



International Council for Machinery Lubrication

TERMS & CONDITIONS

Terms & Conditions for Paper Testing

Exam Rules and Instructions

Candidates should arrive 15 minutes prior to the examination start time. Note: Photo ID IS REQUIRED. If a candidate is tardy, no extra time will be allowed. If tardiness exceeds 30 minutes, an examination package may be re-assigned to a waiting candidate.

Exam session length depends on the type of exam as per below:

- The GLC, ALC, LAT and LLA I have 70 multiple-choice questions each, with two hours to complete the exam.
- The LLA II, MLTs and MLAs have 100 multiple-choice questions each, with three hours to complete the exam.
- The MLE has 150 multiple-choice questions, with four hours to complete the exam.
- The VIM, VPR, and FPL specialty certifications have 25 multiple-choice questions each, with 45 minutes to complete the exam.

Candidates shall print and sign their names on the examination paper and print their name, date and examination type on the Scantron Response Sheet before beginning the examination. Answers (only one per question) shall be marked on the response sheet provided. If more than one answer is marked per question, all such questions will be automatically marked as incorrect.

Candidates shall refrain from smoking, eating, drinking or chewing gum and may not leave the room at any time during the examination, with exception of MLE candidates as noted.

The examination is closed book. Candidates are allowed only the examination paper, the Scantron Response Sheet, pencils, erasers and a basic, nonprogrammable scientific calculator on their examination desk/table.

Use of electronic devices is not permitted in the examination room. Cell phones, pagers, laptops, etc. need to be turned off and put completely out of sight or left with the proctor during examination and returned upon completion of the examination.

Foreign candidates may be allowed an English dictionary, which must be inspected by the proctor prior to the examination.

In the event a candidate has a concern or problem with an examination question, a notation describing the concern or problem should be made to the side of the referenced question on the examination.

Failure to make such a notation, indicates the candidate is waiving his/her right to appeal any such concern.

Upon completion of the examination, candidates shall, in the presence of the proctor, **place all exam-related materials in the return envelope** provided within their individual examination packages, seal it,

sign their name across the seal, and return the same to the proctor. After being accounted for, candidates shall leave the testing area.

In the event the examination start time is delayed over 30 minutes, due to proctor arrival or examination room issues, candidates may decline to take the examination and request it be voided and an alternative examination session coordinated. In such a case, the candidate shall make a note on his/her examination envelope detailing the reasons for his/her request to appeal for an alternative examination session and provide the envelope, along with all exam materials, to the proctor. Failure to take such measures prior to the end of the examination session will constitute waiving of the right to appeal for an alternative examination session.

Special Accommodation

ICML will consider requests for special arrangements from candidates with medical conditions or disabilities if received via registrations@lubecouncil.org at least 30 days before the date of the exam. Documentation of the condition from their healthcare provider must be provided.

Unethical Behavior

Any candidate who violates the Terms & Conditions and/or the ICML Code of Honor or engages in, or is an accessory to, cheating, breach of security, fraudulent conduct or any other unethical behavior shall be excluded from the examination. ICML's proctors are trained to look for suspicious behaviors and possible breaches of security. ICML reserves the right to cancel any examination upon determination of violations of its regulations. Candidates excluded from an examination session for any of these behaviors must wait at least 12 months before reapplying for an examination session.

Appeals Process

After a candidate has received notice of a violation and the applicable sanctions from ICML, the candidate will have thirty (30) calendar days to file a written request for an appeal. All appeals must be submitted to registrations@lubecouncil.org, with the word "Appeal" in the subject of the email.

Exam Results

Within one week of exam completion, candidate will receive an email from ICML with results in a Pass/Fail format along with a breakdown of the percentage of correct answers for each subject area of the exam.

Failing candidates may retake the exam no more than twice after a thirty-day waiting period between each attempt. An exam application is required for each retake. A candidate who fails three consecutive attempts shall wait 12 months before applying again, at which time the candidate will be treated as a first-time exam taker and pay the full application fee.

Passing candidates receive digital credentials from Accredible and their names and company names will be shown in ICML's online list of certified professionals. The certificate is renewable every three years from the date of issue (except for the LAT certificate, which is not renewable), assuming that no significant work interruption has occurred during that time.