



Proctor Application Form

The completed form must be submitted with the candidate's application.

Retain a copy of the completed form for your records.

Proctor Description: A proctor is an individual who holds a recognized position of responsibility or authority, is impartial, and can act as a trustworthy overseer of the exam process. To uphold the security and fairness of the exam, proctors must be neutral third parties with no personal or professional interest in the examinee's success or failure. Proctors must not be involved in the examinee's training, supervision, or evaluation. All proctors must act with impartiality and professionalism and agree to comply with IBBM's *Proctor Guidelines* (included at the end of this form).

The following are **not acceptable proctors** under any circumstances:

- Direct supervisors, coworkers, employees
- Family members, friends, or personal acquaintances
- Anyone with a personal, financial, or professional interest in the candidate's exam outcome

The following are often considered acceptable proctors:

- Staff members at professional testing centers
- Certified librarians at public, medical, or academic institutions
- Academic faculty at a college or university
- HR or training department staff at a college, university, or medical institution

**PLEASE NOTE: Any fees charged by the proctor will be the responsibility of the examinee.*

INSTRUCTIONS: The proctor must complete all sections of this form. Incomplete forms will delay approval.

Candidate's Name: _____ **Name of Exam:** _____

Proctor Name: _____ **Relationship to Examinee:** _____

Business Email: _____ **Phone:** _____

Job Title: _____ **Institution:** _____

I am a:

- ☐ Professional proctor ☐ Certified librarian ☐ Academic faculty ☐ HR or training staff ☐ Other: _____
(Will undergo additional review.)

- ☐ **By checking this box**, I, the above named proctor, affirm that I am not related to, do not supervise or work alongside, or am not otherwise affiliated with the examinee. I have no personal or professional interest in the outcome of this exam. I will assume my role as proctor in a professional manner and adhere to all *Proctor Guidelines* when administering an examination. I hereby verify that all information on this application is true to my knowledge.

Signature _____ **Date:** _____

NOTE: The full *Proctor Guidelines* are included in the following pages for your review. The candidate is only required to submit this completed page as part of their application.

PROCTOR GUIDELINES

A person willing to accept the position of proctor must be a trusted individual who can take on a supervisory role in the administration of this exam. The responsibilities of a proctor are outlined below. We ask that all proctors adhere to these guidelines when administering the exam.

1. The examinee is responsible for making initial contact with the proctor to make the necessary arrangements for setting up their Proctor and taking the examination. The Proctor and examinee must choose an examination date within the exam window listed on the IBBM website.
2. The proctor is required to have e-mail and Internet access. Important messages and/or files will be sent via email as well as accessed directly online via the IBBM website.
3. On exam day, please verify the identity of the examinee by requesting an acceptable form of photo I.D., such as a valid driver's license
4. **The proctor is responsible for recording the time the examination was started and the time the examination was completed on the Test Verification Form. Upon completion of the examination the proctor is required to completely fill out the Test Verification Form and email or fax form to IBBM.**
5. The examinee may not view the examination prior to the date/time arranged for taking the examination. The exam must be taken in one sitting.
6. Please provide an appropriate location for taking the examination, free of distractions and comfortable for test taking.
7. The examinee is responsible for bringing any supplies, such as pens, pencils, blank paper and a Nonprogrammable calculator, if needed. Additional resources are prohibited. Screen capture is prohibited. Any violation will invalidate the examination. The Proctor must shred any scratch paper upon completion of exam
8. The examinee should be monitored during the course of the examination to ensure that all guidelines are being followed.
9. The examinee must adhere to the time limit restrictions on the examination. The exam period is 3 hours.
10. Examinations must be accessed/completed by the indicated due date on the IBBM website.