

Life Cycle Assessment Certified Professional Proctor Procedure

The integrity of the LCACP certification depends on assuring that the persons taking the exam are those who passed the prerequisites, and that they only use the contents of their minds, not any outside aides to answer the questions. This procedure is written to assure these goals.

- 1) The proctor should be in the room one-half hour before the exam starts, and should assure that there are enough tables and pencils to supply the number of applicants. The proctor should arrange a backup to permit a break during the exam.
- 2) The proctor should pass out the exam packets to applicants as they arrive. Each packet goes to a certain applicant. The proctor should verify the identity of the applicant by matching it to the applicant name/picture on the exam packet. In the absence of a picture on the packet, the proctor should examine legal identification such as a driver's license or passport.
- 3) At the time of arrival, the proctor should remind the applicant that no electronic devices are permitted: neither cell phones nor calculator nor other device. Any such devices should be held by the proctor for the duration of the exam.
- 4) Just before the start time of the exam, the proctor should remind the examinees that
 - a. The exam is multiple choice, with only one correct answer for each question.
 - b. Examinees may leave the room briefly during the exam, but all exam materials must stay at their place.
 - c. There are extra pencils available if needed.
 - d. There should be only one person per table
 - e. At the end of the exam, ALL exam documents must be returned to their envelope and turned in to the proctor.
- 5) During the exam, the proctor should be watching to assure that no ancillary aides are used: if any are used, the applicant must be asked to leave and the proctor must note the problem on the recovered exam packet.
- 6) As applicants complete the exam, the proctor should take the exam packet into custody.
- 7) At the end of the exam period, the proctor should gather all exam materials. They must be returned to IERE personnel for grading. That transfer can either be in-person, or the proctor can seal all the packets into the provided pre-paid shipping box and arrange pickup.

I have read and understand the proctor procedure.

Signature

Date

Employer

Job Title