

## EXAM PROCTORING POLICY

All certification exams administered by the Nevada Certification Board shall be taken under the supervision of an impartial and well trained proctor. The proctor ensures the credibility of the certification process by administering and monitoring the testing of individuals.

The Certification Board Chairman and Certification Board Vice Chairman shall be responsible for selecting local proctors to administer certification exams and for selecting appropriate testing locations. In the absence of the Certification Board Chairman or Certification Board Vice Chairman, another board member may act in their proxy.

Proctors shall have no vested interest in a testing candidate's exam performance. Sources of a conflict of interest include the following relationships with the testing candidate: coworker, employer, trainer, instructor, relative and/or any relationship that has reasonable potential to create the appearance of preferential or differential treatment.

Proctors shall disclose all affiliations that may constitute a potential conflict of interest prior to administering the exam. If a potential conflict of interest disclosed by the proctor is determined by the Certification Board to be an actual conflict of interest, the Certification Board Chairman and Certification Board Vice Chairman will select an alternate proctor to administer the exam(s). In the absence of the Certification Board Chairman or Certification Board Vice Chairman, another board member may act in their proxy.

To serve as an exam proctor, an individual shall agree to execute the following duties:

- Comply with ABC Test Administration Instructions.
- Agree to not disclose, use, or exploit confidential exam information and exam content.
- Carefully monitor testing candidates and testing room conditions during the exam session.
- Ensure that testing candidates do not receive any assistance while taking the exam; all certification exams are closed book.
- Enforce all certification program and exam procedure rules.
- Adhere to high standards of ethical conduct.

Examinations shall be administered in accordance to the terms provided in the *ABC Test Administration Instructions*. It is the responsibility of the proctor to aggressively ensure the security of the exam and its contents at all times, and to immediately report any security breaches that occur before, during, or after an examination to the Program Administrator. The proctor shall ensure the security of all testing materials at all times, which shall include, but is not limited to, the following:

- Securely store examinations prior to and following administration.
- Require valid picture identification of all testing candidates and ensure that no one, other than the actual testing candidates, is permitted in the testing site.
- Ensure that all examination material, including all scratch paper, is not removed from the test site at any time during the examination.
- Ensure that no cheating is permitted during an examination.

- Ensure that examination material is not stolen, reproduced, copied, photographed, or recorded.
- Ensure that all exam material, including all scratch paper, is collected and accounted for prior to testing candidates leaving the test room.
- Maintain the security of all exam materials and ensure that all exam materials, including all scratch paper, are returned to the Program Administrator by secure, traceable carrier no later than one day following the exam session.

Proctors are not permitted to view the content of exam books at any time other than when transcribing a challenged question onto the exam administrator report.

All proctors shall sign a form stating that they agree to comply with this policy and the *ABC Test Administration Instructions*. This form shall be kept on file by the Nevada Certification Board.

Any breach in examination security has significant repercussions for the Certification Program, including the costs of replacing questions and developing new exams. The Nevada Water Environment Association reserves the right to pursue damages from a security breach, including remuneration for the costs of replacing compromised questions and developing new exams arising from security breaches while the examination material was in the proctor's possession.

All computerized testing centers and computerized exam proctors approved for use by the Association of Boards of Certification, both within and outside of Nevada, are approved for administering all computerized ABC standardized certification exams offered by the Nevada Water Environment Association.

## **EXAMINATION PROCTORING AGREEMENT**

### **Nevada Board of Certification for Wastewater Treatment Plant Operators**

All certification exams administered by the Nevada Board of Certification shall be taken under the supervision of an impartial and well-trained proctor. The proctor ensures the credibility of the certification process by administering and monitoring the testing of individuals.

The Certification Board Chairman and Certification Board Program Administrator shall be responsible for selecting local proctors to administer certification exams and for selecting appropriate testing locations. In the absence of the Certification Board Chairman or Certification Board Program Administrator, another board member may act in their proxy.

Proctoring selection shall be made in accordance with the following guidelines:

- Proctors shall have no vested interest in a testing candidate's exam performance. Sources of a conflict of interest include the following relationships with the testing candidate: coworker, employer, trainer, instructor, relative and/or any relationship that has reasonable potential to create an appearance of preferential or differential treatment.

Proctors shall disclose all affiliations that may constitute a potential conflict of interest prior to administering the exam. If a potential conflict of interest is disclosed by the proctor or is determined by the Certification Board, the Certification Board Chairman and Certification Board Program Administrator will select an alternative proctor to proctor said exam(s). In the absence of the Certification Board Chairman or Certification Board Program Administrator, another board member may act in their proxy.

To serve as an exam proctor, an individual shall agree to execute the following duties:

- Comply with Instructions for Administering ABC Examinations.
- Agree to avoid disclosing, using or exploiting confidential exam information and exam content.
- Carefully monitor testing candidates and testing room conditions during the exam session.
- Ensure that testing candidates do not receive any assistance while taking the exam; all certification exams are closed book.
- Enforce all certification program and exam procedure rules.
- Adhere to high standards of ethical conduct.

Examinations shall be administered according to the terms provided in the *Instructions for Administering ABC Exams*. It is the responsibility of the proctor to aggressively ensure the security of the examination at all times and to immediately report any security breaches that occur before, during or after an examination to the Assistant Program Administrator. The proctor shall ensure the security of all testing material at all times, which shall include, but is not limited to, the following:

- Securely store examinations prior to and following administration.

- Require picture identification of all testing candidates and ensure that no one other than the actual testing candidate is permitted in the testing site.
- Ensure that examination material, including all scratch paper, is not removed from the test site at any time during the examination.
- Ensure that no cheating is permitted during an examination.
- Ensure that examination material is not stolen, reproduced, copied, photographed or recorded.
- Ensure that all exam material, including all scratch paper, is collected and accounted for prior to testing candidates leaving the test room.
- Maintain the security of all exam materials and ensure that all exam materials, including all scratch paper, are returned to the Assistant Program Administrator by secure traceable carrier no later than one day following the exam session.

Proctors are not permitted to view the content of exam books at any time other than when transcribing a challenged question onto the exam administrator report.

All proctors shall sign a form stating that they agree to comply with this policy and the *Instructions for Administering ABC Examinations*. This form shall be kept on file by the Nevada Board of Certification.

A breach in examination security has significant repercussions for the Certification Program, including the costs of replacing questions and developing new exams. The Nevada Water Environment Association reserves the right to pursue damages from a security breach, including remuneration for the costs of replacing compromised questions and developing new exams arising from security breaches while the examination material was in the proctor's possession.



# NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS



## Examination Proctoring Agreement

I have read and understood the Nevada Board of Certification’s *Examination Proctoring Policy* and the *Instructions for Administering ABC Exams*. I agree to comply with all duties and requirements stated therein when proctoring certification exams.

My signature below signifies my agreement to the above conditions in all respects.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_

Home Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Home E-mail (optional) \_\_\_\_\_

Agency/Organization where employed \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Fax \_\_\_\_\_

Work E-mail \_\_\_\_\_

