



PROCTOR AND EXAM FACILITATOR RESPONSIBILITIES

The proctor or exam facilitator is responsible for:

- 1) Reviewing the Proctor Guide regarding the written exam.
- 2) Assuring that the person taking the exam is the person that is to be certified.
- 3) Guarding against dishonesty or cheating during the testing session.
- 4) Noting the time allowed for the particular exam.
- 5) Assuring there are no training aids in the testing session area.
- 6) Maintaining an environment conducive to taking an exam (i.e.: smoke-free, noise-free).
- 7) Completing and signing the provided ASSE proctor/exam facilitator form in detail.

PROHIBITED ACTIONS

The exam facilitator is prohibited from:

- 1) Administering the practical exam.

The proctor or exam facilitator is prohibited from:

- 1) Taking the exam during the exam period being proctored.
- 2) Leaving the room during the exam.
- 3) Allowing additional time for the exam.

A candidate for certification is prohibited from:

- 1) Leaving the room during the exam.
- 2) Using personal communication and/or electronic devices during the examination, including cellular telephones, personal data assistants (PDAs), pagers and computers.
- 3) Communicating, orally or in writing, with other candidates for certification during the exam.

CLOSED BOOK EXAM

ASSE Certification exams are closed book. All books, training materials and personal notes shall be removed from the test site prior to receiving the test packet. Non-programmable calculators are allowed during the examination.

ALL EXAMS

The proctor or exam facilitator must read and follow the directions from ASSE that accompany the exams whether they are paper exams or on-line exams.

I hereby verify that I read the above and adhered to the requirements as I witnessed the exam.

Name of Proctor or Exam Facilitator (printed)

Title

Signature

Date

**Return this form with the test packets or to:
ASSE International c/o Janice McNellis
email: Janice.McNellis@asse-plumbing.org**