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For CM, CMS, SM, End of Course Exams (Including TI, Controls, Electricity, Heating, and R/AC) and Hydrocarbon exams to be taken on the online learning platform Canvas via a laptop or desktop computer.

Important pre-exam notes:

- If testing for EPA 608, or using paper exams, please refer to the EPA 608 Proctor Script or General Exam Proctor script.
- Please read this script completely to ensure an equal testing experience.
- Please read the script *before* holding the exam(s) to ensure familiarity and speed of instruction on testing day.

On test day, ensure you have your proctor ID #, and ensure that candidates bring a photo ID with them on testing day.

Ensure that you have the following materials:

Material	Amount
Computer (Charged and/or plugged in with internet connection)	1 per candidate
6-digit exam code (emailed to you)	1, to be revealed to candidates ONLY when beginning the exam
#2 pencils	2 per candidate
Blank scrap paper for formula calculation	1 per candidate
Temperature/pressure chart	1 per candidate, also available virtually on exam site
Simple, non-programmable calculator	1 per candidate
List of testers taking exam, including their Canvas login information (usernames/emails/passwords, which were emailed to you)	1

Text in **bold** is meant to be read aloud. Text in *italics* are actions or internal instructions for proctors.

## SCRIPT

**Hello, my name is** (your name) **and I am a proctor for RSES. I will be conducting today's test and ensuring a fair testing environment.**

**Before we begin, I will perform some security measures and give an overview of the session information.**

**All personal electronic devices and items not necessary for testing should be stored in** (storage you have designated outside of testing area). **This includes phones, smart watches, personal notebooks, pens, etc. We recommend silencing your devices prior to storage.**

*Collect and store the items until the test session is over. Do not allow access to these items during the test session.*

**Now I will need to check your personal identification. RSES requires you to show an ID such as a driver's license, student identification, or passport. Without a photo ID, you cannot sit for the exam, and you will need to leave.**

*Check each candidate's photo ID. Even if you know a candidate personally, they still need to show you their photo ID. If any candidate does not have a photo ID, have them leave the testing area.*

*(See chart below) List the title(s) of the exam(s) you are administering, the number of questions, the passing score, and the length of time allotted.*

Exam Title	# Questions	Minimum Passing Score	Time Length
CM	150	70% (Sections weighted)	3 hours
CMS/SM	100	80%	3 hours
End of Course Exams (Including TI, Controls, Electricity, Heating, and R/AC)	100	70% weighted with course scores (If applicable)	2 hours
4 <sup>th</sup> Edition Hydrocarbon Exam	50	80% (40/50 correct)	1 hours 15 mins

Next, pass out the exam materials, including computers and if applicable, chargers, a basic 4-function calculator, and extra pencil. Do not reveal the exam code to candidates yet.

### EXAM SECURITY INFORMATION

Here are the guidelines to follow during the exam today:

- Maintain silence during the exam.
- You may only use a laptop or desktop computer to take this exam. Exam on smartphones or iPads is not permitted.
- Refrain from distracting/disturbing movements (i.e., pencil tapping) moving around during the exam (walking, etc.)
- You may leave one at a time to use the restroom. Raise your hand and wait for my direction.
- Cheating includes communicating with candidates, copying, and sharing answers. Screenshotting and printing exam materials is also considered cheating. In such cases, I will immediately collect your exam materials and your test will not be scored.
- Violations of testing security measures may invalidate results for everyone.
- RSES reserves the right to void test results if improper conduct or cheating is detected.

Once testing begins, I cannot answer questions on any subject other than testing procedures. If you have any questions about the information, we have already covered about test specifics and certification requirements please ask them now. The only items allowed on your table for the RSES exams are your computer, pencils, a non-programmable calculator, PT chart, and scratch paper.

We will now go to the website Canvas and login. Please use the following URL:

<https://elearning.rses.org/login/canvas> If possible, write this on a board in your room, or project it, or email it to candidates.

Please login using the information you are given.

Give candidates the URL to login at, as well as their login information if they do not have it.

Circulate the room and make sure that all candidates are enrolled in the proper exams on Canvas. Candidates should have previously indicated to you what exams they wanted to take.

Next, please click on the exam to enter it and read through the disclaimer. Click “next” after you have read it completely. Now you should see a page asking for the exam code.

### INSTRUCTIONS FOR COMPLETING EXAM

1. You may use the printable or virtual charts provided in this course, a calculator, and scratch paper.

2.

3. This is a closed book exam. **YOU MAY NOT VIEW ANY OTHER CONTENTS OTHER THAN THE CHARTS PROVIDED AND EXAM.** Accessing of any other outside materials will be reported by the proctor and is an immediate failure.
4. The time limit is *[list time limit from chart above]*
5. You will be able to review your answers only immediately after submitting for one time. You will not be able to go back and look at your responses later.
6. Your proctor will provide you with the access code to begin this exam.
7. Scroll through the exam to view the questions. Click on the answer you feel is correct. The answer that is selected will have a black dot in it. If you leave a response to a question blank, it will be automatically scored as incorrect.
8. When you feel you have answered all question to the best of your ability, click the submit button at the bottom of the exam.
9. Upon passing, email [hhugenberg@rses.org](mailto:hhugenberg@rses.org) and RSES will look over your scores and generate a certificate if you did pass.

You will have *[time limit]* to complete your exam. *Time limits are listed in the chart above.*

If you complete your exam before the time limit, please raise your hand. I will come over and ensure that you have submitted your exam. If all the testing materials are complete, I will collect your exam materials.

Remember, any exams started in this exam session will be automatically submitted at the end of the exam's time limit, even if you have not finished it. Once the time limit has been reached, the exam will automatically close and score with whatever you have submitted.

*If you are allowing candidates to leave the session as they complete their exams, please read the "End of Session" information at this point.*

**Are there any questions? Please remember I will only be able to answer questions about testing procedures; I will not be able answer any questions or provide clarifications about the exam items.**

*Answer any questions.*

**If there are no more questions, we can begin the exam.**

**Please click on the exam to enter it if you have not done so, and enter the following code: *tell candidates the 6-digit code you were sent by RSES admin.***

**Questions 1 and 2 ask for my name and my proctor number. Give candidates your name and your proctor number or write it on the board or project it.**

*At the end of an exam's time limit or when a candidate raises his/her hand to indicate that they are finished, check their exam to ensure that they have clicked the "submit" button. This prevents them from accessing the exam outside of the exam session. Do not allow a candidate to leave the exam session without verifying this!*

## **END OF SESSION**

After all exams have been completed or the time limit has been reached, you can read the following informing candidates of how to reach their test results. If you are allowing candidates to leave the testing area as soon as they have completed their exam, please read this information before beginning the exams.

**Upon clicking the "submit" button, you will instantly know your score and if you passed or failed. If you failed, you will need to contact RSES to purchase a retake and schedule a new exam session with your proctor. Certificates for those who pass will be generated and emailed to candidates within two business days.**