A*S*K Business Institute
Policies and Procedures for Proctoring
A*S*K Institute Certification Exams

Acknowledgement

Testing administrators and proctors acknowledge that A*S*K exams are proprietary and have substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of exam questions or in a perceived breach of security that would diminish the overall value of the exams, certificates, Institute, or sponsoring organizations.

Testing Procedures

A*S*K exam proctors are expected to maintain a professional decorum typical of all high-stakes testing environments throughout the entire testing process (e.g., quiet room, no communication of any kind among examinees). Proctors may utilize their own professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process.

To minimize data complications, proctors are encouraged to allow students to log in and begin testing as they arrive. It is not necessary (and not preferred) that all students begin or end at precisely the same time.

Proctors may supervise a maximum of 30 examinees at any one point in time. If more than 30 are to be tested concurrently, an assistant proctor must be present.

Proctors for A*S*K exams must meet all of the following criteria:

- Minimum of 18 years old on the day of testing.
- Not a teacher within the department sponsoring the exam. (Exception: Department Chair may serve as proctor if none of the examinees are a current student of said Chair.)
- Not a student within the sponsoring department at any time during the current academic year.
- Not a current examinee.
- Physically capable of observing activities throughout the testing site.

- Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time.
- Willing to enforce all policies and procedures for testing.
- Willing to document his or her role as a proctor by submitting the Exam Certification form within one hour of the completion of the exam period.

Examinees are allowed:

- Use of calculators.
- Use of scratch paper. (NOTE: Scratch paper is to be collected and destroyed at the conclusion of testing.)

Examinees are not allowed:

- References or resources of any kind.
- Use of other websites while logged in to WebXam.
- Communication with other students or the test administrator.
- To record in any manner any element of the exam.

Proctor registration forms:

Proctor registration forms are to be completed not fewer than 10 days in advance of the test date by the test administrator and faxed to MBA Research.

Exam certification forms:

Exam certification forms are to be completed and submitted at the conclusion of the testing in order to validate the examination process and to ensure that examinees are eligible for certification and other recognition. The proctor must certify the process by completing the Exam Certification Form and faxing or emailing it to MBA Research within one hour. All forms are at the end of this document.