

Instructions for Proctors Administering GEK and DST Certification Exams

ALL PROCTORS FOR THE CERTIFICATION EXAMS MUST BE CPEs. An alternate Proctor should be selected and scheduled to substitute for the original Proctor in case of an emergency.

General Instructions:

1. Upon receipt of the testing materials from the Society Business Office, open the envelope containing exam packets; verify that you have a test packet for each candidate. Contact the Business Office regarding any discrepancy.
2. The Proctor is to provide a quiet testing room with adequate lighting, air conditioning, and comfortable exam chairs and desks. Interruptions by outside sources or persons are to be prevented so that candidates are not distracted.
3. The GEK exam will be four (4) hours in duration. The DST exam will be eight (8) hours of Questions and Problems. The candidate may choose to take a coffee or rest room break; however, the candidate must complete the exams within the time allocated.
4. Remind candidates to read all instructions thoroughly and to follow the instructions.
5. Distribute the exam packet to candidates and establish when the testing period will end. It is the sole responsibility of the Proctor to begin and end the testing period on time and to maintain the time limits.

Prior to Beginning the Exam:

- A. Have the candidates print their name and candidate number on each answer sheet. The candidate number is entered in the spaces marked "Identification Number". Have the candidates to fill in the corresponding scanner dots below the candidate number. *This is necessary for grading.*
- B. The Proctor must advise the candidate that the test will be graded by an optical scanner. All answers must be fully penciled and any changes must be completely erased. Individual answer sheets are enclosed for each section of the test. For example: GEK test answer sheet "Part A" is for questions A-1 through A-190. The "Part B" Answer Sheet is for questions B-1 through B-229 and so on. The same applies for the DST exam.
- C. Advise examinees of the importance of their comments. Refer to and read "Instructions for Examinees", item 6.
- D. No questions shall be asked by the examinees regarding test criteria. If an obvious printing error has been made on a question, the Proctor may review and announce the correction to all candidates. Proctors must make a written report to the Certification Board for any errors and announced corrections.

Completion of the Exam:

- A. When the exam period is over, each candidate should place the following into the transmittal envelope which was included in the candidate's exam packet:
 1. Answer Sheets
 2. Work Sheets (Scratch Paper)
 3. Comment Sheet
 4. Examinee Instructions; Signed and Dated

The complete transmittal envelope is to be turned in to the Proctor.

- B. **The Candidate and the Proctor MUST SIGN their names across the seal of the envelope.** DO NOT put the exam book in the transmittal envelope. The completed GEK and DST Exam Books (all pages) are to be returned with the transmittal envelope.
- C. After the exam has been completed, gather all exam envelopes and books; repackage them securely. Return the secured packets to the Society Business Office the first business day following the exam. Return using a shipping service that has a tracking system.

- D. Please return all exam packets promptly. The exam results may be delayed if not received in time to be batched and sent to the grading center.
- E. The Chapter Certification Chair must provide written explanation of any known reasons for a candidate not taking the exam as scheduled.

**THANK YOU FOR ASSISTING ASPE AND YOUR LOCAL MEMBERSHIP
BY PROCTORING THESE EXAMINATIONS.**

Note: Chapters are responsible for all expenses incurred in performing their duties at a chapter level.

Return packets to:

ASPE—Certification
2525 Perimeter Place Drive, Ste. 103
Nashville, TN 37214