

INSTRUCTIONS FOR COMPLETING THE PRIVATE APPLICATOR EXAM ANSWER SHEET

AS NOTED ON THE ANSWER SHEET UNDER "MARKING INSTRUCTIONS":

***you must use a No. 2 pencil only**

***be sure to fill bubbles in completely as shown on answer sheet**

IF YOU NEED TO ERASE **ANYTHING**, BE ABSOLUTELY SURE IT IS A CLEAN ERASURE. IF ANY MARKS ARE IN THE ANSWER AREA, OTHER THAN THE ANSWERS YOU INTEND TO GIVE, THE SCANNER WILL GRADE IT AS A WRONG ANSWER. IF YOU NEED A NEW SHEET, PLEASE ASK!

1. **NAME:** Print last name first. First name should start under the "F" in "First Name". Include your middle initial in "MI".
2. **SUFFIX:** Print your suffix (e.g. Jr., Sr., III) if appropriate.
3. **CATEGORY:** Fill in the bubble for "Private".
4. **SOCIAL SECURITY NUMBER:** This information is required by law.
5. **DATE:** Fill in the date the examination is being taken.
6. **TEST LOCATION CODE:** This is the three digit county code where you are taking the test. Your exam proctor will give you this code.
7. **ADDRESS:** Print your mailing address, including city, state, zip code, and your FIPS code, and your HOME telephone number. Please be sure your contact information is complete and legible. This is the only source of this information for the Office of Pesticide Services. ("FIPS" is the three digit county code for your residence. Your exam proctor has a list of all county and city FIPS codes.)
Include your certificate number only if you are already a Virginia-certified pesticide applicator.
8. **TAKING THE EXAM:** DO NOT WRITE IN THE TEST BOOKLET. Use the booklet to read the question, and then fill in the letter bubble for the answer you choose. BE SURE THE BUBBLE FILLED IN IS THE SAME NUMBER AS THE QUESTION NUMBER IN THE BOOKLET. Although the answer sheet shows 75 answer options, ONLY THE FIRST 50 SHOULD BE USED.
9. DO NOT MARK IN THE "ANSWER KEY INFO," "SCORING," OR "NUMBER CORRECT" SECTIONS.
10. **AFTER COMPLETING THE EXAM:** Turn in the test booklet, answer sheet, and any scratch paper to your exam proctor. Your proctor will mail the answer sheet to the Office of Pesticide Services for grading.