



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:** Co-workers/Peers, Direct Supervisors, Friends, Family
2. ____ Only the proctor designated on the exam candidate’s application and to whom instructions were e-mailed should be administering and proctoring the scheduled exam. A change of proctors must be submitted to certification@apwa.org at least two (2) business days prior to the scheduled exam date and the requested substitution approved prior to the substitution being allowed.
3. ____ It is the responsibility of the proctor to ensure the candidate has access to the exam via the Questionmark software. Instructions for accessing the software have been sent to you via the attached email.
4. ____ It is the responsibility of the proctor to ensure that the candidate can take the exam in a location where he or she will not be disturbed and has no interruption from outside distractions.
5. ____ The proctor must remain in the room or have a clear view of the candidate while they complete the exam.

Please retain a copy of the signed agreement for your records. Upon receipt of this sworn 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. The exams are copyright protected. The exams may not be duplicated in part or whole for any reason.
13. ____ Any evidence of cheating, use of outside resources or other nefarious behavior must be promptly reported to APWA via the Incident Report and the exam halted by the proctor.
14. ____ After the candidate has completed the exam, proctors must ensure that the candidate has logged off completely.

I have read and understand the above statements and agree to be bound by them.

I am not related to, nor do I have any interest in the success of any candidate that I am to proctor.

I understand that the candidate/proctor relationship is a professional relationship. I will ensure exam integrity during the test administration process. I attest that I will fully abide by all policies and procedures stated in this document.

Printed Name

Date

Signature

(A valid electronic signature is required.)

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