

**MEMO**

**DATE:** April 14, 2020

**TO:** Member Board Administrators utilizing NCEES Exam Administration Services (EAS)

**FROM:** David Cox, Chief Executive Officer

**RE:** Notice of changes to October 2020 paper-and-pencil exam administration

The cancellation of the April 2020 paper-and-pencil exam administration impacted approximately 16,000 examinees. To accommodate these examinees, the format of the October 2020 exam administration will be modified as shown below.

**Exam administration format**

The October 2020 paper-and-pencil exam administration will be administered over two days – Thursday, October 22 and Friday, October 23. Please note that exams usually offered once a year during the April administration will be offered in October. Exams must be administered on the day assigned as follows:

**Thursday, October 22, 2020**

Civil: Geotechnical  
Civil: Transportation  
Civil: Water Resources and Environmental  
SE Vertical Forces Bridges  
SE Vertical Forces Buildings

**Friday, October 23, 2020**

Agricultural and Biological Engineering  
Architectural Engineering  
Civil: Construction  
Civil: Structural  
Control Systems  
Electrical and Computer: Computer Engineering  
Electrical and Computer: Electronics, Controls, and Communications  
Electrical and Computer: Power Metallurgical and Materials  
Mining and Mineral Processing  
Naval Architecture and Marine  
SE Lateral Forces Bridges  
SE Lateral Forces Buildings

### **Exam administration schedule**

Registration opens	June 1, 2020 (Note: this is 2 weeks early)
Examinee registration deadline	August 20, 2020, at 3:00 p.m. EDT
Member board approval deadline	August 27, 2020 at 3:00 p.m. EDT (Note: occurs 1 week after the examinee registration deadline)
NCEES ships exam administration manuals	September 11, 2020
Earliest delivery date for exam shipments	October 5, 2020
Latest delivery date for exam shipments	October 16, 2020
Exam inventory deadline	October 19, 2020
Exam administration	October 22 – 23, 2020

### **Examinee approval process for EAS boards**

Examinees who were approved to take an exam during the April 2020 administration will be automatically approved by NCEES Exam Administration Services (EAS) for the October 2020 administration if they register for the same exam through the same board. Examinees who do not meet these conditions and all new examinees must be approved by the board by August 27, 2020, at 3:00 p.m. EDT.