

# EXAM INSTRUCTIONS FOR WRITTEN AND PRACTICAL EXAMINATIONS

You must read all these instructions and sign the bottom to indicate that you've read them. If you don't read and follow these instructions, you may be disqualified from taking the exam, and your exam fee may not be refunded.

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## GENERAL REQUIREMENTS

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### RESCHEDULING YOUR EXAM

If you can't appear for the exam, you must submit a **written** request at least 10 days before the exam date. To make sure that we receive the request in time, please submit it to [barbers@nc.gov](mailto:barbers@nc.gov). If you are late or fail to appear, you will forfeit your exam fee.

### PARKING

You must park in designated spaces. If you park unlawfully or in reserved spaces, you may be removed from the exam. As indicated in the "Covid-19 Precautions" instructions, you must remain in your car until asked to come into the building.

### WEAPONS, CELL PHONES, CAMERAS, OR RECORDING DEVICES ARE PROHIBITED

You are prohibited from bringing these items into the testing area—even if you were to put the cell phone in your pocket.

### WHAT YOU MUST BRING

- This instruction sheet, signed and dated on the last page
- Two forms of identification, one of which must include your photo
- Other items for the practical exam, as indicated below

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## WRITTEN EXAM

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- The exam has two parts, and you have 90 minutes to complete both parts.
  - 10 multiple-choice questions on North Carolina rules and regulations (15 minutes to complete)
  - 110 multiple-choice questions on all aspects of barbering and hair styling (75 minutes to complete)
- To pass, you must receive a score of at least 70 on each portion of the exam.
- You do **not** need to bring writing utensils. We'll provide them at the exam site.
- We've attached copies of the exam Candidate Information Bulletin, which provides information about the exam topics.

## PRACTICAL EXAM

### GENERAL REQUIREMENTS

- The practical exam will be a demonstration of all the following using a mannequin:
  - Tapered neckline haircut
  - Shave
  - Sanitation
  - Preparing the model for service
  - Proper use of tools
- Please note that as of March 2023, we have resumed the shave portion of the test, and you will have to demonstrate a shave on a mannequin.
- To pass, you must receive a score of at least 70 on each portion of the exam.

### EQUIPMENT YOU MUST BRING

- Barber smock or jacket (no apron)
- Closed-toes shoes (no sandals)
- Face covering for the barber
- Barber tools, towels, and supplies for a tapered haircut
- Mannequin
  - You must provide a **male** mannequin. Please DO NOT bring live models.
  - The hair must not be pre-cut or shaved and must be suitable for performing the required services. If the neckline area is weak or pre-cut, the mannequin will be rejected.
  - Mannequins must have no markings or colorings on the hair line or scalp.
  - Mannequins must have a full head of hair with the following lengths. Please note: these are **minimum** requirements, but we **strongly** recommend hair at least four inches long.
    - Two inches of hair on the crown for curly-haired mannequins; or
    - Three inches of hair on the crown for straight-haired mannequins.
  - Mannequins don't need facial hair, since the board assesses the shave in a way that doesn't require facial hair.
  - No mannequins are available at the exam facility.
- Mannequin clamp or stand
  - You must also bring a mannequin clamp or stand to secure the mannequin to the barber chair.
- Shaving cream
- Straight razor
  - Blades are **not** necessary and in fact shouldn't be inserted into the razor.
  - Your shave demonstration on the mannequin will not require the blade to be inserted.
- Hair cloth/drape
- Blood-exposure equipment:
  - Disposable gloves (latex or nitrile)

- Antiseptic for disinfection
- Styptic powder to stop bleeding. Appropriate use of the applicator without cross-contamination will be an important part of the board’s assessment.
- You do **not** need to bring containers to dispose of medical waste appropriately. We will ask you about proper disposal rather than require you to have separate containers or bags.

## PROCEDURES—SHAVE

### Time

You will have 20 minutes for this portion of the exam. We don’t expect you to complete a full shave service, but this will give time for us to assess your knowledge.

### Steps

You will need to:

1. Properly drape the mannequin
2. Properly apply shaving cream
3. Perform the shave using a razor holder with no blade inserted
4. Demonstrate proper positioning of the razor, perform the 14 steps in the correct order, and perform the strokes properly
5. Be prepared to answer questions from the inspectors about the service. Inspectors will ask questions:
  - a. Related to issues the inspectors may observe or to help the inspector properly assess the applicant (e.g., “Please show me that stroke again”);
  - b. Questions about the parts of the razor, the steps, or strokes.
  - c. Spot-testing their knowledge of blood exposure by pretending that the client or applicant has sustained a cut.

### Grading

1. Identify the 14 shaving areas of the face and drape .....30 pts

The applicant must demonstrate knowledge of the 14 areas and how to properly drape the client. This grading section has the highest number of points because it’s foundational and presents a risk to the client of injury, infection, and dermatological problems.

