

## Proctor Agreement/Verification Form Information ASPPA Certificate Program Exams for Academic Credit

The integrity of ASPPA's examination process is fundamental to our programs. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. When an individual is approved as a proctor, he/she represents ASPPA and is responsible for the integrity of the examination process.

### Who can proctor an ASPPA online examination?

- ASPPA members (as they are bound by the ASPPA Code of Professional Conduct)
- Enrolled Actuaries (must be member of the Society of Actuaries (SOA) or the American Academy of Actuaries (AAA))
- Training Coordinators, tenured faculty members, or examination administrators in a University/College setting.
- Colleagues (e.g., a boss, assistant, etc.) working in the same firm as the candidate may not proctor examinations if they are not an ASPPA member.

### Examination & Proctor Process

- The candidate must contact ASPPA alerting them that the candidate is interested in taking ASPPA's RPF-1, RPF-2 and/or TGPC-1 online examination for Academic Credit. Candidate will be required to register online for the examination once approved.
- The candidate locates an appropriate proctor and has him/her complete the Proctor Agreement/Verification Form (provided below). The candidate must also determine a mutually agreeable date, time and location to take the examination with the proctor. The candidate must confirm that access to a computer with internet access is available (examination is only administered online).
- The candidate must have the proctor complete and submit the Proctor Agreement/Verification Form (submit to ASPPA's Education Services Department, via email at ifichtenberg@asppa.org or by fax to 703-516-9308).
- ASPPA will contact the proctor and examination candidate to confirm that all information has been provided and approved including, but not limited to, the proctor qualifications, date, time and location for the examination(s) to be administered.
- ASPPA will provide instructions to and access to the online examination approximately 1-2 hours before the pre-determined examination start time to the proctor via email.
- On test day, the candidate must present to the proctor a valid, non-expired form of identification before he/she can test. That identification document must be government-issued (e.g., driver's license, passport, state-issued identification card or military identification card) and contain both a current photo (photo must look like candidate) and signature (if it does not contain signature, the candidate must present two identification cards: one with photo and one with signature).
- The proctor will provide examination access information approximately 15 minutes to the candidate before the examination time begins. The examination start time begins after access has been provided, candidate has accessed the online examination, and the candidate has reviewed the exam instructions.
- Examination candidates are allotted 3 hours to complete the online examination (the proctor will need to note the start and end time).
- The examination is online but is not open-book. Candidates are permitted to bring in a calculator (silent, solar or battery-operated and nonprogrammable (without paper tape-printing capabilities or alphabetic keypads). No other materials are allowed during testing. All other materials will be securely stored and returned to the test taker after the exam has concluded.
- At the conclusion of the examination, the candidate will automatically be issued a pass/fail score. The candidate should then complete the online examination survey.
- Within 24 hours after the conclusion of the examination, the candidate must change the password in their online ASPPA account (if not completed, ASPPA will change password for the candidate and notify candidate of such change).

### The proctor agrees to the following responsibilities:

- Provide a professional or organizational (non-personal) e-mail address to receive exam related correspondence.
- Provision of a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. Proctoring at a home address is not permitted. All locations to be pre-approved by ASPPA. Location must include a computer with internet access (high speed internet access preferable) and a computer mouse for easier navigation.
- Verification of time limits and use of approved instructional materials (if stipulated) permitted during the examination process.
- Supervision of the student during the entire examination administration.
- Proctors are required to complete a Proctor Agreement/Verification Form and the ASPPA staff confirms the validity of the proctor status whether with the University/College or the proctors membership status, whether it be ASPPA, SOA or AAA.
- Working with the exam candidate on a mutually agreement date and time to complete the examination.
- Verify candidate identification by reviewing a picture ID before the examination begins.
- Termination of the examination and notification to ASPPA immediately (ASPPA Education Services Department at 703-516-9300 if any improper conduct occurs before, during or after testing). Improper conduct includes gaining access to examination questions before an examination; having access to or consulting notes or books during the examination; copying questions and answers to take from an examination room; consulting other persons outside the examination room during the examination; disturbing other candidates during the examination; threatening or physically or verbally abusing another candidate, proctor or test administrator; and tampering with the operation of the testing computer or attempting to use it for any function other than taking the examination.
- Not assist the candidate with answering any examination questions or responding to any questions from the candidate in relation to the examination questions.
- Ensure that all examination materials, including scrap paper and/or any additional information pertaining to the exam, will remain in the room when a candidate leaves the room. There are not any scheduled breaks during the exam. If a candidate leaves the testing room while an examination is in progress, the candidate will lose examination time. Candidates are not allowed to use any electronic devices or phones during breaks.



**Proctor Agreement/Verification Form**  
**ASPPA Certificate Program Exams for Academic Credit**  
**(Please type or print legibly)**

**Exam Candidate Agreement:**

By submitting this form I agree to be responsible for the following:

- Locating a proctor (examination supervisor) and scheduling an appointment for the exam(s) with ASPPA's Education Services Department (have proctor complete this form and submit to the Education Services Department).
- Providing a picture identification to the proctor prior to testing
- Notifying ASPPA immediately if a test date needs to change or an issue with testing occurs.
- Abiding by ASPPA's Education Standards of Conduct (available at [www.asppa.org/CandidateCorner](http://www.asppa.org/CandidateCorner)).

**Exam Candidate Information:**

Name: \_\_\_\_\_ ASPPA ID Number: \_\_\_\_\_

Phone (available during testing day): \_\_\_\_\_ E-mail: \_\_\_\_\_

Examination: RPF-1: \_\_\_\_\_ RPF-2: \_\_\_\_\_ TGPC-1: \_\_\_\_\_

Requested Date of Examination: \_\_\_\_\_ Requested Time of Exam: \_\_\_\_\_

Location and address of the examination site: \_\_\_\_\_

**Proctor Information:**

Name: \_\_\_\_\_ ASPPA Member: Yes \_\_\_\_\_ No \_\_\_\_\_

Company/Employer \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

Proctor Qualifications:

(professional affiliations (including ASPPA), organizational affiliations, positions or rank at employer):

\_\_\_\_\_  
\_\_\_\_\_

**Proctor Agreement:** By signing this from I agree to serve as a disinterested proctor who will not give or allow to be given unauthorized assistance by any person to the exam taker. Only authorized materials will be allowed in the exam location. All other materials will be securely stored and returned to the test taker after the examination has concluded and all (if any) exam materials are collected. I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements.

Proctor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED TO THE ASPPA EDUCATION SERVICES DEPARTMENT:**

**ATTENTION: Ingrid Fichtenberg**  
**E-mail: [ifichtenberg@asppa.org](mailto:ifichtenberg@asppa.org)**  
**Fax: (703) 516-9308**

FOR ASPPA OFFICE USE ONLY	
Date Received _____	Exam _____
Verified by _____	Date _____
Administer: _____	Date _____ Time _____
Approved by _____	