



# **INTERNATIONAL CODE COUNCIL PROCTOR INFORMATION PACKET BYOD PRONTO EXAMINATIONS**



# ICC PROCTOR APPLICATION BYOD PRONTO EXAMINATION

Name \_\_\_\_\_

Business Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Occupation \_\_\_\_\_

Employed by \_\_\_\_\_

Please list or attach any experience that may be pertinent to proctoring examinations

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

I acknowledge that I am not a construction contractor nor am I affiliated with or related to a contractor or subcontractor, nor do I have relatives or close friends whom are employed by a building permit (inspection) or fire department. If in the future any of the above apply, I understand that I must notify ICC of this fact for examination security reasons. I understand that it is my responsibility to keep the ICC exams secured at all times while in my possession. I agree to abide by the rules and regulations for proctoring ICC examinations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:**  
International Code Council  
Eastern Regional Office, Assessment Center 900 Montclair  
Road  
Birmingham, Alabama 35213  
Telephone: 1-888-422-7233  
Email: askAC@iccsafe.org

## CONFLICT OF INTEREST STATEMENT

It is the policy of the Certification Committee (the Board) to require examination security and to avoid actual or apparent conflicts of interest by those involved in the preparation of examinations. The Board therefore requires written compliance with the following statements by all examination development parties (e.g., examination development committee members).

1. All Board members, exam development parties (e.g., exam development committee members) and other affected persons shall agree to and be subject to the following:
  - a. To not teach, participate in, have any interest in, become associated with or permit their name to be used in conjunction with any seminar, course, program, or other activity which has as its expressed or implied objective the preparation for any examination.
  - b. To not personally register for or take any examination when having participated on the examination committee or when having seen item bank questions.
2. Affected persons shall include all exam development parties and all other persons including, but not limited to, employees of the Board who have access to examinations and employees of ICC who have access to examinations, and all contracted outside agencies who assist in providing test validation or administration, and their immediate family.
3. Restrictions set forth above in items 1(a) and 1(b) shall apply to all examinations which are overseen during the period of the member's service, and for a period of one (1) year thereafter. As to all other affected persons, these restrictions shall apply as to all examinations, prepared, validated or administered during the period of time in which they are performing their respective duties and for a period of two (2) years thereafter.

The undersigned hereby agrees to comply with provisions of this Statement as a condition of examination development service or performance of duties in connection with test preparation, validation or administration, and, by signing below, acknowledges receiving a copy of this Policy Statement and the written agreement by the affected persons.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

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# PROCTOR AGREEMENT FOR ICC EXAMINATIONS

Proctor

Signature: \_\_\_\_\_ does hereby agree as proctor for the International Code Council Assessment Center to the following:

1. The proctor will administer the test on the days and at the times specified by the ICC Assessment Center.
2. The proctor will be responsible for strict security of the examinations during the administration.
3. The proctor will complete any and all forms and paperwork required by the Assessment Center.
4. The proctor will immediately notify the ICC Assessment Center should he or she become ineligible to administer examinations.
5. The head proctor will be responsible for assistants following the rules and regulations of ICC examinations.

ICC Assessment Center staff or appointed agents, along with identification and a letter of authorization with the ICC seal affixed, may monitor, audit, or otherwise check the exam materials, procedures, and security without notice.

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

Office Use Only

Approved By: \_\_\_\_\_

ICC Title: \_\_\_\_\_

Date: \_\_\_\_\_

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# Proctor Checklist

## Prior to Administration Day

- Proctor Packet
  - Read the Proctor Information Packet in its entirety
  
- Site\* (if available prior to the administration date)
  - Visited the room in which the administration will be delivered and verify the following:
    - Lighting (indirect, overhead, without glare)
    - Climate controlled
    - Odor-free
    - Low noise
    - Restrooms are convenient and available for use
    - Seating either conforms to the seat chart provided in Proctor Information Packet or it can be arranged prior to the administration
    - Read and fully understand the Emergency Evacuation Procedures provided in your Proctor Information Packet

