AEC-2, Issue 3

PRACTICAL EXAMINATION REQUIREMENTS

AEC documents are governed by the ASNT Certification Management Council (CMC).
Approved: February 12, 2019

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<th>CMC Chair</th>
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<th>ASNT Certification Group</th>
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The American Society for Nondestructive Testing, Inc.
1.0 PURPOSE
The purpose of this procedure is to provide guidance to Authorized Examination Centers (AEC’s) in the administration of practical examinations.

2.0 SCOPE
This document establishes the minimum requirements for practical examinations.

3.0 REFERENCES
3.1 AEC-1 Program Document Requirements
3.2 AEC-2.1 Practical Examination Equipment Requirements
3.3 AEC-2.2 Practical Examination Samples

4.0 DEFINITIONS
4.1 Assessor: An individual appointed by the CMC who is qualified to conduct NDT assessments, reassessments, and/or quality audits in accordance with ASNT requirements.
4.2 Authorized Examination Center: A site with appropriate facilities and personnel that is authorized by the CMC to administer ASNT NDT qualification examinations.
4.3 Examination Coordinator: An individual appointed by the examination center and approved by ASNT who is the primary contact between the examinee, the AEC, and ASNT Technical Services.
4.4 Examiner: Authorized by ASNT to conduct and supervise practical examinations. The Examiner shall hold an ASNT Level III in the method for the examination they are proctoring.

5.0 RESPONSIBILITIES
5.1 The Certification Management Council (CMC) is responsible for:
5.1.1 Establishing and maintaining requirements for certification of applicants, equipment requirements, examination materials, quality requirements, and other technical issues for AECs.
5.1.2 Developing a committee group to support the functions of the CMC responsibilities identified above.
5.1.3 Development and approval of the examination grading criteria.
5.1.4 Periodically assessing ASNT ISC Certification Department’s compliance to this procedure.
5.2 ASNT ISC Certification Department is responsible for:
5.2.1 Managing the rotation of examination samples.
5.2.2 Approval of Examiners.
5.2.3 Grading of examinations in accordance with CMC requirements.
5.3 The Authorized Examination Center is responsible for:
5.3.1 Compliance to this procedure and any other contractual requirements.
5.3.2 Administering the applicable examinations using approved Examiners.
5.3.3 Maintain equipment that meets the requirements of AEC-2.1.
5.3.4 Maintain the quality of the examination test samples in accordance with ASNT examination sample storage, cleaning and rotation procedure AEC-2.2.
6.0 PROCEDURE
6.1 The AEC shall develop their own documented procedures that address the requirements specified in this procedure and other associated documents. Simply referring to a procedure is not acceptable.

7.0 COORDINATOR
7.1 Coordinators are not required to be certified, but shall receive training on the roles and responsibilities of a Coordinator if they are used as part of the checking in process, verification of candidates not taking prohibited items into the test room, etc.

8.0 EXAMINER
8.1 Conducting ASNT practical examinations shall be the responsibility of the ASNT approved Examiner.
8.2 The Examiner shall hold a valid ASNT NDT Level III or ACCP Level III certificate in the NDT method being conducted.
8.3 The Examiner shall be approved by ASNT ISC.
8.4 The Examiner shall be responsible for the NDT equipment used for the practical examination ensuring that all equipment meets the requirements of AEC-2.1, is fully functioning prior to the examination and is current with the calibrations (as applicable).

9.0 AEC EXAMINATION ADMINISTRATION
9.1 All AECs shall comply with all relevant health, safety, and regulatory requirements.
9.2 For practical examinations the AEC shall provide quiet examination rooms supplied with all necessary services (heat, power, lighting, etc.); and shall provide adequate space for the stated number of examinees at any examination sitting with a minimum of 5 ft. (1.5 meters) in between candidates.
9.3 Provide an enclosed, professional environment that is clean, comfortable, smoke-free and conducive to testing.
9.4 Provide adequate lighting and ventilation, along with comfortable seating and work surfaces.
9.5 The AEC shall maintain secure, lockable storage facilities for all examination materials including examination test samples. These shall be located in an area where candidates and unauthorized employees will not have unsupervised access and shall be locked at all times.
9.6 All examination test samples are the property of ASNT and shall not be used for any purpose other than ASNT examinations.
9.6.1 The AEC shall maintain an inventory of ASNT examination test samples by serial number and description.
9.6.2 The secure storage shall be in a suitable environment to avoid degradation of ASNT examination test samples. Refer to ASNT examination sample storage, cleaning and rotation procedure AEC-2.2.
9.6.3 ASNT examination test samples shall be in secure storage when not immediately used for examinations.
9.7 The AEC shall have video surveillance capability so that the examination test room and candidates work station may be viewed online. See Appendix A.

