Frequently Asked Questions about the IDFX and IDPX

What are the IDFX and IDPX?
These are NCIDQ’s two multiple-choice exams administered through our partner, Prometric.

IDFX:  **Interior Design Fundamentals Exam**  (3 hours, 125 questions, US$255)
Programming, Design Application, Building Systems, Construction Document Standards, Drawing Standards and Design Communication

IDPX:  **Interior Design Professional Exam**  (4 hours, 175 questions, US$300)
Codes, Building Systems, Specifications, Construction Document Standards, Contract Administration, Project Coordination and Professional Practice

When are these exams given?
The IDFX and IDPX are given over a nine-day window each spring and fall at Prometric test centers. Exams will be administered Monday through Saturday. Registration will be completed through Prometric’s system rather than your MyNCIDQ account. We will advise you via email when and how to register.

Where are Prometric test centers located?
You can choose from any of more than 300 locations in the United States and Canada. If you have taken the LEED or ARE exams, it is the same test network.

How do I make a reservation for a test?
NCIDQ will email you when registration is open. First, read the *Guide to the IDFX and IDPX Examinations*, which will contain complete information regarding the upcoming administration. Then, you will register online through Prometric’s web site or via their toll-free number. The process is similar to booking an airline reservation. You will choose the location where you want to test and the day you want to test. The system will tell you what times are available based on the length of the exam(s) you are taking. You’ll make your selection and provide your payment information. The system will email you a confirmation with all the details of your test center.

We recommend reserving your place as early as possible to ensure that you get the date/time/location you want. Prometric tests many different kinds of candidates with exams of varying lengths on any given day, so you should have an alternate day in mind in case your first choice isn’t available.

How far in advance do I have to reserve my space?
It is your choice. You can register as soon as you’re notified registration is open or you can wait until the day before you want to test. Obviously, the earlier you reserve, the more choices you’ll have. Prometric also accepts same-day or walk-in reservations, provided space is available. You can only test during the established window, so if you wait too long, you may not get your desired location or you may miss the testing window completely.

Can I pay by company check?
No. Prometric does not accept personal or company checks. All payments must be made by credit or debit card.

What if I need to cancel or change my reservation?
Changes and cancellations are allowed. You can make changes either through the Prometric web site or through their customer service number. Depending on how far in advance you change or cancel, you may incur fees. If you are due a refund, you will receive a check from NCIDQ 60 days after the testing window closes.
Do I need to know any specific computer programs?
No, all you need to do is move a mouse over a button on the screen and click it. There is an optional tutorial before the exam if you wish to become familiar with the system. This tutorial time is not counted in your testing time.

How early should I arrive at the test center?
You should arrive at least 15 minutes early to complete the check-in process and security procedures. Plan ahead for weather or traffic delays or parking problems. If you are late for your appointment, you will be considered a “no-show,” and you will forfeit your fees. You can reschedule your exam if there is time available within the window, but you will have to pay a second registration fee.

What should I bring with me to the test center?
You will need two forms of identification: one must be a current government-issued ID with your photo and signature on it (such as your driver´s license or passport), and the other must have your signature on it (such as a signed credit card). Prometric will provide a small locker, and you must leave all your items in it. Don’t bring backpacks, books, laptops, etc.

Other than your photo ID and locker key, Prometric does not allow any personal items in the testing room. Before entering the testing room, you will be asked to empty your pockets, and you will be scanned with a hand-held metal detector. Any time you enter or exit the testing room, you must present your photo ID.

Prometric will provide scratch paper and pencils and earplugs or noise-cancelling headphones if you want them.

What is the testing room like?
You will be seated in a room with other candidates at an individual work station similar to study carrels. The room will be monitored for security.

Will there be a clock in the testing room or can I bring my own travel clock?
No. The testing room does not have a clock in it, and you may not wear a watch or bring a clock. There is a countdown timer on the screen, and a 30-minute warning window will pop up.

Can I bring a calculator?
No. An on-screen basic calculator will be available to you.

Can I take a break?
Yes, however, you must comply with all Prometric testing-room procedures, and you will not be permitted to make up any time you are out of the testing room. Accessing reference materials is strictly prohibited and will result in disciplinary actions.

Can I bring a bottle of water to the exam?
No. You can leave food and drink in your locker and take a break to access it. However, you must comply with all Prometric testing-room procedures, and you will not be permitted to make up any time you are out of the testing room.

Will I get my results right away?
No. We will be performing quality-control checks behind the scenes to ensure fairness to all candidates. Your scores will sent to you about eight weeks after your test.

Still have questions? Visit www.ncidq.org or www.prometric.com for more information!