

# PROCTORING GUIDELINES

## *General information:*

Dress professionally and present a sense of authority. Start the exam at the exact time you have published or agreed too with your audience. If necessary, establish a start time prior to the date of exam delivery. This will create a sense of commitment to the process and put the onus of responsibility on the shoulders of the exam participant.

## *Materials:*

Sharpened pencils  
Pencil sharpener  
Exams  
Scratch pads

## **Procedure:**

- Provide each participant a minimum of 2 pencils (more for CPE participants),
- 2 scantron sheets for CPMM and 1 for CPE participants,
  - Marked with their name (printed),
  - the date of the exam, CPE or CPMM,
  - and M/C or T/F on the CPMM
- Explain that the exam is an open book and that includes, review pak, notes, instructor handouts, and calculator
- Explain the length of the test at start (CPMM – 4 hours, 200 questions, 100 M/C and 100 T/F) and (CPE – 8 hours, 100 questions)
- Participants may take breaks but they will only have the time allotted to the them explained at the start
- CPE participants may take a lunch and/or may bring their lunch back and work at the same time
- Announce total hours remaining every hour
- Announce the 45 and 30 minute time frames when under an hour
- Announce time remaining every 5 minutes when under 30 minutes
- Collect all papers when time is called
- As each exam is handed in, record time to gain an average overall for the length of the test
- Place exams and papers in envelope and seal for future grading
- Thank each of the participants for their time and wish them good luck.
- Notify on-site contact that the test is completed and A/V equipment may be picked up.
- Collect all related materials and return to AFE office