCEES.

2010 Florida Jurisdictional Multiple Choice Examination

The 2010 Florida Jurisdictional Multiple Choice Examination consists of 100 multiple choice questions. This is an open-book examination. The content of this examination is listed below.

The Board-approved order of administration is:

EXAMINATION	OPEN or CLOSED BOOK	DAYS	DURATION
Florida Jurisdictional – Multiple-Choice	Open	Friday	3 hours
NCEES – Principles and Practice	Open	Friday	6 hours
NCEES – Fundamentals	Closed	Saturday	8 hours

CONTENT OF 2010 FLORIDA JURISDICTIONAL MULTIPLE CHOICE EXAMINATION

LAW OR RULE	CONTENT AREA	% OF EXAM
Chapter 177; Pt. I, F.S. Chapter 177; Pt. II, F.S. Chapter 161, F.S. Chapter 62B-33, F.A.C. Chapter 177; Pt. III, F.S.	Platting Coastal Mapping Restoration of Corners	30%
Chapter 472, F.S.	Land Surveying	15%
Chapter 718, F.S.	Condominiums	5%
Chapter 95, F.S.	Adverse Possession	5%
5J-17, F.A.C.	Organization & Purpose Grounds for Discipline Continuing Education Minimum Technical Standards Seals, Signatures, Certificates Penalties	40%
Chapter 472, F.S. and Section 287.055, F.S.	Department of Agriculture & Consumer Services – General Provisions; Consultants’ Competitive Negotiation Act	5%

REFERENCES

2010 Florida Jurisdictional Multiple Choice Examination: Florida Statutes may be found online at www.leg.state.fl.us/statutes/. The Florida Administrative Code may be found online at www.flrules.org/.

Fundamentals of Surveying (FS) exam: This is a closed-book exam. Examinees may use **only** the reference formulas at the front of their exam book. No other reference materials may be used. The reference formulas are available on the NCEES Web site. Examinees are not allowed to bring their own copies of the formulas into the exam room. Post-it type notes or flags are not permitted.

Principles and Practice of Surveying (PS) exams: These are open-book exams. Examinees must bring their own reference materials, including design standards. **All** reference materials **must** be bound and remain bound **during** the exam. Bound refers to **(1)** materials permanently bound, as by stitching or glue, and **(2)** materials securely fastened in their covers by fasteners **that** penetrate all papers. Ring binders, spiral binders, plastic snap binders, brads, and screw **posts** are acceptable fasteners. Staples are not acceptable fasteners. Examinees may tab reference books before the exam with Post-it type notes and flags, but pads of Post-it notes and flags are not permitted in the exam room.

Requirements for Open-Book Examinations – Bound reference books may be used during all exams with the exception of the NCEES Fundamentals Examination.

PILOT TESTING

The examination may contain a small number of experimental or “pilot” test questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. Pilot testing is a common practice used by many national and state examination programs, and is a critical step in ensuring the continued reliability and validity of these examinations. In the event that pilot test questions are included within the examination, these questions will **NOT** be counted when computing your scores. Additional time at an examination administration will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are **NOT** identified. If the pilot questions were identified, many of the candidates would skip them, and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

TEST TAKING ADVICE

The advice offered here is presented primarily to help you demonstrate your knowledge and maximize your chances of passing the examination.

Read all instructions carefully.

For best results, pace yourself by periodically checking your progress as this will allow you to make any necessary adjustments. Remember: the more questions you answer, the better your chances of achieving a passing score. There is no penalty for guessing, so you should answer every question.

Be sure to record an answer to each question on your answer sheet as you proceed through the examination. You may mark the questions in your examination booklet and return to them later.

Make sure that all answers are marked on your answer sheet before time is called. **No additional time** will be allowed for transferring answers from your examination booklet to your answer sheet. **Remember you will ONLY receive credit for answers marked on your answer sheet.**

Immediately alert your proctor of any problems involving your exam materials. Do **NOT** wait until the examination is over to inform someone of a problem.

II. ADMINISTRATIVE POLICIES

SUPPLIES

It is expressly understood by each candidate that the State of Florida, and/or the Department of Agriculture and Consumer Services and the Department's staff hereby assume absolutely no liability of any nature whatsoever for any items of a candidate's personal property that may have been brought to, left at, or left outside the examination site. It is further understood that a candidate's admission to the examination shall hereby constitute the candidate's full, knowing, and complete waiver of any and all such claims against the State of Florida, and/or the Department of Business and Professional Regulation and the Department's staff.

APPAREL

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time there are maintenance problems beyond the Department's control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

There always is the possibility of extraneous noise at an exam site. Those candidates sensitive to noise will be permitted to use earplugs.

CHANGE OF ADDRESS

If an address change occurs after your examination administration, please notify the **Board Office** by completing the change of address form provided at the end of this booklet.

CHANGE OR CORRECTION OF NAME

If you have a name change or correction, please send a copy of notarized legal documentation to the **Board Office** immediately.

