

CDP EXAM OFFSITE TESTING PROCEDURE

1. The Certification Committee must approve all Offsite Testing. The testing window will open September 1 and all testing must be completed no later than December 31, 2021.
2. An SDP Member (Candidate) will register for the 2021 CDP exam and process the exam fee. Candidates may register at any point during the exam window, with at least two weeks between exam registration and testing date. Registrations will not be accepted after December 20, 2021.
3. Following the registration, Candidate will identify a Proctor and Test Location. The selected proctor will be approved by the Certification Chair. Proctors generally must have established credentials such as:
 - a. Current or Retired CDP
 - b. SDP Past President or current Board Member
 - c. SDP Faculty
 - d. Librarians, School Administrators, Teachers, or Professors
 - e. HR Personnel from Candidate's Organization
 - f. Others approved by Certification Chair
4. The Candidate and Proctor will establish a mutually agreed-upon date and location. Test Location should be private (with a door), quiet, and large enough to accommodate social distancing (if required in the local municipality). Suggested exam locations include:
 - a. Candidate or Proctor's office conference room
 - b. Library (College/University or City/Town) conference room
5. One week before the exam date, materials will be mailed to the Proctor. Materials include:
 - a. Proctoring instructions and exam guidelines
 - b. Sealed internal envelope with exam booklet and answer sheet
 - c. Instructions for returning exam and prepaid return envelope with security seal
6. Both the Proctor and Candidate must agree to perform the following tasks and instructions:
 - a. Proctor will read instructions, exam guidelines, and set timer.
 - b. Exam and answer sheet envelope will be unsealed in the presence of both the Proctor and Candidate.
 - c. Timer will start and Candidate will have 4 hours to complete exam.

- d. Proctor will monitor Candidate.
 - e. At the conclusion of the exam the Proctor will collect the exam book, answer sheet, and scan the answer sheet. Materials will be placed in the return envelope.
 - f. Proctor will seal the envelope and both Proctor and Student will sign the security seal.
 - g. Proctor will mail materials to the SDP Executive Director via a trackable mail service. Scan of the answer sheet will be emailed to the SDP office as back up.
7. Candidate is responsible for bringing:
- a. Calculator
 - b. Blank scratch paper
 - c. Pencils and Eraser
8. Both the Candidate and Proctor agree not to replicate any part of the examination booklet in any manner.
9. Once all Candidates have completed the exam and all materials have been received to the office, staff will notify Candidates of the exam results within 30 days. All results will be released concurrently after the close of the exam window (12/31/21).