Note: This is to allow ASNT ISC to perform periodic surveillance activities.
9.8 Shall have signage outside the testing room or work station alerting people that an examination is in progress.
9.8.1 Visitors, including personnel within the organization not directly involved with operating or supporting the test center, shall be prohibited from visiting the testing area when testing is in progress.
9.9 The proctor shall have an unobstructed view of each candidate within the testing room.

10.0 EXAMINATION FACILITY TEST EQUIPMENT REQUIREMENTS

10.1 The AEC shall have all necessary materials and test equipment for the administration of ASNT practical examinations in accordance with AEC-2.1.
10.2 The AEC shall maintain a list of available equipment and notify ASNT within 30 days if any change in equipment holdings is planned.

11.0 OTHER FACILITY REQUIREMENTS

11.1 Provide a separate area outside the testing room for checking in candidates.
11.2 Provide a means for the candidate to store personal belongings securely.
11.3 Dry erase 'laminated paper' / note boards and pens for the candidate to write with during the examination.
11.4 There shall be convenient access to a washroom/toilet facility; either within the test center or the same facility as the test center. Preferably, the washroom/toilet facility should be on the same floor or as close as possible to the testing room.

12.0 ADMINISTRATION – VERIFYING CANDIDATES IDENTITY

12.1 Coordinator / Examiner shall ask for the candidates name and the name of the examination they are taking and verify the candidate’s appointment is listed on the AEC roster.
12.2 Each candidate shall have two forms of identification, one primary and one secondary. Acceptable forms of ID are identified in Appendix B.
12.2.1 AEC must check that the candidate’s name on the ID(s) match the candidate’s name on the test center schedule.
12.2.2 In such events the name configuration does not match or is incorrect for whatever reason, the AEC shall not accept the candidate unless specifically authorized by ASNT ISC.

Note: The candidate is expected to notify ASNT ISC in advance of taking the examinations.

12.3 AEC shall have the candidate sign the signature pad or log book using the same characters or signature presented on the local language identification so the Coordinator can then verify the candidate’s signature against the identification.
12.4 The AEC shall clarify if the candidate requires an accommodation and if prior approval from ASNT has been granted. If there is no approval from ASNT, then the candidate shall not be granted the accommodation.
12.5 Candidates shall sign a log sheet before the examination begins and again after the exam ends.

12.5.1 Candidate’s identity shall be verified each time the candidate enters or leaves the test room or work station (including when he or she leaves to take a break and finishes the exam).

12.5.2 The time for when the candidate enters and exits the testing room for breaks shall also be logged on the log sheet.

12.5.3 Log the time the candidate is in and out of the testing room or work station for an unscheduled break and to check the candidate’s ID, verifying that the picture on the ID looks like the candidate. Check the “Check ID” box next to the logged time on the log sheet once you have verified this information.

13.0 ADMINISTRATION – CANDIDATE CLOTHING AND BELONGINGS

13.1 The Coordinator/Examiner shall pay close attention while inspecting the candidate prior to taking the examination. This shall include:

13.1.1 Ensuring the candidate does not bring personal belongings into the testing room or work station unless specifically authorized by ASNT. Refer to Appendix C.

13.1.2 Acceptable belongings are identified in Appendix D.

13.1.3 Candidates are required to take one photo driver’s license or other picture ID into the testing room or work station. The candidate’s photo ID will be used to identify a candidate when taking breaks.

13.1.4 Ensuring the candidate does not bring into the testing room or work station, any study guides or reference materials unless specifically authorized by ASNT.

13.2 The candidate is not authorized to bring a translation dictionary into the testing room or work station.

13.3 The candidate is authorized to bring their own calculator to the examination.

13.3.1 AEC shall verify the calculator is a general scientific calculator without programming capabilities. Examples being Casio fx-260, TI 30X, HP 10S, Sharp EL501, etc.

