



Proctor (Invigilator) Instructions

To the Proctor/Invigilator: **You MUST read this document in its entirety prior to the examination** and sign the attestation on the last page. Failure to do this may result in suspension of your proctor privileges. Return this document to the Vibration Institute along with the signed cover sheet(s) from the Equation Sheets set(s) and exam session roster.

1. The examination e-package contains the following files*:
 - C-I-001OL, Certification Exam instructions for the Candidate
 - C-I-002OL, Approved/Prohibited Items and Calculators for Certification Examinations
 - C-I-003OL, Proctor (Invigilators) Instructions
 - C-I-004OL, Certification Exam Instructions to be Read to the Candidates
 - C-I-009, Proctor memorandum
 - C-F-006, Proctor Code of Ethics
 - C-F-018, Examination Violation Report Form
 - Exam session roster (listing of candidates)
 - Equation sheets set, with cover sheet for candidate label and signature
 - Candidate name tent cards for seat locations (U.S. Exams Only)

**The first seven documents are merged in file ProctorPacket.pdf.*
2. The proctor is responsible for ensuring that the Certification Examination is administered according to Institute policies and procedures in order that the integrity of the examinations is not compromised. Any proctor who does not follow these procedures exactly as outlined may be banned from proctoring future examinations. Certified proctors are subject to vibration certification revocation when violations compromise the integrity of an examination. Final decisions regarding penalties for procedural violations will be made by the Executive Director, Manager of Operations, the Certification Committee Chair, or the Technical Director of Certification of the Vibration Institute. Appeals may be made to the Vibration Institute Board of Directors.
3. Candidate seating shall be in alphabetical order or similar arrangement to minimize the chances of cheating and/or collusion. Candidate name tent cards shall be placed on the tables in the examination room before the candidates are seated.
4. The examination room shall be set up "classroom style" with no more than two candidates seated per six-foot (about two meter) table; or three candidates per eight-foot (about 2.5 meter) table. If space allows, provide additional separation between candidates.
5. During the examination, all candidates must be facing in the same direction. Candidates shall **not** be seated facing one another or around a table or in a circle.
6. There may be an authorized Exam Session Monitor at some examination sessions. If so, the Exam Session Monitor should present a government-issued photo ID and their signed C-I-008 prior to the start of the examination session. Read the C-I-008 session monitor restrictions; especially note that monitors may not move about the examination room and may not communicate with candidates.

7. **CANDIDATES MUST SHOW A GOVERNMENT-ISSUED PHOTO ID** and their presence should be marked on the exam session roster before the candidate is sent to their seat. Unidentified applicants may not participate.
8. Candidates should set up their device, non-programmable calculator, Equation Sheets set, pen/pencil, any other approved items they may have (scale, protractor, ...) then open their previously provided examination link. *An “exam paused” message should be displayed.*
9. Before selecting Resume to un-pause all examinations, the proctor must do the following:
 - Read/review “Certification Examination Instructions to be Read to the Candidates” (C-I-004OL) with the candidates
 - Read/review “Approved/Prohibited Items and Calculators for Certification Examinations” (C-I-002OL) with the candidates
 - Verify that all candidates have access to only approved items and that all prohibited items have been stowed (with the exception of cell phones).
10. Cell phones shall be turned off and either stowed in a proctor-designated location or kept in full view of the proctor. Should there be extenuating circumstances requiring a cell phone to be on, the proctor should hold the phone. Candidate cell phones shall not be taken from the examination room until the candidate’s examination is submitted and finished.
11. Candidates may begin when instructed to do so by the proctor (and their examination is un-paused in the exam software by the proctor. *To un-pause, select Resume*).
12. Candidates that arrive late shall be allowed to take the examination; however, the end time for their examination shall coincide with the end time for the rest of the group. At the sole discretion of the proctor, the end time of their exam may be extended to allow the full testing time allotted for the examination. *Maximum exam time is based on a preset electronic limit; access ends when the preset time is reached or when the proctor takes action to end access to the exam.*
13. If a candidate received **prior** approval from the Vibration Institute because they are taking a certification exam in a language with which they have difficulty, they may bring a printed dual-language dictionary to the examination and have 30 minutes of extra time for completion of the examination. In this case, the proctor will review the dictionary before the start of the examination to ensure there are no notes or other materials included with it.
14. Unauthorized copying of an examination in any form will result in disqualification and loss of certification for the candidate and sanctions against the exam proctor. Furthermore, copying of an exam is a violation of VI copyright and may be subject to legal action. Under no circumstances whatsoever shall the proctor read, view, or copy any examination or any portion of it.
15. Once the examinations have begun, the proctor cannot answer any questions other than to restate the examination instructions.
16. If a candidate’s examination is paused by the assessment software during their examination, check with the candidate to determine what action triggered the Pause (e.g., accidental key entry, attempt to take a screenshot, etc.) and review the candidate’s log (part of proctor’s view in software).

- If the action was accidental, click on **Resume** to allow the candidate to continue.
 - If the action was an attempt to cheat/collude, give the candidate one warning, **Resume** their exam, and enter a note into the candidate's electronic exam log.
 - *If a second attempt to cheat/collude results in an Exam Pause, determine whether the exam should be suspended (ending the candidate's exam) or Resumed again (with appropriate entry in the candidate's electronic exam log). Complete and submit an Exam Violation form C-F-018 when returning the examination session's electronic materials. **Strive to keep the examination session safe while maintaining examination integrity and security.***
17. If a candidate's examination is locked up or otherwise preventing access, click on **Fix Stuck** to restore the examination connection.
18. Candidates will be allowed the following time to complete examinations:
- Category I: 2 hours
 - Category II: 3 hours
 - Category III: 4 hours
 - Category IV: 5 hours
19. **Candidates MUST agree to the Attestation in their examination to be able to take the examination. They must review and verify their Attestation afterwards to be able to submit their examination.**
20. The proctor shall remain in the examination room except for brief, necessary toilet (water closet) use.
21. Upon completion of the exam, the candidate MUST:
- **Sign the cover page of the Equation Sheets set.**
 - Return the Equation Sheets set to the proctor. (The cover page will subsequently be scanned and sent to the Vibration Institute).
- Note: If no Equation Sheets set is returned to the proctor, the examination will be disqualified. This omission shall be determined via notation on the exam session roster.*
22. After the examination event is completed, the proctor shall:
- Check the session room and collect any exam-related materials that remain (such as name tents, power strip(s), proctor device, candidate belongings, etc.)
 - Check the returned Equation Sheets sets against the exam session roster. Note any missing sets.
 - Remove and scan the signed cover sheets from the Equation Sheets Sets.
 - Completely destroy (shred or burn) all Equation Sheets Sets pages including cover sheets (after scanning)
 - Scan and return the exam session roster
 - Sign, scan, and return this document (C-I-003OL).
Send all scanned files to the Vibration Institute at vicertification@vi-institute.org
23. Collaborations with other candidates or any other unethical behavior on a certification examination will not be tolerated. If the proctor conclusively observes or suspects that a candidate is engaging in unethical behavior, the proctor must document the event using the enclosed Examination Violation Report (C-F-018) and return it to VI along with the exams. Random examination surveillance of candidates and proctors will be performed to ensure processes and procedures are being followed correctly.

I have read and understand the Proctor (Invigilator) Instructions and agree to execute them as stated. I understand that failure to follow these instructions may result in my losing authorization to serve as a proctor and revocation of my certification (if applicable).

Signature: _____ Date: _____

Print Name: _____

Examination Location: _____ Exam Date: _____