2. Infection control, blood exposure, and safety precautions .....25 pts

The applicant must demonstrate knowledge of how to prevent infection and protect the client from disease. The applicant may be spot-tested to determine whether he or she can properly handle a blood-exposure situation.

3. Know strokes (14) and parts of the tool .....20 pts

The applicant must demonstrate knowledge of how to properly hold the razor, perform the 14 strokes, and explain the parts of the razor. The demonstration should indicate that the applicant has a level of knowledge to reduce the chance of injury to the client.

4. Understand body positioning ..... 8 pts

The applicant must demonstrate that he or she knows how to position the body in a way appropriate for the aspect of the shave being performed at that moment.

5. Demonstrate holding the razor in the learned four (4) positions .....10 pts

Earlier, the applicant had to demonstrate that he or she knew the razor positions (see item 3 above). Here, the applicant is demonstrating how to properly hold the razor in those positions. This category differs from item 3 above because it's applied knowledge and skill.

6. Know the types of shaves ..... 7 pts

Does the applicant demonstrate knowledge of the types of shaves? Inspectors should allocate points based on the level of knowledge the applicant has. Examples include the following situations.

The types of shave include:

- First-time-over shave;
- Second-time-over shave;
- Once-over shave;
- Close shave; and
- Neck shave and outline shave

## **PROCEDURES—HAIRCUT**

### **Time**

You will have 45 minutes for this portion of the exam. We **do** expect you to complete the haircut.

### **Steps**

You will need to:

1. Make sure the mannequin is prepared.

2. Perform a businessman’s tapered haircut. You may use the tools you are most comfortable with to achieve the outcome (e.g., clippers or shears are both acceptable).
3. Ensure proper tapering, guideline length, and haircut outline.

**Grading**

1. Preparation of the customer (neck strips, towels, drape).....20 pts
2. Tapering of the neckline.....50 pts
3. Guideline length.....15 pts
4. Outline of the haircut.....15 pts

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**SIGNATURE**

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You must sign this form and bring it with you to the exam.

*I have read and understand these instructions and the “Covid-19 Precautions” instructions. I understand that failure to comply with any of the requirements may prohibit me from taking the exams. If I did not understand any of the instructions, I contacted the office of the Board of Barber and Electrolysis Examiners at [barbers@nc.gov](mailto:barbers@nc.gov) or (919) 814-0640 for further information and now understand the instructions.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

# IMPORTANT NOTICE ABOUT YOUR EXAMS

## COVID-19 PRECAUTIONS

This notice addresses how COVID-19 may affect your exams and what precautions we're taking. It's imperative that you carefully read this notice and follow all requirements. Given the complicated situation with the pandemic, please be prepared for some delays on exam day.

**IMPORTANT:** you must follow staff instructions at the exam site. Failure to follow instructions may cause you to be disqualified from taking the exam. These instructions are for your protection and ours, as well as your fellow exam-takers.

### Face coverings (masks) are mandatory

- Your exam-specific instructions discuss what you need to bring and wear to the exam. However, we want to emphasize that **you must** wear a face covering at all times, **even if you're fully vaccinated and boosted**.
- **IMPORTANT:** If you appear for the exam without face coverings, you won't be allowed in the building.
- For information on suitable face coverings, please see the attached flyers, and please go to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. We strongly encourage that your face covering be a surgical or KN95 mask.
- If you have a medical condition that prevents you from being able to wear a face covering, please contact the office as soon as possible. Please don't simply show up on exam day without a face covering without having contacted us in advance, or we won't let you in the building.

### When you arrive, remain in your car

- Park only in designated parking spaces.
- If you park elsewhere, you may be asked to leave or have your car towed.
- Don't come into the building when you arrive, and don't wait outside by the front door, which will be locked. **Instead, you must wait in your car until we come get you for the exam.** We don't want individuals congregating in the building in close proximity.

### Other precautions on exam day

For your protection, the board staff will have precautions in place on exam day to limit the chance of infection. These include:

- If you have a practical exam, do not bring a live model. Please bring a mannequin as discussed in your instructions.
- We may take temperatures or conduct screening questions of all individuals who enter in the building. Individuals with symptoms consistent with COVID-19 will not be allowed to enter the building.

- Disinfection of surfaces before and after exams;
- Mandatory handwashing requirements for all individuals;
- Reduction of the number of people present at each exam to maximize social distancing.

# IMPORTANT STEPS TO CHOOSING A MASK



## Make sure your mask fits

- Pick a mask with multiple layers to keep your respiratory droplets in and others' out.
- Choose a mask with a nose wire to prevent air from leaking out of the top.

## For extra protection

*Wear a disposable mask under a cloth mask*

*Knot and tuck ear loops of a 3-ply mask*

*Use a mask fitter or brace over a disposable or cloth mask*



## Respirators must form a seal to the face to work properly.

- Follow manufacturer instructions.
- Check for markings on [N95](#), [KN95](#), and other respirators that indicate the product is authentic.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)