13.3.2 Cell phones or smart phones are not allowed into the test room or work station.

13.4 If the candidate is wearing eyeglasses, follow the process in Appendix E.

13.5 If the candidate is wearing a tie, ask them to lift the tie to show nothing is hidden under the tie.

13.6 If the candidate has long hair that covers his or her ears, ask them to pull their hair back to show you there is nothing, like a Bluetooth, attached to their ear.

13.7 The AEC shall ask the candidate to pat themselves down (arms, legs, waistline) to show there is nothing hidden.

14.0 ADMINISTRATION – SEATING CANDIDATES

14.1 Candidates shall be positioned at a station (work bench, table, desk, etc. with adequate lighting) at or near the equipment the candidate will use.

14.2 Prior to the candidate’s arrival, the examination test samples shall be laid out with any ancillary equipment required.

Note: This station does not have to be totally isolated from other work activities, but under no circumstances may there be contact with the candidate by anyone other than authorized AEC personnel.

14.3 Consideration must be given to the need for the candidate to focus on the examination without excess noise and other distractions.
14.4 Prior to entering the testing room, the AEC shall provide 3 – 5 dry erase cleaned ‘laminated paper’ / note boards to the candidate. These shall be attached together, for example on a ring keyring, so they cannot be accidentally separated.

14.4.1 A dry erase pen shall be given to the candidate. The pen shall be of the type that allows for the candidate to write clearly with an appropriate pen tip. Chiseled tipped pens are not acceptable. The pen shall not smudge, but allows for the ink to be removed by a suitable cleaning means.

14.4.2 Candidates are not permitted to write on the erasable note boards until the examination begins.

14.4.3 All items shall be returned upon test completion and shall be wiped clean by the AEC. At no point shall the content of the note boards be visible to individuals other than the candidate and the AEC.

14.4.4 Scratch paper of any kind is not allowed.

14.5 Escort the candidate to the designated examination area and present any written or verbal requirements of the AEC and any documentation provided by ASNT.

14.6 When seating 2 or more people, sit them as far away from each other as possible and separate any candidates who appear to be friends or co-workers. Seat all candidates at least 3’ from each other unless separated by a partition.

14.7 There will be instructions for the candidate provided in the package.

14.7.1 Read these instructions aloud to the candidate and observe that adequate time has been allowed for the candidate to understand and sign the applicable documents.

14.7.2 If there are questions relating to the candidates interface with the AEC, answer them, but do not attempt to interpret or answer any questions about the examination content or instructions inside the candidate’s package. If asked, inform the candidate that you are not permitted by ASNT to answer such questions.

14.8 The time allotted for the examination begins after the Examinee opens the envelope containing the examination materials and has completed and signed the instructions.

14.9 At this point, agree with the candidate on the start time and exit the area of the examination station.

14.9.1 Explicitly state and agree on the duration of the examination and the time when the candidate must stop writing or testing.

14.9.2 Start the video surveillance recording prior to the start of the examination.

14.9.3 If the candidates completes one examination and has another scheduled during the same day, and it is mutually convenient, the next examination may begin.

14.10 As a courtesy to the candidates, the AEC may interrupt to identify how much time is left on the examinations.

14.10.1 Announcements are suggested to begin about 30 minutes prior to the ending time, and perhaps 4 or 5 minutes prior to the ending time.

14.11 At the specified ending time, or at the completion of the examination, the AEC shall verify that all examination materials are returned.
15.0 DOCUMENT CHANGE HISTORY

<table>
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<th>Revision</th>
<th>Date</th>
<th>Summary of Changes</th>
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<tr>
<td>3</td>
<td>10-15-2019</td>
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Appendix A – Video Monitoring of Examinations

Video monitoring is a key component for an AEC to hold approvals with ASNT to administer practical examinations. Video monitoring allows ASNT ISC to periodically witness examinations being administered to ensure compliance with the requirements of this procedure. This is also the reason for justifying the AEC onsite audits at an extended frequency rather than more frequent.

1.0 VIDEO SYSTEM

ASNT does not specify the type or brand of video monitoring system, but does define the capabilities and expectations to allow for effective monitoring. The video system shall be capable of recording the examination indicating the date / time and have a clear view of the candidate while in the testing area.

