



# Official Narrative Essay Examination for Certified Packaging Professional - Instructions

Collaboration in answering the examination is strictly prohibited and cause for disqualification from the program.

Not for publication or reproduction. This exam may not be duplicated, retained or verbally transmitted by certification candidates. Couriered copies must be returned and e-mailed copies replied back with the essay answers and the original e-mail deleted, if sent by e-mail.

## **Exam Instructions**

1. You have through the weekend to complete this exam. For example, the exam will be emailed to you after noon on **Thursday, January 5<sup>th</sup>**. It is due back to IoPP no later than **Monday, January 9<sup>th</sup>**. (emailed back some time before midnight on Monday)
2. Select three (3) questions from the listing and respond in English with a minimum of 1000 words per question. If hand written, your response must be legible to be considered under this option. **Questions submitted with less than 1000 words, will be failed.** If you answer more than three, only the first three will be marked.
3. Clearly identify the exam code at the beginning of each answer submitted. For example "This question is taken from Narrative Exam Code 2NEC-C3". Then write the question out as given. Skip a line and answer the question. Double space all answers if hand written. Single space for typed answers is fine.
4. ***Include your name, member number and page number for each question.***
5. Answers will be judged on technical details, relevance, accuracy, content, grammar, spelling, graphics, and conclusions for each topic. Acknowledgements and references as required (tables, statistics, quotes, etc.) must be given. **Illustrations are an important element. Omission of illustrations will effect the values awarded by the reviewers.**
6. The results of your test will be made available 4 to 8 weeks after receipt of the completed exam should the candidate followed these instruction and the return of all materials or confirmation of deletion. The exam materials consist of these instructions and the coded narrative essay questions.
7. You will be given a pass or fail. If failed you may request a re-test. The re-test may result in a different exam code and set of questions, or require a re-write.
8. All submitted written tests become the property of IoPP. Selected answers could be published. The author will be recognized.

## **Return Instructions**

1. Email back as an attachment and destroy original email. If you are sending hard copy, materials must be returned via traceable delivery method using UPS, FedEx, DHL, etc. **United States Postal Service Delivery Method is not traceable and could result in a lost test.**

Institute of Packaging Professionals  
Attention: Barbara Dykes  
1833 Centre Point Circle, Suite 123  
Naperville, IL 60563  
bdykes@iopp.org