



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
 - C-I-002, Approved/Prohibited Items and Calculators for Certification Examinations
 - C-I-003, Proctor (Invigilators) Instructions
 - C-F-018, 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, Manager of Operations, 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 be in alphabetical order to minimize the chances of cheating and/or collusion. Place cards containing the names of the candidates shall be placed on the tables in the examination room before the candidates are seated.
5. The examination 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, provide additional separation between candidates.
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. There may be an authorized Exam Session Monitor at some examination sessions. If so, the Exam Session Monitor should present a government-issued photo ID and their signed C-I-008 prior to the start of the examination session. Read the C-I-008 session monitor restrictions; especially note that monitors may not move about the examination room and may not communicate with candidates.

8. Before sealed examinations can be opened by the candidates, the proctor must do the following:
 - Read/review “Certification Examination Instructions to be Read to the Candidates” (C-I-004) with the candidates
 - Read/review “Approved/Prohibited Items and Calculators for Certification Examinations” (C-I-002) with the candidates
 - Verify that all candidates have access to only approved items and that all prohibited items have been stowed
9. 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 examination.
10. **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.
11. Candidates may not open examination envelopes until instructed to do so by the proctor.
12. Candidates that arrive late shall be allowed to take the examination; however, the end time for their examination 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 examination time for other candidates shall not be extended.
13. If a candidate received **prior** approval from the Vibration Institute because they are taking an English written examination and have difficulty with English, they may bring a printed dual-language dictionary to the examination and have 30 minutes of extra time for completion of the examination. In this case, the proctor will review the dictionary in advance of the start of the examination to ensure there are no notes or other materials included with it.
14. 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.
15. Once the examination envelopes are opened, the proctor cannot answer any questions other than to restate the examination instructions.

16. Candidates will be allowed the following time to complete examinations:
- Category I: 2 hours
 - Category II: 3 hours
 - Category III: 4 hours
 - Category IV: 5 hours
17. **Candidates MUST sign the Attestation in their examination.** If the attestation is not signed, their examination shall be disqualified. PROCTORS SHOULD MAKE SURE CANDIDATES SIGN THE ATTESTATION. Depending on the examination form, it may be located near the beginning or at the end of the examination. *(An examination may be reinstated upon submission of the appropriate notarized post-examination attestation form and payment of related fee by the candidate).*
18. **The examination is provided with a “Bubble Style” answer sheet. The answers MUST be marked 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 examinations does NOT sense/read answers in pen. We recommend the candidate also circle the correct answer on the examination for review purposes and in case there is a problem reading the answers on the bubble sheet.
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 examination, the equation sheets, and the bubble sheet into the smaller envelope provided.
 - Seal the smaller envelope.
 - **Sign the smaller envelope over the seal.**
 - Place the smaller envelope in the larger envelope (forming the examination packet)
 - Give the examination packet to the proctor.

Note:

If equation sheets are not returned, the examination will be disqualified.

If the envelope is not sealed and signed, the examination is disqualified. Examination reinstatement is possible upon submission of appropriate notarized post-examination attestation forms and payment of related fees by candidate and proctor.

21. Examination envelopes must be kept in a locked and secure location from the time the examination event ends until they are returned to the Vibration Institute. **Examination packets should be shipped to the Institute within two (2) business days of the examination date via traceable mail service** or delivered in person within two business days.
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 (C-F-018) 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 correctly.

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: _____