1.1 Video quality and resolution shall be sufficient to distinguish the individuals on the recording.

1.2 Use of microphones and sound is not required but recommended. Having such capability can be useful to both the AEC and ASNT in the event that a situation is being challenged. Note that some countries have laws regarding microphones and recording sounds.

1.3 The Examiner is responsible for monitoring the examination whether by direct sight or by viewing the video feed during the examination.

1.4 The AEC shall notify ASNT ISC immediately if the system is not working correctly and what action is being taken in the interim period. During periods of down time the Examiner shall directly monitor the exam.

1.5 Personnel shall be aware that they are being monitored. This shall include a notice in the testing room or work station.

1.6 Camera locations will depend on the layout of the rooms, but shall allow for unobstructed viewing of the candidate.

1.6.1 The camera view shall be such that the candidates head, hands and workstation can be seen in a single view. Typically having a camera in the ceiling providing a plan view of the test room can work best. If a ceiling or wall mounted camera is installed, providing the resolution and detail of the view sufficiently, then it may not be necessary to install additional camera placements.

1.7 The recordings shall be retained in accordance with AEC-1.
Appendix B - Acceptable forms of Identification (ID)

2.0 PRIMARY ID

2.1 Must be original (not a photo copy) and valid (unexpired). IDs are considered to be valid (unexpired) as long as they do not contain an expiration date that has passed. If there is no expiration date on an ID, it is considered to be valid.

2.2 If the candidate would like to use an unsigned ID with a designated place for a signature, the ID can be accepted as long as the candidate signs the ID in front of the administrator.

2.3 Must be issued from the country the candidate is testing in (with the exception of EU cards) and include the candidate’s name, recent, recognizable photograph. If a candidate does not have an acceptable ID from the country he or she is testing in, the candidate must present an international travel passport in Roman characters from his or her country of citizenship.

2.4 Examples of acceptable ID’s include:

- International travel passport.
- Driver’s license.
- Military ID (includes spouse and dependents).
- Identification card (national/state/province ID card).
- Alien registration card (green card/permanent resident/visa).
- Government-issued local language ID (not in Roman characters): accepted only if issued from the country the candidate is testing in.

2.5 Exceptions (Additional Allowances):

- European Union candidates testing in the EU Zone: EU card
- Candidates testing in Japan (two IDs): Employee or student ID with a recent, recognizable photo and Japanese health card
- Embedded or no signatures: A government-issued ID with an embedded (not visible) signature or no signature must be supplemented with an original (not a photo copy), valid (unexpired) ID that has at least a matching name and recent, recognizable photo or a matching name and visible signature (or a valid Japanese health card, if testing in Japan).

3.0 SECONDARY ID

3.1 Any ID containing at least a name and signature or name and recent, recognizable photo that follows the ID requirements for Primary ID.

3.2 In Japan, the Japanese health card is an acceptable form of secondary ID.

3.3 Examples of acceptable ID’s include:

- Debit / ATM Card.
- Credit Cards.
- Any form of ID on the Primary ID list.
4.0 LOCAL LANGUAGE IDENTIFICATION

4.1 Shall be a non-expired, government-issued ID with photo and signature.

4.2 The candidate's identification card may be in the local language only or it may be in both Roman characters and in the local language.

4.3 A local language ID can only be used in the country where the identification was originally issued and the exam is being administered.

4.4 If the local language identification contains the candidate's name in local language characters and the test administrator can verify the name of the ID with the name on the schedule, the test administrator should accept the identification and permit the candidate to sign his or her name in the local language.

4.4.1 The test administrator shall then compare the candidate's signature with the signature or characters presented on the local identification.

4.5 Examples of acceptable ID's (but not limited to):

- Korea (Driver’s license/Resident card/Citizen card)
- Hong Kong SAR ID
- China (National ID, Military ID and Driver’s license)
- India (Driver’s license, Voter’s ID card, PAN)
- Malaysia Driver’s license

4.6 If the test administrator cannot translate the local language ID from the local language to Roman characters, the candidate shall present a valid identification from the list of acceptable Primary identification which contains the candidate’s name in Roman characters.

