

APWA Proctor Agreement

Proctor Name: _____

Title: _____

Phone: _____

E-mail: _____

Employer/Agency: _____

Exam Location: _____

Candidate(s) Name: _____

Candidate(s) Email: _____

PROCTORS MUST AGREE TO ADHERE TO THE FOLLOWING RULES AND RESPONSIBILITIES:
Please initial each bullet to attest that you have read and understand the requirements.

1. ___ A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the proctor's material interests, or relationships (especially economic). Any individual with a conflict of interest should refrain from acting as an exam proctor. Please confirm that you are an appropriate proctor.
 - a. Appropriate Proctors: Human Resource Personnel, Administrative Personnel, Supervisor from a different department.
 - b. Inappropriate Proctors: Coworkers/Peers, Direct Supervisors, Friends, Family
2. ___ Only the proctor designated on the exam candidate's _____ s for accessing the _____ email.
4. ___ It is the responsibility of the proctor to ensure that the exam room is a secure location where he or she will not be disturbed and has no internet access.
5. ___ The proctor must remain in the room or have a responsible person present during the exam.

Please retain a copy of the signed agreement for your records. Upon receipt of this statement, the approved proctor is authorized to serve as a proctor for APWA certification exam candidates.

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6. ___ The proctor must ensure that no outside materials are brought into the testing area. The candidate must not bring the content outline or any other materials into the testing room/area. Attempts to use reference materials can be a basis for termination of the examination and the candidate prohibited from taking any exam in the future.
7. ___ The candidate may have two sheets of blank scratch paper and two pencils. Any used scratch paper must be collected by the proctor from the candidate and destroyed.
8. ___ A calculator is available in the testing template; however, the candidate may also bring in a standard operating calculator. Cell phones or other image capturing devices with the potential to compromise the integrity of the exam are not allowed in the testing room/area. Candidates are not allowed to use a cell phone as a calculator.
9. ___ Restroom breaks are only allowed in an emergency other breaks are prohibited. Candidates are not allowed to make phone calls and no materials are allowed in the candidate's possession during the break. Candidates should be reminded that the exams are timed, and the clock does not stop running if they walk away from the online exam.
10. ___ Candidates cannot spend time on activities not related to completing the exam.
11. ___ The proctor may not explain or provide information regarding the interpretation of question content that the candidate may find unclear.
12. ___ Copying of questions in part or whole by the candidate, proctor, or anyone else is fully restricted. Report immediately to APWA any attempt to copy the questions. .7 (o)1.6 (py)1022___0_

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