## Administration Day

- Site\*
  - Arrived 1 hour prior to start time
  - Posted the "Quiet Please Testing in Process" sign(s)
  - Verified the administration room met the following ICC requirements:
    - Lighting (indirect, overhead, without glare)
    - Climate controlled
    - Odor-free
    - Low noise
    - Restrooms were convenient and available for use
    - Seating either conformed to the seat chart provided in Proctor Information Packet or it was arranged prior to the administration
  - Read and fully understood the Emergency Evacuation Procedures provided in the Proctor Information Packet
  
- Check - in
  - Verified identification using a valid Driver License or other photo ID\*\*
  - Verified references according to ICC guidelines
  
- Exam Administration
  - Read the Exam Administration Script provided in the Proctor Information Packet
  - As each candidate completed their examination or when time is up, the following actions were performed:
    - Completed and initialed the Sign-in sheet.

**After Administration**

Completed examination administration forms are to be emailed on exam day or no later than the following business day.

Boxed up exam materials to include the following:

- Participant List
- Exam sign-in sheets in alphabetical order
- Proctor Payment invoice(s)
- Special Problem Form(s)
- Exam Comment Form(s)
- Proctor Checklist

\*If deficiencies are found, contact the Test Administration Manager 1-888-422-7233 ext. 5270.

\*\*Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g. a driver’s license, passport, etc. If the candidate does not have one, they cannot sit for the exam. Complete the Special Problems form.

The undersigned hereby attests the actions noted as completed on this checklist are accurate.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

# ICC PROCTORS

It is important that as Proctor you recognize your position is that of representing the International Code Council while administering an examination. The ICC is a private not-for-profit organization which, in addition to other functions, publishes codes and other related manuals and standards.

In order for you to effectively function as our representative, you are furnished the following rules and guidelines. They are not all-inclusive. You may experience questions and events not covered in the rules and guidelines. At these times you must exercise good judgment. Always be courteous but firm, compassionate but not condescending!

Our examinations depend on two things to maintain the high standard of credibility we strive to achieve: composition and security. "Composition" is our responsibility. "Examination security" is both our and your responsibility.

An important part of proctoring is the continuous monitoring of the candidates. This is done by remaining in and frequently traversing the room. You must always be on the alert for participants attempting to visit other websites.

Make sure the following is understood by the candidates prior to starting the examination. Anyone not agreeing to abide by the following is to be requested to leave after turning in any material already issued:

1. If any participant is found writing on any materials the participant must turn in to the proctor the material written on immediately. It will not be returned.
  2. Participants refusing to turn in material and leave the premises when requested by the Proctor will forfeit the examination fee and be refused the opportunity to take any ICC examination in the future. A candidate leaving the premises with any or all examination material may be subject to legal action.
  3. If any participant is found accessing disallowed electronic materials or websites, the participant will be dismissed from the examination and barred from further testing with ICC.
- \* ICC randomly selects examination sites to be visited by an ICC representative or ICC Staff member. The representative or member will arrive prior to the examination starting time and will inspect the site and the examination packets in the presence of the Proctor. They will have a letter from the ICC Assessment Center for identification purposes.
- \* Proctors should be aware that during the administration of the examinations, the test room may be monitored by video cameras that may or may not be within sight.

Any deficiencies found during the audit or monitoring will be handled accordingly.

- 1<sup>st</sup> Offense - Proctor will undergo retraining and be provided a written warning.
- 2<sup>nd</sup> Offense - Proctor will undergo retraining and provided a final written warning.
- 3<sup>rd</sup> Offense - Proctor will be released as an ICC proctor.

## **EXAM ADMINISTRATION DAY NOTES**

If there are any candidates who will be provided special accommodations for this administration, you will receive a list of candidates and separate set of instructions in this packet. ADA accommodations are handled by the Code Council well in advance of an exam administration. If a candidate claims he needs ADA accommodations but is not on the Code Council list, DO NOT attempt to provide accommodations yourself. Call the Code Council immediately.

Try to seat examinees as far apart as possible. When it is time to begin the administration of the exams, check to see that all examinees are seated according to ICC guidelines.

If scheduled candidates do not show up for their exam, you must stay for the entire allotted exam time, as candidates may come in late.

Examinees should leave the premises upon early completion of their exam.



# EXAM ADMINISTRATION SCRIPT

(Please read this prepared script on exam day)

Good morning/afternoon. My name is \_\_\_\_\_, and my colleague and I will be administering your examination today.