5.0 ADDITIONAL INFORMATION ON EXPIRED IDENTIFICATION

5.1 Any form of ID that is expired is unacceptable, unless it is accompanied by renewal paperwork.

5.2 If a candidate presents an ID that is expired or invalidated (for example, the corner of the ID has been clipped), you may accept the ID as long as it meets the other ID requirements and is accompanied by paperwork indicating that the candidate has filed for a renewal. The renewal paperwork does not need to contain a photograph and signature.

5.3 ASNT does not recognize grace periods. For example, if a candidate’s driver’s license expired yesterday and the state/country allows a 30-day grace period for renewing the ID, the ID is considered as expired.
Appendix C – Personal belongings not allowed in the test room

The following are examples of items **NOT** allowed (but not limited to) in the test room:

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<tr>
<th>Personal Belongings</th>
<th>Restrictions</th>
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| Outerwear (coats or jackets)               | • No outerwear can be worn in the testing room. This includes overcoats, windbreakers, down jackets, rain jackets/slickers, etc.  
• If a candidate complains the testing room is cold, offer to turn up the heat.  
• Clothing that is part of an outfit that would typically be worn indoors, including sweaters, sweatshirts and blazers are allowed. If the item has pockets and the candidate does not want to remove the item for inspection, ask the candidate to show that the pockets are empty. |
| Scarves of any kind                        | • Scarves are not permitted in the testing room except for religious or medical reasons. In those cases, visually inspect the scarf before admitting the candidate to the testing room. |
| Hats, hairbands, etc.                      | • No hats of any kind or other head coverings are allowed inside the testing room except for religious or medical reasons. In those cases, visually inspect the item before admitting the candidate to the testing room.  
• Barrettes and clips that are small and thin (less than 1/4 inch or 1 cm) and hairbands that are less than 1/2 inch wide are permitted. |
| Jewelry                                     | • Jewelry that is wider than 1/4 inch (1 cm) is not permitted unless the candidate is wearing an item which they claim cannot be physically removed.  
• Small jewelry is permitted. |
| Cell phones or pagers                      | • Candidates shall turn off their cell phones and pagers before placing them in the locker.                      |
| Purses, wallets and watches               | • If candidates are concerned about leaving something of value in the locker, you may suggest they leave the item in their car. |
| Briefcases, backpacks or bags              | • If the item is too big for the locker, the administrator may suggest the candidate leave the item in their car. |
| Notes, notebooks, study guides & translation dictionaries | • Only writing instruments supplied by the test center are allowed. |
| Pens and pencils belonging to the candidate | • Unless specifically approved by ASNT as an accommodation.  
• Cough drops and pills are allowed as long as they are unwrapped and not in a bottle or other container. |
| Water bottles, contact lens solution, and lip balm (such as Chap Stick) | • Unless specifically approved by ASNT as an accommodation.  
• Cough drops and pills are allowed as long as they are unwrapped and not in a bottle or other container. |
| Food, drinks or tobacco products | • Candidates are NOT permitted to bring food or beverages into the testing room, but they may store the items in a locker and take them outside of the test center during breaks.  
• If a candidate wants to store food with a strong odor that may be offensive or distracting to other candidates or test center staff, ask the candidate to either dispose of the food or to store it in his or her car. |

| Weapons of any kind (guns, knives, etc. – including realistic “toy” weapons) |  |
Appendix D – Personal belongings permitted in the test room

The following items are allowed in the testing room. Care should be taken to ensure that there is nothing concealed in or written on these items.

| Layered indoor clothing | Examples of layered indoor clothing are sweaters, sweatshirts, blazers/suit coats or any other layered clothing that is part of an outfit. If the item has pockets and the candidate does not want to remove the item for inspection, ask the candidate to show you that the pockets are empty.  
| | Be sure to inspect hooded sweatshirts for ear buds on the end of the drawstrings. If the drawstrings have ear buds, ask the candidate to show you that there is nothing plugged into the sweatshirt (such as an iPod or other musical device) and inform the candidate that they are not permitted to put their ear buds in their ears during the exam.  
| | This category also includes saris and similar traditional garments worn in a draped fashion by women on the Indian subcontinent and elsewhere.  
| | Candidates are permitted to carry a sweater or sweatshirt into the testing room and permitted to take it off and place it on the back of their chair if it gets too warm. |
| Religious/cultural apparel | See Section 1.0 |
| Comfort aids | See Section 2.0 |

