



## Proctor (Invigilator) Instructions

To the Proctor/Invigilator: **You MUST read this document in its entirety prior to the examination** and sign the attestation on the last page. Failure to do this may result in suspension of your proctor privileges. Return this document to the Vibration Institute along with the completed examinations.

1. The package with the enclosed examinations shall be opened only by the proctor and must be kept in a secure location from the time it is received until the date and time of the examination.
2. The examination package contains:
  - Proctor Packet to be read immediately upon receipt
  - CI002, Approved/Prohibited Items and Calculators for Certification Examinations
  - CI003, Proctor (Invigilators) Instructions
  - CF018, Examination Violation Report
  - Sealed examinations (to be opened by exam candidate only)
  - Candidate seating place cards (U.S. Exams Only)
3. The proctor is responsible for ensuring that the Certification Examination is administered according to Institute policies and procedures in order that the integrity of the examinations is not compromised. Any proctor who does not follow these procedures exactly as outlined may be banned from proctoring future examinations. Certified proctors are subject to vibration certification revocation when violations compromise the integrity of an examination. Final decisions regarding penalties for procedural violations will be made by the Executive Director, the Certification Committee Chair, or the Technical Director of Certification of the Vibration Institute. Appeals may be made to the Vibration Institute Board of Directors.
4. Candidate seating shall either be in alphabetical order or at the discretion of the proctor to minimize the chances of cheating and/or collusion. Place cards (provided for U.S. exams only) containing the names of the candidates shall be placed in on the tables in the examination room before the candidates are seated.
5. The exam room shall be set up "classroom style" with no more than two candidates seated per six-foot (about two meters) table; or three candidates per eight-foot (about 2.5 meters) table. If space allows, additional separation between candidates is preferable.
6. During the examination, all candidates must be facing in the same direction. Candidates shall **not** be seated facing one another or around a table or in a circle.

7. Before sealed examinations can be opened by the candidates, the proctor must read/review the following with the candidates:
  - “Certification Examination Instructions to be Read to the Candidates” (CI004)
  - “Approved/Prohibited Items and Calculators for Certification Exams” (CI002) and verify that all candidates have access to only approved items and that all prohibited items have been stowed
8. Cell phones shall be turned off and either stowed or in view of the proctor. Should there be extenuating circumstances requiring a cell phone to be on, the proctor should hold the phone. Cell phones shall not be taken from the examination room during the exam.
9. **CANDIDATES MUST SHOW A GOVERNMENT ISSUED PHOTO ID** before receiving their sealed examination envelope containing their name examination number. Unidentified applicants shall not be given an examination.
10. Candidates may not open examination envelopes until instructed to do so by the proctor.
11. Candidates that arrive late shall be allowed to take the exam; however, the end time for their exam shall coincide with the end time for the rest of the group. At the sole discretion of the proctor, the end time of their test may be extended to allow the full testing time allotted for the examination. In this case, the exam time for other candidates shall not be extended.
12. If a candidate received **prior** approval from the Vibration Institute because they are taking an English written exam and have difficulty with English, they may bring a printed dual-language dictionary to the exam and have ½ hour of extra time for completion of the examination. In this case, the proctor will review the dictionary in advance of the start of the exam to ensure there are no notes or other materials included with it.
13. If, for any reason, there is no examination provided by the Institute for a person at the examination site, the proctor may substitute an unused examination (if available) provided the person to be examined confirms identity and places his/her name on the examination envelope in ink in the presence of the proctor. **However, before an unused examination can be assigned to a different candidate than it was originally intended, the proctor must verify the absence of the original candidate.** If this cannot be verified, the examination may not be reassigned. If no unused examination is available, the person will not be able to take an examination at that site. **Under no circumstances is the proctor or anyone else authorized to copy an examination.** Unauthorized copying of an examination will result in disqualification and loss of certification for the candidate and sanctions against the exam proctor. Furthermore, copying of an exam is a violation of VI copyright and may be subject to legal action. Under no circumstances whatsoever shall the proctor read, view, or copy any examination or any portion of it.
14. Once the test envelopes are opened, the proctor cannot answer any questions other than to restate the examination instructions.

15. Candidates will be allowed the following time to compete examinations:
- Category I: 2 hours
  - Category II: 3 hours
  - Category III: 4 hours
  - Category IV: 5 hours
16. **Candidates MUST sign the Attestation in their exam.** If the attestation is not signed, their exam may be disqualified. PROCTORS SHOULD MAKE SURE CANDIDATES SIGN THE ATTESTATION. Depending on the exam, it may be located near the beginning or at the end of the exam.
17. **If the exam is provided with a “Bubble Style” answer sheet, it MUST be used to mark the answers using either a #2 pencil or a mechanical pencil with HB lead. PEN MUST NOT USED on the bubble sheet** because the OMR scanner that grades the exams does NOT sense/read answers in pen. We recommend the candidate also circle the correct answer on the exam for review purposes and in case there is a problem reading the answers on the bubble sheet.
18. If the examination does NOT use a bubble style answer sheet, answers should be circled on the exam in pen (not pencil). If an answer needs to be changed, the candidate is required to initial their FINAL choice. Using a pencil is permitted during the exam but all exam answers must be circled in ink using a pen.
19. The proctor shall remain in the examination room except for brief, necessary toilet (water closet) use.
20. Upon completion of the exam, the candidate MUST:
- Insert the exam, the equation sheets, and the bubble sheet (if provided) into the inner envelope provided. Note: If equation sheets are not returned, the examination will be disqualified.
  - Seal the envelope
  - **Sign the envelope over the seal**
  - Place that envelope in the original one and give the envelope to the proctor
21. Examination envelopes must be kept in a locked and secure location from the time the examination ends until they are returned to the Vibration Institute. **Examination packets should be returned to the Institute within two (2) business days of the examination date via traceable mail service.**
22. Unless a proctor is returning the examination envelopes to the Vibration Institute in person, the proctor shall return the examination envelopes to the Vibration Institute as follows:
- U.S. examinations – The proctor will place all envelopes in a courier or common carrier envelope/box and return it via traceable mail according to instructions provided by the Vibration Institute.
  - International examinations - The proctor shall return the envelopes via traceable mail and by the most practical means available as agreed upon with the Vibration Institute.

23. Collaborations with other candidates or any other unethical behavior on a certification examination will not be tolerated. If the proctor conclusively observes or suspects that a candidate is engaging in unethical behavior, the proctor must document the event using the enclosed Examination Violation Report (CF018) and return it to VI along with the exams. Random examination surveillance of candidates and proctors will be performed to ensure processes and procedures are being followed and adhered to.

*I have read and understand the Proctor (Invigilator) Instructions and agree to execute them as stated. I understand that failure to follow these instructions may result in my losing authorization to serve as a proctor and revocation of my certification.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Examination Location: \_\_\_\_\_ Exam Date: \_\_\_\_\_