



Institute of Certified
Professional Managers

Choosing an In-Person Proctor for your ICPM exam

Approved Proctors

Applicants have the option to use an in-person proctor to observe and monitor their exam. Applicants who choose this option are responsible for securing a proctor that meets the requirements established by ICPM. Examples of acceptable proctors include ***active CMs, authorized ICPM Instructors, HR representatives, corporate training coordinators, or the applicant's manager or supervisor.***

All proctors must be pre-approved by providing the following documentation to ICPM at least 2 weeks prior to testing:

- 1) A copy of the proctor's photo ID**
- 2) A resume or CV to verify proctor requirements**
- 3) A signed copy of ICPM's Exam Proctor Agreement (below)**

All paperwork should be submitted to info@icpm.biz at least 2 weeks before test date.

Proctor Requirements

In order to proctor an ICPM exam an individual must be:

- 1) At least one level above the applicant in their organization
- 2) Unrelated to the applicant
- 3) Currently not a CM applicant





Institute of Certified Professional Managers



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Harrisonburg, VA 22807



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ICPM EXAMINATION PROCTOR AGREEMENT

This agreement to proctor ICPM exams for _____ (ICPM applicant) is entered into between _____ (the proctor) and the Institute of Certified Professional Managers (ICPM). Please read this document carefully.

Exam proctoring is an essential task that must be completed properly in order to maintain the quality and security of the ICPM exams. Properly executed exam proctoring ensures that all exam candidates follow consistent testing procedures and standards and protects the quality and integrity of the ICPM exams. In addition, properly executed exam proctoring protects the content of the ICPM exams from theft and deters cheating that may allow unqualified persons to earn an ICPM credential.

Prospective exam proctors must be pre-approved by ICPM. Prospective proctors must meet certain, specific requirements.

At a minimum, to proctor an ICPM examination an individual must:

- 1) Be at least 1 level above the applicant in their organization,
- 2) Not be related to the applicant in any way, and
- 3) Not be a current CM, FoM or CMAR applicant.

Preferred ICPM exam proctor candidates include:

- 1) Active CMs and CMARs
- 2) Approved CM or FoM program instructors
- 3) Approved ICPM Instructional Partners
- 4) An HR representative or training coordinator in the applicant's organization
- 5) The applicant's manager or supervisor

RESPONSIBILITY OF AN ICPM EXAM PROCTOR

By assenting to this agreement, you are agreeing to be accountable for the responsibilities as an ICPM exam proctor that are listed below. Failure to meet any of these responsibilities may result in the voiding of candidate exam scores and, if necessary, appropriate legal action.

ONLINE exam proctoring:

- 1) Maintaining the security of exam passwords.
- 2) Providing/arranging for a quiet and secure area for testing.
- 3) Ensuring that the examinee does not attempt to test using a tablet or other mobile device.
- 4) Ensuring that no electronic devices (mobile phones, tablets, etc.) other than the testing computer are used while testing EXCEPT for a calculator, as needed.
- 5) Allowing NO translation software or print materials to be used.
- 6) Ensuring that no study or reference materials (notes, books, etc.) are present in the testing area.
- 7) Ensuring that the examinee does not receive help from any other person.
- 8) Ensuring that exam items are not copied or distributed to others.
- 9) Monitoring examinees to ensure that no interruptions or unauthorized activities occur.
- 10) Collecting and disposing of any scratch paper that may have been used, at the end of the exam.



RESPONSIBILITY OF AN ICPM EXAM PROCTOR

PAPER exam proctoring:

- 1) Maintaining the security of exam booklets and answer sheets before, during and after the exam.
- 2) Ensuring that exam materials do not leave the testing room at any time.
- 3) Providing/arranging for a quiet and secure area for testing.
- 4) Ensuring that no electronic devices are used while testing EXCEPT for a calculator, as needed.
- 5) Allowing NO translation software or print materials to be used.
- 6) Ensuring that no study or reference materials (notes, books, etc.) are present in the testing area.
- 7) Ensuring that the examinee does not receive help from any other person.
- 8) Monitoring examinees to ensure that no interruptions or unauthorized activities occur.
- 9) Ensuring that exam items are not copied or distributed to others.
- 10) Collecting and disposing of any scratch paper that may have been used, at the end of the exam.

CONFIDENTIALITY OF EXAMINATION MATERIALS

By assenting to this agreement, you are agreeing to maintain the confidentiality of all ICPM examination materials. Examination materials are the proprietary, confidential and copyrighted materials of ICPM. Any disclosure of the contents of any ICPM certification examination is strictly prohibited.

You agree to maintain the confidentiality of all Examination Materials and you agree not to disclose, publish, reproduce, distribute, post or remove from the examination room, any portion of the Examination Materials. Violators of copyright law are subject to injunctions, civil liability, forfeiture of profits, punitive damages and other legal sanctions. ICPM will take appropriate legal action against you to protect ICPM's rights if you breach the provisions of this Section.

SIGNATURE

By signing this agreement, you are attesting that you are qualified to act as an ICPM exam proctor, accept responsibility for following all ICPM exam proctoring procedures and standards, and agree to protect the confidentiality of all ICPM exam materials. In addition, you understand and accept that failure to execute your duties as stated may lead to the voiding of exam results and/or appropriate legal action. Please note: This document must be signed by hand. A digital signature will not be accepted.

Signature _____ Date _____

Please send a signed copy of this document to ICPM at your earliest convenience, along with a copy of your résumé or CV and a copy of a photo ID. Documents may be scanned and sent by email to info@icpm.biz or mailed to: ICPM, MSC 5504, James Madison University, Harrisonburg, VA 22801

ICPM recommends that you retain a copy of this document for your records.