



PENNSYLVANIA AUCTIONEER EXAMINATION

EXAMINATION PERIOD

Candidates have 90 days from the issuance of their authorization letter to take the examination.

TEST CENTERS

To locate the nearest authorized testing center please visit www.PSI.com or call PSI. In order to schedule an examination appointment, please call PSI, 1-800-211-2754. When calling the toll-free number, please provide your name and identify yourself as a Pennsylvania Auctioneer Examination candidate.

ARRIVAL AT THE TEST CENTER

Please plan to arrive at the testing center at least 30 minutes before the scheduled starting time. This extra time is needed to check in and to familiarize yourself with the testing environment.

ADMISSION TO THE TEST CENTER

In order to be admitted to take the examination, candidates must present either:

- A. The authorization letter and one form of identification bearing your photograph and signature (i.e. driver's license, school or work identification card or passport) OR
- B. The authorization letter, one form of identification bearing your photograph and one form of identification bearing your signature.

Candidates who fail to present the identification listed above will not be allowed to take the examination and will forfeit all examination fees paid.

The name on your identification document **MUST MATCH** the name shown on your authorization letter (the name provided to PCS on your scheduling form). Be sure to compare the name printed on your authorization letter to your identification documents before you schedule your examination with PSI. You may not be admitted to the test center if different names or variations of your name appear on these documents.

TEST SECURITY MEASURES

Candidates will be observed at all times during the examination by test center staff. In addition, the examination session may be video recorded.

PSI's computers are equipped with a built-in calculator. If so desired, non-communicating, battery-operated, silent, non-printing calculators are permitted. Calculators with alphanumeric keypads are permitted. Calculating and computing devices having a QWERTY keypad arrangement similar to a typewriter or keyboard are **NOT** permitted.

Candidates will be required to leave all personal belongings outside of the testing room. No food, beverages, tobacco use, notebooks, magazines, reference materials, backpacks, briefcases, hats, caps or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, reproduction equipment, beepers or pagers are

permitted in the examination room. If any of the aforementioned items are found on a candidate, the test center staff will collect it until the end of the examination and provide a written report of the incident to PCS. The Board will then be notified of the testing irregularity. No visitors, guests or children are permitted in the examination room.

NAME OR ADDRESS CHANGE

Any name or address change should be reported to PCS immediately.

RESCHEDULE POLICY

Candidates who have scheduled an examination appointment with PSI and wish to reschedule must notify PSI and wish to reschedule must notify PSI at least three business days prior to the scheduled test date. Examinations scheduled within the three-day window will not have the opportunity to reschedule.

Examination fees are forfeited if you fail to appear for your scheduled examination or you are not admitted due to the lack of proper identification, as defined in this document.

REFUND POLICY

Candidates who wish to withdraw from the examination process must:

1. have not taken the examination or currently have an examination appointment scheduled with PSI; and
2. provide written notification to PCS within 30 days of submission of your scheduling form.

PCS will retain a \$50 processing fee from any candidates approved for a refund. Refunds will be issued within 30 days after receipt of the approved request. Note that all Board fees are non-refundable.

Refunds are **NOT** granted to candidate who:

- A. fail to test within the 90 day eligibility period;
- B. fail to reschedule their examination within the required timeframe; or
- C. fail to appear or are not admitted for testing.

INCLEMENT WEATHER / EMERGENCY POLICY

In the event of inclement weather or an unusual event, please contact PSI to ascertain the status of the test center. Test center closings rarely occur. If the test center is open and you choose not to appear for testing, your examination fee will be forfeited. If PSI must cancel or delay, you will be notified and rescheduled at no additional cost.

EXAMINATION CONTENT

The Auctioneer Examination contains 125 multiple-choice, four-choice test questions. In addition to these 125 questions, there may be pre-test questions. Pre-test questions are randomly placed within a test form to gain additional statistical information and are not computed in your score results.

There is no penalty for guessing, so it is to your advantage to answer every test question.

The Auctioneer Examination is a closed book examination. You will have three hours of testing time.

The following topics will be on the examination with an approximate percentage of questions:

Auctioneer Law *30 Questions*

Auctioneer Laws applicable to the Commonwealth of Pennsylvania Law and Regulations.

Other Applicable Laws *25 Questions*

Auctioneer Laws relating to taxes, real estate, wills and other specialty sub-fields

Business Operations *12 Questions*

Knowledge of the principles and practices of owning and operating a business.

Human and Public Relations *15 Questions*

Knowledge of and skill with dealing with issues affecting public perceptions, knowledge and awareness. Also includes communication with the public.

Fiscal, Financial *12 Questions*

Principles and practices of finance and accounting. Includes mathematical ability, knowledge of standards and measures.

Ethics *19 Questions*

Principles and practices of conduct in regards to the ethics within auctioneering.

Merchandising *12 Questions*

Knowledge of display, sequencing, and structuring sales. Also includes knowledge of pricing, history, and appeal of sale items.

REFERENCES

The Auctioneer Examination is based on the following reference material as well as general knowledge of the field.

Available from PCS:

Auctioneer and Auction Licensing Act, Act 63 P.S. §§734.1 et seq.

Pennsylvania Code, Title 49. Professional & Vocational Standards. Department of State. Chapter 1. State Board of Auctioneers Examiners, §§1.1-1.31

Available from local library or bookstore (or website when indicated):

Bid One and All. 3rd Edition. AM&PM Publishing, 717.632.8494, www.bidoneandall.com

Warman's Antiques and Collectible Price Guide. 34th Edition. Ellen T. Schray, Krause Publishers.

Uniform Commercial Code Statutes 2000-2001. Articles 2, 3, 9, available at various websites, i.e. www.law.cornell.edu/ucc/ucc.table.html

General textbooks for basic accounting, basic math, and basic marketing.

Pennsylvania Sales Tax Law, Estate Law, Bankruptcy Law, Wills and Partnerships.

Ethics. National Auctioneers Association, Volume 53, Number 4, April 2001.

Modern Real Estate Practice in Pennsylvania. 9th Edition. Bellairs, Helsel and Goldsmith: Real Estate Educational Company, Dearborn Press, Chicago, IL

Fundamentals of Business Law. 5th Edition. Miller and Jentz, West Education Company, International Thompson Publisher

EXAMINATION RESULTS

Score results will be mailed to examinees approximately 2 weeks after the examination. No results will be given over the phone. Please do not call the Board, PCS, or PSI for test results. Candidates must achieve a scaled score of 75 to pass the examination. Scaling the scores allows the different forms of an examination to be reported on a common, consistent scale and is not necessarily equivalent to the scores based on a percentage.

§ 1.23. Auctioneer licensure examination.

If an applicant fails the examination once, the applicant may take the next scheduled examination, or the examination following the next scheduled examination. If an applicant fails the licensure examination twice, the Board, upon notice to the applicant, may require the applicant to complete additional training approved by the Board.