First, I must inform you that eating, drinking, or smoking of any type of tobacco products is not allowed during the exam or in the exam room. Also, if you have any of the following items, you are encouraged to turn these in to me or my colleague because these items do not belong in the exam room:

- \*Telephones (must be turned off or silenced)
- \*Briefcases or bags
- \*Extra pages or notes
- \*any writing utensils or electronic "pencils"
- \*Cameras or other copying or recording equipment

If you have a watch with an alarm, the alarm must be turned off and must remain off until the examination ends. The restrooms are located \_\_\_\_\_. You may go to the restroom one at a time, but you must ask me or my colleague. While you are out of the exam room, you are not to talk on the phone or visit your automobile for any reason.

Please clear your table of all materials except for the following, which are allowed during the exam:

- \*Magnifying glass
- \*Eyeglasses
- \* Copyrighted bound books which may have highlights, permanently attached tabs, or notes.

Note: You cannot use electronic copies of references nor access any electronic materials or websites other than the PRONTO site. during your examination. If you are found accessing anything other than the PRONTO examination, you will forfeit your examination fee and will be barred from further testing with ICC.

It is recommended that you take the tutorial prior to launching your examination. If you have not done so already, please access the tutorial available in your PRONTO portal. This will not affect your examination time.

Read and follow any special instructions that may be provided with each examination question. Some questions may refer to figures or plans, which are included with each examination item.

There is no penalty for guessing, so answer all questions.

No talking to other candidates or exchanging of any type of materials, books, manuals, etc is allowed.

No duplicating, copying, or recording equipment is allowed in the test location.

No marking whatsoever is allowed on reference materials during the examination.

Your final grade will be computed as stated in the Examination Information Bulletin.

This examination and all parts thereof are copyrighted materials. Any attempt to copy, remove, or otherwise retain any of the information provided in this examination administration will be considered theft by the owners of International Code Council.

If you have comments about any exam questions or your testing experience, Comment/Challenge Forms may be found at <http://www.iccsafe.org/Certification> in the “Services” section. I cannot answer any questions concerning the contents of the exam.

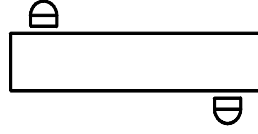
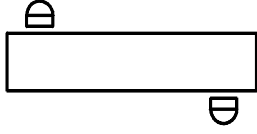
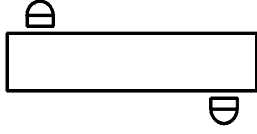
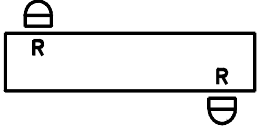
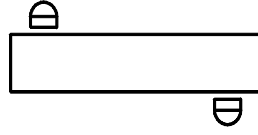
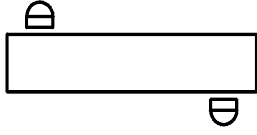
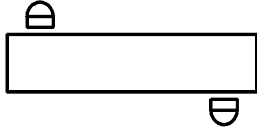
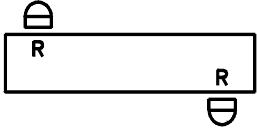
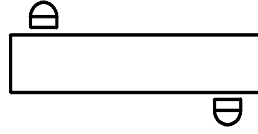
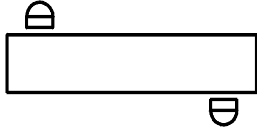
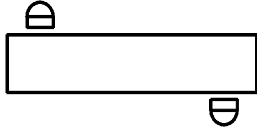
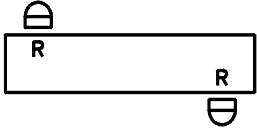
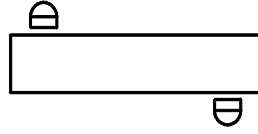
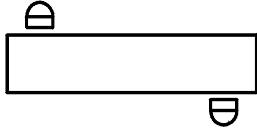
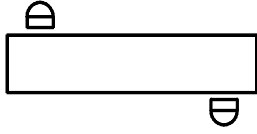
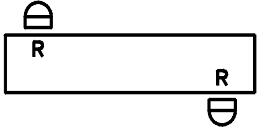
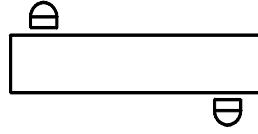
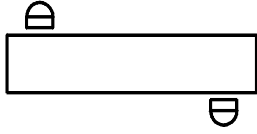
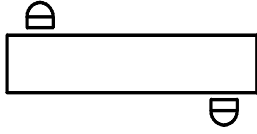
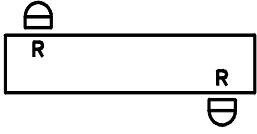
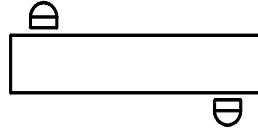
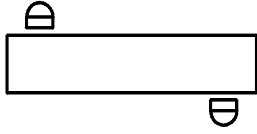
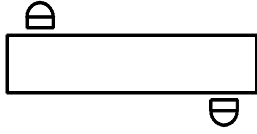
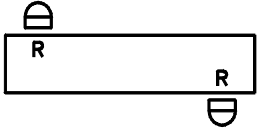
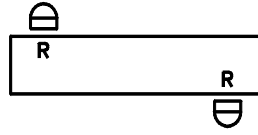
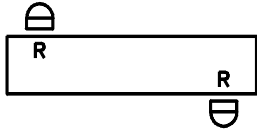
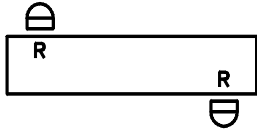
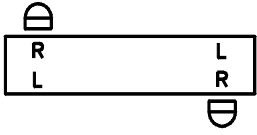
Failure to follow any of the rules or regulations will result in your exam being cancelled, you being dismissed from the exam room, and it may also affect testing in the future.

