

## AMS Exam Proctor Guidelines

### **HIDA is pleased to offer remote testing**

To address the testing needs of a growing number of HIDA members participating in HIDA's AMS Sales Training program and accreditation program, the HIDA Educational Foundation has adopted a flexible proctoring model that allows AMS Exams to be administered remotely.

### **Responsibilities of AMS exam proctors**

The proctor is an important factor in the testing process. He/she ensures that the test candidate is the correct person to be seated by verifying their identity. The proctor is a deterrent against the unauthorized use of course materials, notes or other resources while taking the test. Finally, the proctor provides protection to the AMS testing program and adds validity to the examination process.

- 1. Exam Confirmation** – The test proctor should have and keep a copy of the AMS Exam confirmation sent to each AMS candidate and copied to each proctor. Proctors must ensure that:
  - Only the applicants named take the exam. The confirmation is verification that HIDA has the necessary paperwork on file to allow someone to take the AMS Exam.
  - Tests are given only on the scheduled date and time. If the testers arrive late, you may ask them to contact HIDA to reschedule.
  - Testers have their username and password and know how to access the exam online.
- 2. During the Exam**
  - Testers are given 90 minutes to complete the exam. Proctors are required to be physically present with the tester/s for the full 90-minute test period.
  - There is no unauthorized use of course materials, notes or other resources (other than simple calculators) while taking the test. This includes the use of the internet, which is strictly prohibited. Cell phones should be turned off during the test.
  - There is no unauthorized printing or duplication of exam questions.
  - Testers are not allowed to leave the testing location for any reason during their exam. Bathroom breaks, etc. should be taken care of before the exam begins.
  - If the testers believe they have a problem with their computer, need scratch paper, etc. the proctor should provide appropriate assistance.
- 3. Grading**
  - In order to pass the AMS Exam, a candidate must receive a passing score of 72% or higher.
  - Because testers are taking the exam online (unless otherwise arranged) the test will be graded automatically and a score will be available immediately upon completion.
  - Violation of any of the rules/guidelines of this exam as reported by you (the proctor) will result in a failing grade, regardless of the score reported by the testing system.
- 4. Following the Exam**
  - In the event a candidate passes the AMS Exam, the proctor should let the individual know that HIDA will be sending them a packet of resources to help them maximize the value of their new AMS credential and market their accomplishments and expertise. The packet will include instruction on annual continuing education requirements to keep their certification active from year to year.
  - In the event a candidate does not pass the AMS Exam, the proctor should let the individual know that they may apply with HIDA to retest. A retesting fee of \$99 will apply, and the candidate must wait 30 days before retaking the exam.
  - If there appears to be a problem with the way the online test is functioning or if there is a question about test question being accurate, contact HIDA immediately.

## PROCTOR AGREEMENT

By completed submission of this form, I agree to serve as an approved test proctor for the AMS Exam.

I will monitor the test taking in person, staying in the same room with the exam-taker at all times during the exam. I understand that my interaction with the test taker/s includes answering questions on test procedures, but not questions on test content.

I agree to be responsible for providing a computer workstation and reliable internet connection for each tester. I also agree to be responsible for providing an appropriate testing environment. I understand that test takers are not permitted to leave the testing area until the test has been completed; they are not allowed to have notes or study materials; they are not allowed to use the Internet for reasons other than taking the exam.

Signature:

Date:

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Name (print):

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Company Name (print):

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