SPECIAL TESTING ACCOMMODATIONS

The Department of Agriculture and Consumer Services certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USCG, Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 USCG, 2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination. All applicants for an examination or a reexamination who desire special testing accommodations due to a **disability** must submit a written request to the Special Testing Coordinator prior to each exam. Do **NOT** submit your accommodation request with your exam application. Please send it directly to the following address:

Department of Agriculture and Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Parkway
Tallahassee, Florida 32399-6500

For more information regarding special testing accommodations, please call (800) 435-7352 within Florida only or (850) 488-2221.

Please refer to NCEES for guidance on: What To Bring; What Not To Bring; Calculator Requirements for NCEES examinations; Admission to the Examination; Rules for the Examination

III. SCORING INFORMATION AND GRADE NOTIFICATION

SCORING PROCEDURES

Fundamentals Examination and Principles and Practice Examination

A passing score on an NCEES exam is the number of correct answers or points required to indicate a knowledge level necessary to meet a minimum performance standard for a discipline.

For the first offering of an examination in a new subject area, or when a significant change in the content of the examination occurs, the **passing score of that exam is determined** by a specially appointed committee of licensed subject-matter experts. The committee members are selected based on their expertise, their knowledge of the ability level of candidates at the stage of their career covered by the examination, and the diversity they bring to the committee with respect to such factors as their area of specialization within the profession. Using a process that is widely accepted in the testing profession, the committee assesses the examination performance that may be expected of a minimally competent examinee. After the NCEES examination committee reviews the committee's work for reasonableness, the passing score is established. **Beginning with the October 2005 administration, candidates will receive results of "Pass" or "Fail" only. Failing candidates will no longer receive a numerical score.**

For subsequent administrations, the same passing standard is preserved using a statistical technique known as **equating**. This technique is widely used by testing experts for occupational licensing exams. The goal of equating is to ensure that an examinee's chances of passing remain constant regardless of the particular administration of the exam that was taken. Put another way, this means that an **examinee is not penalized if the exam taken is more difficult than usual**. If the exam is more difficult than usual, fewer questions must be answered correctly to achieve a passing score.

For further information on NCEES scoring procedures: www.ncees.org/exams/scoring.php

2010 Florida Jurisdictional Multiple Choice Examination

A passing score for this examination is defined as 70% of the total possible points. The grading process includes a statistical analysis of each question on the examination. Questions found to be statistically deficient are subject to further review. The statistical analysis and review are done prior to release of scores to ensure the accuracy of all examination results.

NOTIFICATION OF RESULTS

Approximately twelve weeks after your examination, you will receive your official grade report notice. Grade results will NOT be given out over the telephone. Please do **NOT** call the Board Office for this information.

EXAMINATION REVIEW PROCESS

Candidates who fail the departmental-developed examination are entitled to review the examination questions, answers, papers, grades, and the grading key under such terms and conditions as may be prescribed by the Department of Agriculture and Consumer Services. Informal review and formal hearing procedures are outlined and provided to all affected candidates when original grade report results are mailed.

All requests for a review must be made in writing and postmarked within twenty-one (21) days of the date on the original grade report result.

Please note that the test booklets used during the actual examination are **NOT** retained. Reviewing candidates will **NOT** be given their own test booklet, but will be provided with a clean, exact copy of the original test booklets. Consequently, any marks or notes made by candidates in their test booklets during the examination will **NOT** be available during the review.

The same security requirements observed at the examination will be followed during the review session. The review will take place during normal business hours on a date and location designated by the Department.

REEXAMINATION INFORMATION

Professional Surveyors and Mappers – You must pass all three sections of the examination to be licensed. Candidates who fail any of the three sections of the examination for licensure shall be required to retake only that section of the examination on which they failed to achieve a passing score. An individual who fails to pass or take the examination as scheduled may be scheduled to take or retake the examination after submitting the reexamination application and the required fee. If an applicant fails to take the examination on two consecutive, regularly scheduled examination dates, he or she shall be required to reapply and pay the appropriate fee. Additional information and procedures regarding reexamination will be forwarded to all affected candidates when grade report results are mailed.

Surveyor Interns – A candidate who fails to pass or take the NCEES Surveying Fundamentals Examination as scheduled may be scheduled to take or retake the examination after submitting the reexamination application and the required fee. If a candidate fails to take the examination on two consecutive, regularly scheduled examination dates, he or she shall be required to reapply and pay the appropriate fee. Additional information and procedures regarding reexamination will be forwarded to all affected candidates when grade report results are mailed.

POINTS OF CONTACT

PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS:

Application Policies and Fees

Department of Agriculture and Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Parkway
Tallahassee, Florida 32399-6500
Phone: (800) 435-7352 within Florida only or (850) 488-2221
E-mail: psm@freshfromflorida.com

Exam Scheduling/Registration

National Council of Examiners for Engineering and Surveying
280 Seneca Creek Road
Seneca, SC 29678
800-250-3196 or 864-654-6824
ncees.org

Formal Hearings

Department of Agriculture and Consumer Services
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Requests For Special Testing Accommodations

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**FOR INFORMATION REGARDING HOTELS OR DIRECTIONS TO THE EXAMINATION SITE,
CONTACT THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION
HAS BEEN SCHEDULED.**

Visit our website at:
www.800helpfla.com/psm