

Equivalency Tests

Proctor Expectations

***Uphold the value and respect of I-CAR training and recognition programs in the industry**

***Protect the integrity of I-CAR Equivalency Tests and the test process**

Proctor Duties

1. Plan Equivalency Test events at appropriate locations.
2. Send information to Field Support, including date, start time, location, proctor name, Committee, contact information, and capacity.
3. Registration closes two weeks before event and materials are automatically shipped.
4. Inspect materials when received and contact I-CAR Fulfillment for any discrepancies.
5. Arrive early on the day of the Equivalency Test event.
6. Arrange room for the best testing environment.
7. Assign seating to arrange students in a logical and fair manner for taking tests.
8. Prepare all materials prior to starting registration.
9. Check photo ID for each student and have them initial Class Attendance form.
10. Begin event on time by calling for attention and asking for quiet.
11. Make announcements, including time, test forms, test process, and exit procedures.
12. Distribute test(s) and begin the two-hour test period.
13. Monitor classroom and students. Test environment should remain quiet and orderly.
14. As each student finishes their test(s), collect and check in their materials on the Class Attendance form.
15. When finished, each student is to leave the room. No materials leave the room.
16. Complete the Class Attendance form by signing it.
17. Place all Scantrons, test booklets, and the Class Attendance form in the specially-marked FedEx envelope.
18. Ship all materials to the I-CAR Training Support Center in Hoffman Estates, IL within 2-3 days after the test event.
19. Proctor payroll will be automatically generated upon receipt of all paperwork.
20. As unforeseen circumstances or challenges arise anywhere in the process, make your best decision based on the principles above and do what is right.



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