### 1.0 Religious Apparel

Religious apparel are articles of clothing worn as part of the doctrinal or traditional observance of the religious faith practiced by an adherent. Some examples of religious apparel include:

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<th>Religious apparel</th>
<th>Description</th>
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<tr>
<td>Habit</td>
<td>A garment worn by members of Christian religious orders (normally a tunic worn with a hood or veil).</td>
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<tr>
<td>Hijab</td>
<td>A head, face or body covering worn by Muslim women (this may range from a head covering or scarf, to a full burqa covering the entire body).</td>
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<tr>
<td>Kippah (or Yarmulke)</td>
<td>A rounded skullcap worn by Jewish men and women.</td>
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<tr>
<td>Kufi (or Doppa)</td>
<td>A rounded skullcap worn by Muslim men.</td>
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<tr>
<td>Turban</td>
<td>A headdress consisting of a long scarf wound round the head, worn by Sikh men and women.</td>
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1.1 Items considered religious apparel are allowed in the testing room following visual inspection by the Coordinator. Visual inspection shall be conducted by examining the item without directly touching it or the candidate, and without asking the candidate to remove or unwrap it.

1.2 Observe the item closely from an appropriate professional distance in order to ascertain to your own satisfaction that it is not being used to conceal notes or other prohibited materials.

1.3 It may not always be immediately clear whether an item of clothing is considered religious apparel. There may by types of religious apparel not necessarily listed above. If a candidate identifies an item of clothing as religious apparel, treat it as religious apparel.

1.4 Jewelry and other items bearing religious inscriptions or otherwise indicating religious affiliations are not considered religious apparel and are always subject to the standard clothing and jewelry restrictions. These items shall be placed in the lockers. If the candidate refuses to do so after being asked, allow them to test but file an incident report.
2.0 Comfort Aids

Candidates are allowed to bring certain comfort aid items into the testing room without receiving prior approval.

2.1 Visually inspect all comfort aids before allowing the candidate to bring them into the testing room. Visually examine the item without directly touching it or the candidate, and do not ask the candidate to remove the item. The only exception to this process is eyeglasses, which candidates are asked to remove and show (but not hand over) to the test administrator.

2.2 Candidates must provide their own comfort aids except for the following items, which must be provided by the test center. Comfort aids that must be provided by the test center:
   - Earplugs / Earmuffs
   - Noise-canceling headphones
   - Tissues/Kleenex

2.3 Comfort aids are not considered to be accommodations, and therefore, do not need to be pre-approved by ASNT. In cases of uncertainty, contact ASNT ISC.

2.4 Candidates who want the test center to provide comfort aids must go through the exam sponsor’s accommodations process before arriving for the exam.

2.5 Water bottles, diabetic test equipment and other medical devices are not allowed in the testing room unless the candidate has been granted an accommodation for the item in advance. The use of some of these items may disturb other candidates, while others might cause damage to computer equipment.
Appendix E – Eyeglasses

This procedure applies to candidates that are required to wear glasses in the testing room. If glasses are not required, they shall be stored accordingly.

1.0  PROCEDURE

1.1  Ask the candidate to remove the glasses and show them (not hand them over) to you for better viewing. Do not touch the glasses, even if the candidate offers to let you handle them.

1.1.1  Have the candidate lay the glasses on a piece of white paper on a table to allow the glasses to be inspected. If the glasses need to be repositioned, have the candidate do this.

1.2  Visually inspect the glasses to make sure they are not a prohibited electronic device, such as Google Glass, camera glasses, or spy glasses, which may be used for item theft.

1.3  The following attributes may indicate that the eyewear is an electronic device with recording capabilities:

• Small screen in upper corner of the frame (Google Glass)

• Thick arms or a wide bridge between lenses

• Buttons or switches

• LED indicator lights

• Holes or circles on the frame or bridge

• Small cameras disguised as screws

1.4  The AEC shall visually inspect the glasses each time the candidate enters the testing room after a break to ensure the glasses have not been switched to a prohibited electronic device.

1.5  If it is suspected the candidate is wearing camera glasses or spy glasses after visual inspection, the candidate shall not be allowed to take those glasses into the examination room, until ASNT has provided some form of authorization.