Are there any questions?

**GOOD LUCK!**

You may begin the exam.

HEAD PROCTOR



PROCTOR

Room Table Layout - If Space Allows, Seat One Person Per Table

# SPECIAL PROBLEMS FORM

PROCTOR'S NAME: \_\_\_\_\_

DATE OF EXAMINATION: \_\_\_\_\_

EXAMINATION LOCATION: \_\_\_\_\_

## DESCRIPTION OF EXAMINATION SITE:

SEATING: \_\_\_\_\_

LIGHTING: \_\_\_\_\_

ETC.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPECIAL PROBLEMS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**QUIET PLEASE**

**TESTING IN**

**PROGRESS**

# Emergency Evacuation Procedure

Proctors should explain the following procedures to all monitors prior to administration.

A. If proctor recognizes or candidate brings to proctors or assistants attention any hazard, the premises should be abated, emergency personnel contacted (*fire department, police, or other emergency units*), and ICC notified as soon as possible.

B. To prepare for an emergency, the proctor will:

Locate and identify all exit doors; they are to be kept closed but not locked from the inside. Inform each assistant proctor of the exit they are to use in case of evacuation.

If an evacuation is directed, give the following instructions to all candidates:

**“CLOSE ALL DEVICES LEAVING IT ON THE TABLE AND TAKE YOUR PURSE/WALLET AND PROCEED TO THE NEAREST EXIT.”**

Examination staff should direct candidates to specific exits and check to ensure that no candidate has any (visible) examination materials. Assist any candidate who appears to have a problem leaving.

The proctor should be the last person to leave the room and the first to enter the room after the emergency has subsided.

When the test area has been declared safe, the examination staff should perform an inventory of all exam materials prior to admitting candidates. This inventory should include all used and unused test materials.

Candidate photo identification should be verified on check-in. Allow candidates the remainder of the allotted time to complete their exam, plus an additional five minutes.

The proctor should provide a detailed report of any unusual circumstances on the Special Problems form.

C. Action and preparation in the event a candidate becomes seriously ill or requires immediate medical assistance:

The proctor should determine prior to the exam administration the location and telephone number of the nearest medical facility, as well as the location of the nearest telephone to the test center. In an emergency, immediately call the emergency medical facility for assistance. If requested by the candidate, have a monitor assist the candidate to the nearest exit. If the person is not conscious, immobile, or suspected of having a heart attack, do not remove them from the test room until emergency medical personnel direct it. **IF YOU ARE QUALIFIED**, apply approved first aid measures.