

## **Exam Instructions for Practical Examination**

You must read BOTH SIDES of this instruction sheet and the separate “Covid-19 Precautions” instruction sheet and sign the bottom to indicate that you’ve read it. If you don’t read and follow all instructions, you may be disqualified from taking the exam, and your exam fee will not be refunded.

### **Rescheduling your exam**

If you can’t appear for the exam, you must submit a written request at least 10 days before the exam date. To make sure that we receive the request in time, please submit it to barberboard@nc.gov. If you are late or fail to appear, you will forfeit your exam fee.

### **Parking**

You must park in designated spaces. If you park unlawfully or in reserved spaces, you may be removed from the exam. As indicated in the “Covid-19 Precautions” instructions, you must remain in your car until asked to come into the building.

### **Weapons, cell phones, cameras, or recording devices are prohibited**

You are prohibited from bringing these items into the testing area—even if you were to put the cell phone in your pocket.

### **What you must bring**

- This instruction sheet, signed at the bottom of page 2 (other side)
- Two forms of identification, one of which must include your photo
- Other items for the practical exam, as indicated below

### **Practical exam—general requirements**

- The practical exam will be a demonstration of all of the following:
  - Tapered neckline haircut
  - Sanitation
  - Preparing the model for service
  - Proper use of tools
- Due to the pandemic, we are temporarily eliminating the shave portion of the test.
- You will have 45 minutes to complete the practical exam.
- To pass, you must receive a score of at least 70 on each portion of the exam.
- You must bring barber tools, haircloth, and all towels and supplies for a haircut.
- You must wear a barber smock or jacket (no apron) and closed-toe shoes (no sandals).
- You must wear a face covering (mask) at all times, even if you’re fully vaccinated. The face coverings must cover the mouth and nose.

## Practical exam

- You must provide a male or female mannequin. Due to the pandemic, please DO NOT bring live models.
- The hair must not be pre-cut or shaved and must be suitable for performing the required services. If the neckline area is weak or pre-cut, the mannequin will be rejected.
- Mannequins must have a full head of hair.
- You must also bring a mannequin clamp to secure the mannequin to the barber chair. Mannequins must have no markings or colorings on the hair line or scalp AND must meet the following requirements. Please note: these are **minimum** requirements, but we strongly recommend hair at least four inches long.
  - Two inches of hair on the crown for curly-haired mannequins; or
  - Three inches of hair on the crown for straight-haired mannequins.
- No mannequins are available at the exam facility.
- At the exam, you will perform a tapered haircut. You will automatically fail if the hair is blocked rather than tapered, or if you demonstrate a brush cut or fade-out.

## Signature

You must sign this form and bring it with you to the exam.

*I have read and understand these instructions and the "Covid-19 Precautions" instructions. I understand that failure to comply with any of the requirements may prohibit me from taking the exams. If I did not understand any of the instructions, I contacted the office of the Board of Barber Examiners for further information and now understand the instructions.*

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Signature

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Printed name

# IMPORTANT NOTICE ABOUT YOUR EXAMS

## COVID-19 PRECAUTIONS

This notice addresses how COVID-19 may affect your exams and what precautions we're taking. It's imperative that you carefully read this notice and follow all requirements. Given the complicated situation with the pandemic, please be prepared for some delays on exam day.

**IMPORTANT:** you must follow staff instructions at the exam site. Failure to follow instructions may cause you to be disqualified from taking the exam. These instructions are for your protection and ours, as well as your fellow exam-takers.

### Face coverings (masks) are mandatory

- Your exam-specific instructions discuss what you need to bring and wear to the exam. However, we want to emphasize that **you must** wear a face covering at all times, **even if you're fully vaccinated**.
- **IMPORTANT:** If you appear for the exam without face coverings, you won't be allowed in the building.
- For information on suitable face coverings, please see the attached flyers, and please go to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. We strongly encourage that your face covering be a surgical or KN95 mask.
- If you have a medical condition that prevents you from being able to wear a face covering, please contact the office as soon as possible. Please don't simply show up on exam day without a face covering without having contacted us in advance, or we won't let you in the building.

### Shave portion of the exam is canceled

- This section only applies to people taking the practical exam. If you're only taking the written exam, you can skip to the next section.
- Normally, the practical exam requires you to perform a shave on a live model. For your exams, we will be eliminating the shave portion of the exam, and you cannot use a live model.
- The shave is an important part of our exam, especially the assessment of your infection-control practices. But since a model wouldn't be able to wear a mask and your faces would be close to each other, the risk of viral transmission is too great.
- Instead, your exam will consist of a haircut and assessment of your infection-control practices.

### When you arrive, remain in your car

- Park only in designated parking spaces.
- If you park elsewhere, you may be asked to leave or have your car towed.

- Don't come into the building when you arrive, and don't wait outside by the front door, which will be locked. **Instead, you must wait in your car until we come get you for the exam.** We don't want individuals congregating in the building in close proximity.

### **Other precautions on exam day**

For your protection, the board staff will have precautions in place on exam day to limit the chance of infection. These include:

- If you have a practical exam, do not bring a live model. Please bring a mannequin as discussed in your instructions.
- We may take temperatures or conduct screening questions of all individuals who enter in the building. Individuals with symptoms consistent with COVID-19 will not be allowed to enter the building.
- Disinfection of surfaces before and after exams;
- Mandatory handwashing requirements for all individuals;
- Reduction of the number of people present at each exam to maximize social distancing.

# IMPORTANT STEPS TO CHOOSING A MASK



## Make sure your mask fits

- Pick a mask with multiple layers to keep your respiratory droplets in and others' out.
- Choose a mask with a nose wire to prevent air from leaking out of the top.

## For extra protection

*Wear a disposable mask under a cloth mask*

*Knot and tuck ear loops of a 3-ply mask*

*Use a mask fitter or brace over a disposable or cloth mask*



## Respirators must form a seal to the face to work properly.

- Follow manufacturer instructions.
- Check for markings on [N95](#), [KN95](#), and other respirators that indicate the product is authentic.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)