

# The Rights and Responsibilities of GMAT® Test Takers\*

## As a GMAT® test taker, it is your right to—

1. Have access, at no charge, to the *GMAT® Information Bulletin*, which sets forth your rights and responsibilities as a test taker.
2. Be treated with courtesy, respect, and impartiality, regardless of age, disability, ethnicity, gender, national origin, religion, sexual orientation, or other personal characteristics protected by law.
3. Have access, at no charge, to the GMATPrep® software to help you familiarize yourself with the format and content of the GMAT® exam—and the kinds of questions you can expect—before you take the exam.
4. Be tested in a manner that is consistent with the applicable professional testing standards developed by the American Psychological Association (APA), American Educational Research Association (AERA), and National Council on Measurement in Education (NCME).
5. Have access to information about the purpose of the GMAT® test, the fees that you are expected to pay and the services provided for those fees, the terms and conditions applicable to your testing, the schedule under which the results will be reported to you and to others, and the expected use of the test results by score report recipients.
6. Have access, at no charge, to the Supplement for Test Takers with Disabilities, which provides information about testing options available to individuals who qualify under the Americans with Disabilities Act (ADA), and receive information on how to register as a GMAT® test taker with disabilities.
7. Have your test administered according to standard technical specifications and under standard environmental conditions by test administrators (TAs) who have been trained in the specific rules and procedures required for the GMAT® exam.
8. Receive information on the consequences of taking or not taking the test after you have registered, failing to complete the test, or canceling scores.
9. Know the potential consequences you may face for violating policies and procedures contained in the *GMAT® Information Bulletin*.
10. Have access to an explanation of the four scores yielded by the GMAT® test: Verbal, Quantitative, Total, and Analytical Writing Assessment; a description of the score ranges for each measure; and an explanation of how the scores are calculated.
11. Have an official score report of your test results sent to you, online or by mail, within a reasonable amount of time after testing and in commonly understood terms (subject to your compliance with applicable GMAT® policies and absent test irregularities).
12. Have your test results sent to those institutions or organizations you specify or allow (subject to your compliance with applicable GMAT® policies and absent test irregularities).
13. Know how your personal information will be collected and used and have the ability to ask related questions.
14. Have your personal information shared only as described in the privacy policy in the *GMAT® Information Bulletin* and on [www.mba.com](http://www.mba.com) and/or as provided by applicable law.
15. Present concerns about the testing process or your results and receive information about procedures that will be used to address such concerns.
16. Contact GMAC® with questions or concerns about any other aspect of the testing process, as detailed in the *GMAT® Information Bulletin*, and receive a timely response.

## As a GMAT® test taker, it is your responsibility to—

1. Read and understand your rights and responsibilities as a test taker.
2. Treat others with courtesy and respect at all stages of the testing process.
3. Ask questions prior to testing if you are uncertain about what the test measures, how it will be administered, what your rights and responsibilities are, what tasks you will be asked to complete, and how and to whom the results will be reported.
4. Familiarize yourself with the GMAT® exam format, policies, and procedures in advance of testing and comply carefully with all test instructions.
5. Request approval in accordance with the *Supplement for Test Takers with Disabilities* in advance of testing if you wish to receive test accommodations or if you have a physical or mental condition or illness that may interfere with your ability to take the test under standard conditions.
6. Comply with the terms and conditions, including testing policies and procedures, contained in the *GMAT® Information Bulletin* in effect at the time of testing, and, when requesting score reports, those in effect at the time the score reports are requested.
7. Know when and where the test will be given, arrive on time with appropriate forms of identification and any required materials, and be ready for your GMAT® exam.
8. Follow the test instructions you are given and represent yourself honestly during the testing.
9. Read the “GMAT® Examination Testing Rules & Agreement” presented to you by the test administrator prior to the start of the exam and confirm your acceptance of the “Rules & Agreement” by signing the document electronically (digital signature).
10. To protect the integrity of GMAT® scores, including yours, report all instances of suspected cheating on the part of any test takers, as well as any other inappropriate behavior that becomes known to you.
11. Be familiar with policies regarding registering for the test but not taking the test, including forfeit of the test fee.
12. Promptly inform the appropriate person(s), as specified to you by the organization responsible for test administration, if you believe that testing conditions affected your results.
13. Inquire about the privacy of your personal information and test results, if you have any questions or concerns.
14. Present any concerns about the testing process or your test results in a timely fashion.
15. Respect the ownership of and intellectual property rights of GMAC® in all test items and test materials.
16. Be aware that any violation of the Graduate Management Admission Council® intellectual property rights by you could lead to cancellation of your scores, a ban from testing in the future, prosecution in accordance with applicable law, and/or the pursuit of other remedies by GMAC®.