

---

## Hair Design Candidate Briefing and Verbal Instructions

---

**At the beginning of the examination, please read the following statements:**

*“Good morning/afternoon. On behalf of \_\_\_\_\_ we would like to welcome you. As NIC certified examiners, we have been directed to read the instructions for each area of the examination. All candidates participating in the performance examination will be given the same instructions.*

*Once the examination has started, you will only be able to leave the testing area with the permission of your examiner.*

*Restrooms are located \_\_\_\_\_; drinking water is located \_\_\_\_\_. If you find it necessary to leave your work area, raise your hand and an examiner will assist you. You will need to sign out, and sign in. The examinations will continue and you will not be permitted extra time. Only one person at a time may leave, so please return as quickly as possible.*

*In the event of an emergency, the emergency exits are located \_\_\_\_\_.*

*Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the national practical examination. If you have an emergency situation please ask to speak with the examination coordinator.*

*During all sections of the practical examination you will be expected to follow all safety and infection control procedures. You will also be scored for proper draping and proper care and handling of implements. You are evaluated at all times.*

*You are responsible for having all the needed supplies.*

*Please take notice that the NIC Health and Safety Standards are posted and a first aid kit is available in the event of a blood spill.*

*Please turn off all cellular phones, pagers, and electronic devices while in the examination room.*

*You will be given 10 minutes for client protection and to set-up the general supplies that you will use throughout your examination. For safety reasons please place kits and all supplies underneath your work area. Before each section of your examination you will have 2 minutes to remove the supplies from your kit in preparation for the next section of your examination. Please only remove your supplies from your kit during the 2-minute time frame. Do not begin any procedures until the verbal instructions have been read for each section of the examination and you are instructed to begin.*

*The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.”*

## SET-UP AND CLIENT PROTECTION

(10 minutes)

### Verbal Instructions:

*“You will now set-up the general supplies that you will use throughout your examination.”*

*“You will also set-up the supplies for the thermal curling section of this examination.”*

*“You will perform the client protection section of this examination.”*

*“You will be expected to follow all safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

**(1)** *“The instructions will be repeated.”* **(2)** *“You may begin.”*

**Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

## THERMAL CURLING

(10 minutes)

**\* Thermal Curling is performed with either a hot or cold thermal curling iron.**

**\* Please refer to State guidelines.**

**Note to examiners: Please read the following statement when needed:**

*“Please brush the hair straight back and wait for further instructions.”*

### Verbal Instructions:

*“You will now perform the thermal curling section of this examination.”*

*“You will form at least three thermal curls in the top section of the head.”*

*“You will also form two parallel rows of curls in the side section of the head with at least two thermal curls in each row.”*

*“You will be expected to follow all safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

**(1)** *“The instructions will be repeated.”* **(2)** *“You may begin.”*

**Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

## HAIRCUTTING

(30 minutes)

### **Verbal Instructions for Set-up:**

*“You have 2 minutes to remove the supplies from your kit, wet the hair, and brush it straight back for the haircutting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up.”*

### **Verbal Instructions:**

*“You will now perform the haircutting section of this examination.”*

*“You will complete a basic layered haircut using shears and a razor.”*

*“You must remove at least one inch of hair throughout the haircut.”*

*“You will use your razor to cut the nape section of the hair from the top of the ears to the hairline.”*

*“You will complete the remainder of the haircut using the shears.”*

*“Please do not sweep the hair from the floor until you are instructed.”*

*“You will be expected to follow all safety and infection control procedures.”*

*“You will have 30 minutes to complete this section.”*

*“You will be informed when you have 15 minutes remaining.”*

**(1)** *“The instructions will be repeated.”* **(2)** *“You may begin.”*

**Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:**

*“May I please use your comb to check your haircut?”*

**Examiners will read the following to each candidate after checking their haircut:**

*“You may clean up only your hair at this time.”*

**Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

## **CHEMICAL WAVING**

**(20 minutes)**

### **Verbal Instructions for Set-up:**

*"You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up."*

### **Note to examiners: Please read the following statement when needed:**

*"Please brush the hair straight back and wait for further instructions."*

### **Verbal Instructions:**

*"You will now perform the chemical waving section of this examination."*

*"You will wrap the center back section of the head, from crown to nape."*

*"You will demonstrate a wrap to form a full curl."*

*"You will be instructed to apply simulated waving lotion by your examiner."*

*"You will be instructed to demonstrate a test curl by your examiner."*

*"You will be expected to follow all safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

### **Examiners will read the following to each candidate:**

*"Please demonstrate saturation."*

### **Examiners will read the following to each candidate:**

*"Please demonstrate a test curl."*

### **Please read the following to the entire group of candidates when the timer goes off:**

*"Please stop the chemical waving procedure. Do not remove the rods until the examiner instructs you to remove them."*

### **Please read the following to the entire group of candidates after examiners have finished checking all candidates:**

*"Please remove all rods from the head and brush the hair straight back."*

### **Examiners: Do not continue until all candidates have removed all of their rods. If necessary make the following statement to the entire group:**

*"We cannot continue until all candidates have removed all rods from the hair and brushed the hair straight back."*

### **Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*"All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination."*

<p style="text-align: center;"><b>HAIR LIGHTENING &amp; HAIR COLORING</b> <b>(20 minutes)</b></p>
---

**Verbal Instructions for Set-up:**

*“You have 2 minutes to remove the supplies from your kit for the hair lightening and hair coloring section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up.”*

**Verbal Instructions:**

*“You will now perform the hair lightening and hair coloring section of this examination.”*

*“You will divide the head into four equal sections.”*

*“You will apply a virgin lightener to section # 1, the right front section of the head.”*

*“You will apply a 2 inch hair coloring retouch to section # 2, the right back section of the head.”*

*“You may use either a bottle or a brush application.”*

*“You will be expected to follow all safety and infection control procedures.”*

*“You will have 20 minutes to complete this section.”*

*“You will be informed when you have 10 minutes remaining.”*

*(1) “The instructions will be repeated.” (2) “You may begin.”*

**Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

**CHEMICAL RELAXING**  
**(25 minutes)**

**Verbal Instructions for Set-up:**

*“You have 2 minutes to remove the supplies from your kit for the chemical relaxing section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up.”*

**Verbal Instructions:**

*“You will now perform the chemical relaxing section of this examination.”*

*“You will apply a virgin relaxer application to section #3, the left back section of the head.”*

*“You will apply a 2 inch relaxer retouch application on section #4, the left front section of the head.”*

*“You may use either a bottle or a brush application.”*

*“You will be instructed to demonstrate smoothing the relaxer retouch product by your examiner.”*

*“You will be expected to follow all safety and infection control procedures.”*

*“You will have 25 minutes to complete this section.”*

*“You will be informed when you have 13 minutes remaining.”*

**(1)** *“The instructions will be repeated.”* **(2)** *“You may begin.”*

**Examiners will read the following to each candidate:**

*“Please demonstrate smoothing the relaxer retouch product.”*

**Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

**CANDIDATE SUMMARY  
AND FINAL CLEANUP**

**At the conclusion of the examination, please read the following statements:**

*“This concludes the National Practical Examination, please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”*