

References:	PRO BOARD CRITERIA: TA4	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy for how proctors will receive proctoring written exam assignments.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all proctors and evaluators to be familiar with this guideline to understand the process of receiving proctoring assignments. It is the responsibility of the Academy to ensure Registrars receive the proper information and instructions on how proctoring assignments are equitably distributed to approved proctors and evaluators.

2.0 PROCEDURES

- 2.1. A list of approved proctors and evaluators will be maintained by the Academy.
- 2.2. Once the Academy schedules a written test evaluation date they will refer to the approved proctor and evaluator list and select the required number of approved proctors for that written exam.
- 2.3. When more than one proctor is required for the written exam, one individual will be assigned as lead proctor based on proctoring experience.
- 2.4. The Academy will distribute proctoring assignments in a fair and equitable manner to all proctors or evaluators. There will be some criteria that may influence assignments such as evaluation location, and proctor/evaluator availability. The Academy will keep a record of all proctor assignments; this will include proctor's name, date, location and NFPA standard.



Karen Fry
Academy Director

December 22, 2017

Date