



WHO SHOULD WRITE MY LETTERS OF REFERENCE? WHAT SHOULD THEY SAY?



Your three letters need not all be from current or former supervisors, employers, or clients. We'll also accept letters from coworkers, professional colleagues, and instructors who can attest that you have worked in scientific editing for at least two years.

WHAT WILL YOU ACCEPT AS DOCUMENTATION OF MY EDUCATION?

We prefer transcripts (photocopies are OK), but if that's not possible, a photocopy or photo of your diploma is acceptable.



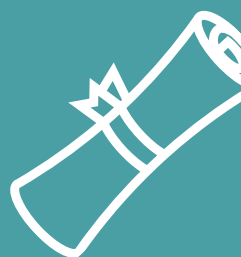
DOES BELS OFFER TESTS IN LANGUAGES OTHER THAN ENGLISH?

No, not at this time.



DO I NEED TO DOCUMENT EVERY DEGREE?

No. We prefer documentation of your undergraduate education. However, we'll accept documentation of graduate degrees, particularly if you're using them in lieu of years of experience.



WHEN IS THE ONLINE EXAM OFFERED?

The exam is open one month each quarter (January, April, July, and October). It's open the entire month and can be scheduled any day of that month, at your convenience.



WHERE IS THE ONLINE EXAM OFFERED?

The online exam can be taken at one of more than 1,200 testing sites in the U.S. and internationally or proctored at home.



WHAT CAN I HAVE WITH ME DURING THE EXAM?



You can have a writing utensil and blank scratch paper. A basic calculator is included in the test program. No reference materials are allowed.

ARE ALL THE QUESTIONS ON THE TEST RELATED TO NARRATIVE TEXT?

No. The test includes questions about tables and figures, as well as publishing practices and ethics.

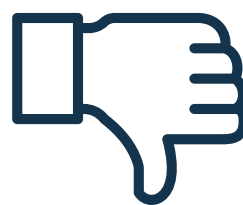


HOW MANY QUESTIONS DO I HAVE TO ANSWER CORRECTLY TO PASS?

Because the scores are scaled, there's no way to state the number of correct answers needed to pass. There's no scoring penalty for incorrect answers.



WHAT'S THE RETAKE POLICY?



Candidates who fail an exam must skip a cycle before taking it again. For example, if you fail in October, you cannot retake the exam until April.

AFTER I TAKE THE EXAM, CAN I FIND OUT WHERE I HAD THE MOST TROUBLE?



BELS does not analyze individual candidates' tests. If you don't pass, you'll be told the percentage correct in each domain but not which specific questions you got wrong.

HOW LONG WILL IT TAKE TO RECEIVE MY RESULTS?

Results may take up to 6 weeks. You will be officially notified via email.

