The Usual Arrangements For the Written Examination

The written examination is always scheduled for the 3rd Saturday in October. The written examination will be administered via email from our central office. It is standard practice for the written examination to be separated into two sections. A candidate will be emailed the first section of the exam and have two hours to complete that section. There will be a one-hour break and then the candidate will be emailed the second section and have three hours to complete that section.

The first section is History, Philosophy and Methodology and candidates are given two hours to complete this section. The second section is Sociometry, Ethics, Research and Related fields and candidates are given three hours to complete this section. For more details about the written examination see the Study Guide.

Candidates may choose one of two options for the delivery of the written exam via email.
Option 1: Part I will be sent out at 10AM EDT (Eastern Daylight Time) and must be returned by Noon. There will be a one-hour break. Part II will be sent out at 1PM EDT and must be returned by 4PM EDT.

Option 2: Part I will be sent out at Noon EDT (Eastern Daylight Time) and must be returned by 2PM EDT. There will be a one-hour break. Part II will be sent out at 3PM EDT and must be returned by 6PM EDT.

You should use a computer that is in good working order or request to take the written examination by proctor. You will be given a cell phone telephone number to contact on the day of your written examination in case some emergency or crisis should arise.

Alternative Options for the Written Examination

If a candidate is unable to take the written examination under the usual and customary circumstances that candidate may request alternative options for the date(s), format or time limits of the examination. See the last section of this document, "Requesting Options" for details of how and when to submit a request for alternative option for taking the written examination.

If a candidate has a conflict with the established date for the written examination (3rd Saturday in October), then that candidate may request taking the written exam up to two days prior or two days after the regularly established date of the written examination.

If any candidate receives permission to take the written examination either prior to or after the normal examination date (3rd Saturday in October) that candidate may not have contact with any person in the psychodrama community (e.g., trainer, fellow student, other exam taker, etc.) until the Tuesday following the 3rd Saturday in October. The reason for this stipulation is that the written examination is often a topic of conversation and candidates who have already taken the exam or have not yet taken the exam should...
not inadvertently share examination information with others in the community and thereby compromis-
ing the written examination.

If a candidate would be more comfortable taking the written examination via proctor and hand writing, or typing the examination, the candidate may request that instead of receiving the written exam by email that a proctor is procured for the written examination.

If a candidate has a physical illness or disability that would diminish his/her capacity to satisfactorily take the written examination on one day, a candidate may request to take the written examination over a two or three day period. The request for taking the written examination over two or three days, and the reasons for the accommodation should be submitted at the time of the application for certification (July 15th).

The candidate must also furnish medical documentation of the physical illness or disability. The same time limits for each section (e.g., History = 30 minutes) apply, but the candidate could have longer breaks between sections. The candidate could also split the sections up over a two-day or three-day time period. The candidate is responsible for developing a schedule for the examination (e.g., History on Day One, an hour break and then Philosophy, etc.)

If a candidate has a severe learning disability or medical condition, the candidate may request extra time to take the written examination. A request of extra time to take the written examination must be accompanied by a psychological or medical assessment that indicates the need for extra time for the written examination. The candidate should also indicate the extra time needed for each section of the examination (e.g., History, Philosophy, etc.).

Other accommodations (translators, stenographers, typists, etc.) may be granted upon official request. The candidate is responsible for all additional costs associated with any accommodation. If the accommodation is granted by the Admissions Committee (as of this date none have ever been denied), the Executive Director will arrange with the candidate the times for the examination, provided that the examination is given during the five-day limit (two days before and two days after the regularly scheduled date).

Please note that candidates who are granted the option of having extended time per section will be limited to the number of pages that normally may be submitted for each section. In addition, these candidates are not eligible to receive any evaluation higher than pass. The candidate's pages for each section will be restricted to double spaced standard sized print and are as follows: History = 3 pages; Philosophy = 3 pages; Methodology = 7 pages; Sociometry = 7 pages; Ethics = 4 pages; Research = 3 pages; and Related Fields = 3 pages.
Reimbursement Of Additional Expenses

The candidate is required to reimburse the Board for actual expenses associated with any written examination options granted.

If the applicant is simply requesting a change in the date of the written exam (two days prior or two days after the 3rd Saturday in October) but not in the format there will be a $100 administrative fee for each custom date to cover the costs of having Board personnel send out and receive the exam on this customized date.

If the candidate would like a proctor instead of receiving and returning the written exam via email that candidate must reimburse the Board for 100% of the proctor expenses and a $100 administrative fee to reimburse the Board for the additional expenses (creating a tailored made exam packet including multiple letters to the proctor and postage for mailing the exam to the proctor and return postage from the proctor). For additional information on proctors read the "Proctor Policy" under the heading The Written Examination on our website.

If a candidate intends to take the written examination by email but needs extra time and/or extended breaks or a different time schedule, the candidate must pay a $100 administrative fee for each extra day of the tailor-made examination schedule.

Requesting Options

All requests for written examination options must be received by July 15th. Applicants for certification must submit a detailed explanation of the alternatives that are being requested and the reason(s) in support of the approval of that request. If the request is for extra time or taking the exam over several days, that request must be accompanied by a written note (email or hard copy) from a medical professional stating that there is a "medical necessity" to support the request for special conditions for the written exam. Please note the medical provider need not disclose the existing medical condition which necessitates these accommodations.

The candidate must also attach a separate check made payable to the "American Board of Examiners" for reimbursement of the extra expenses that are associated with providing additional services to the candidate.

The check will be returned if the option is not granted. A candidate will hear of the Board's decision regarding the option when notified of the status of the application (usually no later than the end of August).