



NAEC EDUCATION PROCTORING POLICY

The NAEC Education Committee has multiple options available for the proctoring under this policy and are as follows:

1. Proctoring at employer location/testing center.
2. Proctoring at an approved testing center. (ex: Prometric, Pearson, University/colleges)
3. Video proctoring by an approved third-party proctoring service. (ex: Prometric, Software Secure)

Proctoring Guidelines

- When option one is used, exams must be proctored by 2 proctors. The first proctor must be a company officer or CET-S, and the second proctor must be a component adult, not related to the examinee nor a supervisor. Both proctors must sign the proctor statement and have the signatures notarized. Copies of Proctors driver's license must be provided along with the proctoring statement.

Any employer location/testing center proctors falsifying any documents and not following these examination procedures could be severely penalized, including suspension or revocation of the respective certification. Also, such activities could also be in violation of city, state, and federal laws.

- With option two, exams must be proctored by an employee of the respective testing center in accordance with this policy. The proctor must sign the proctor statement. A copy of the Proctor's driver's license must be provided along with the proctoring statement.
- With option three, exams must be administered by an approved remote video proctoring service. Service provider will ensure no other applications or programs are accessible, only the exam. Software must offer the bio-metric capability to flag any questionable movement, actions, or unexplained sounds to be reviewed by NAEC staff to determine if any proctoring violations occurred. No proctoring statement is needed, as a report must be supplied to NAEC from the video proctoring service.
- When option two or three are utilized, the final certificate will indicate the method of proctoring.
- The examinee is responsible for all fees charged for proctoring services. NAEC will not be responsible for any proctoring fees, assessments, or other associated charges.
- The examinee must present a legal picture identification card to the proctor before taking each examination. A legal picture identification card may include a valid driver's license, a military reserve identification card, an employee badge, or a state issued picture identification card. If the individual does not have a legal picture identification card, then the examination will not be given to the individual. The picture identification must be checked by the proctor to make sure that it is valid and has not been tampered with and that the picture and name match the individual presenting the identification card.



- The examination must be taken in an environment conducive to educational testing in accordance with commonly accepted educational practices.
- The examinee will not be permitted to bring any books, cellphones, or personal belongings to the test area. All examinations are closed book examinations. Once the examinee starts the exam, they shall not leave the testing center until they have completed the exam. The proctors shall provide plain white paper and pencil to the examinee and must collect all distributed paper and pencils before the candidate leaves the examination area. Proctors must shred all distributed paper upon completion of the exam.
- The examinee may not use any other programs on the respective computer. Prior to the examinee logging in on the computer, the proctor must make certain that all other computer programs are closed.
- There is to be no talking during the examination process. The proctors may only answer questions related to the administrative functions of the proctoring and may not provide the examinee with coaching or help with the technical content of the examination.
- There is to be no discussing or copying of the testing materials during or after the test by either the examinee or proctors.
- All exams are timed and must be completed within the allotted time.
- If an examinee is handicapped or physically challenged to a degree that could adversely affect the examinee's ability to take and complete the online examinations, then contact NAEC Education Program Administrator prior to the examination date and time. The contact is necessary to make certain that reasonable accommodation has been made for the respective examinee.
- At the completion of the examination, proctors must complete the proctoring statement and return all pages of the statement to NAEC. Please note that a certificate cannot be issued without the proctoring statement or video proctoring report.
- If there is a power disruption or computer problem, please contact the NAEC Education Program Administrator at 770.760.9660.

If it is believed that the proctoring process was not conducted in accordance with these proctoring criteria or if there are any questions regarding this process, please contact NAEC immediately.



Proctoring Statement - Employer location/testing center.

Proctor 1: CET-S or Officer of Company

I do hereby attest that I proctored the _____ for _____
(Name of Exam) (Name of Examinee)

and that the Exam was proctored at _____
(Location)

Address _____

and that the guidelines outlined in the proctoring instructions were adhered to.

Signature: _____ CET-S # _____

Print Name: _____

Title: _____

Date test was carried out: _____

_____ appeared before me this _____ day of _____
(Name of Proctor #1)

Notary Signature: _____

My commission expires: _____

Proctor 2:

I do hereby attest that I proctored the for _____ for _____
(Name of Exam) (Name of Examinee)

and that the guidelines outlined in the proctoring instructions were adhered to.

Signature: _____

Print Name: _____

Title: _____

Date test was carried out: _____

_____ appeared before me this _____ day of _____
(Name of Proctor #2)

Notary Signature: _____

My commission expires: _____



Proctoring Statement - Approved testing center

Proctor: **Third Party Approved Testing Center**

I do hereby attest that I proctored the _____ for _____
(Name of Exam) (Name of Examinee)

and that the Exam was proctored at _____
(Location)

Address _____

and that the guidelines outlined in the proctoring instructions were adhered to.

Signature: _____

Print Name: _____

Title: _____

Date test was carried out: _____