

PROCTOR AGREEMENT

PROCTOR AGREEMENT , by and between Certiport, Inc., a corporation organized under the laws of the State of Minnesota, United States of America ("Certiport"), and _____, (the "Proctor").

Name: _____

WHEREAS , Certiport is an independent provider of educational, assessment, examination and certification programs.

WHEREAS , Certiport wishes to use the Proctor to administer exams on behalf of Certiport authorized testing centers, herein referred to as "Certiport Authorized Testing Centers", and designated end users, and to perform other duties as set forth herein. The integrity and validity of Certiport Certification and testing programs is fundamental to the mission of Certiport and the reliability of examination and certification practices. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. Once an individual is approved as a proctor, he/she represents Certiport and is responsible for the examination process and is responsible for the items below.

NOW, THEREFORE , the Proctor agree(s) as follows:

- 1 To ensure the Security of the examination environment and session during a candidates exam session.
- 2 To the provision and supervision of a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor.
- 3 To proctoring of Certiport programs and examinations only at a Certiport Authorized Testing Center.
- 4 To verification of time limits and use of only approved materials (if stipulated) permitted during the examination process.
- 5 To termination of the examination, confiscation of exam materials, and immediate notification of Certiport, at 888-222-7890, if there is improper conduct on the part of the candidate or any evidence that the examination process has been violated.
- 6 To supervision of the student during examination sessions, including overseeing that no copy of the test or notes that contain the content of the test questions or answers are used by the student during the examination.
- 7 Proctor has been approved by Certiport as a Certiport Approved Proctor and has met the criteria set forth to act as a proctor on behalf of Certiport and Certiport certification and examination partners.

8 Proctor will treat examination materials as confidential and keep them secure.

9 Proctor must remain with or within a reasonable distance of the student(s) throughout each exam.

10 Proctor further agrees that the candidates for which he/she will proctor Certiport programs and examinations are not related to the proctor, are not directly employed by proctor (nor is the proctor directly employed by candidate).

11 Proctor understands that if found to be in violation of this agreement and aforementioned Guidelines, this will constitute termination of this proctor agreement and will risk proctors ability to instruct Certiport approved programs in the future and legal action may be taken against the proctor.

12 As the Proctor, I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements stated above.

13 Term: This contract shall remain in effect for a term to be determined by Certiport and communicated to the Proctor in writing or via electronic communication.

Certiport reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. This Proctor Agreement may be terminated at will by Certiport, or the proctor at any time through notification in writing or electronic communication to all parties involved.

PROCTOR:

Sign

Date: / /