



# Examination Proctor Policy and Procedure

## Policy

The individual tester is responsible for finding and securing a test proctor. Tester must ensure the selected proctor is “defensible”. This means the proctor can administer the exam without bias. Tester is accountable for selection a defensible proctor

**Unacceptable proctors** include family members, friends, subordinates, and employees.

**Acceptable proctors** include supervisors, human resources personnel, military officers or NCOs, librarians, teachers, and school officials, etc.

WSO will conduct random proctor audits to verify proctor identified during registration actually proctored the exam and is unbiased to the outcome. If either a tester entered fraudulent proctor information or it is determined the proctor was biased or otherwise not defensible the individual’s certification will be rescinded without refund. Tester can submit a formal complaint if he/she disagrees with the audit’s findings by following the complaint process.

## Procedure

- 1) Prior to registering for the WSO exam, the tester will find an acceptable proctor and coordinate the exam time and location. Additionally, the tester will provide the proctor with “Proctor Policy and Procedures” and “Monitor Form,” both of which will be attached via email as well as located on the WSO website.
- 2) When registering for an exam, the tester will document the name, title, and contact information of his/her proctor.
- 3) The tester completes his/her section of the Monitor Form; the proctor completes the proctor section of the Monitor Form and the Proctor Policy and Procedures Form, then returns to the WSO Certifications Coordinator (Email: [certification@worldsafety.org](mailto:certification@worldsafety.org)).
- 4) Proctor reads statements to tester and begins time (written). Electronic exams are timed automatically.
- 5) The tester completes the exam in the presence of the proctor and submits (electronic) or provides proctor with test booklet, and turns in any scratch paper.
- 6) WRITTEN EXAM: Proctor mails test booklet and scratch paper, complete Monitor Form, and signed Proctor Policy and Procedures in pre-addressed envelope provided for this purpose.
- 7) ELECTRONIC EXAM: Proctor emails/mails complete Monitor Form and signed Proctor Policy and Procedures.

# World Safety Organization Exam – Proctor Responsibilities

To be completed by proctor (*please print clearly*):

Tester(s) name(s): \_\_\_\_\_

Testing Location: \_\_\_\_\_

## Tester Identification Statement:

I have met, in person, with the tester(s) named on this form and I agree to proctor the examination. I agree to verify each tester's identification (ID) prior to exam.

## Non-Disclosure Statement:

I certify that I will not discuss any questions I may see on exam, nor will I reveal the name of tester to anyone not affiliated with WSO World Management Center or WSO Certification Board.

## Conflict of Interest Statement:

I certify there is NOT a conflict of interest between the test taker and myself that would interfere with my serving as proctor. If a situation arises where it is unclear as to whether a conflict of interest exists, I shall immediately notify WSO's Certifications Coordinator.

## Testing Location Statement:

I will provide a quiet, distraction-free location in which the tester may take the exam, and I will make basic equipment (i.e. desk, chair) and materials available to take the exam. I will remain in the exam room or in a nearby area during the testing process. I will personally email/mail this form (and the exam, for written examination) and tester's Non-Disclosure Agreement to World Safety Organization.

## Certification Statement:

I certify that the information on this form is true and correct; and I understand that inaccurate or misleading information may affect the tester's certification status.

Proctor name and title: \_\_\_\_\_

Proctor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please collect and destroy any scratch paper used during test.*

*Please email or mail the signed Proctor Policy and Procedures, Monitor Form (exam and scratch paper, if applicable) to:*

**World Safety Organization**  
**WSO-WMC**  
106 W Young St. Ste F  
Warrensburg, MO 64093 USA  
**Email to:** [membership@worldsafety.org](mailto:membership@worldsafety.org)

**Please Read the Following to Tester(s):**

1. You have (insert time allowed) to complete the WSO (insert exam title) examination.

NOTE: *The exam-specific information (title, time allowed) will be communicated to the Proctor in a cover letter.*

2. You are permitted to use only the following Core Subject References during the exam:

- Accident Prevention Manual for Business & Industry (Engineering and Technology)
- Fire Protection Handbook
- Fundamentals of Industrial Hygiene
- Accident Prevention Reference Guide

3. You are permitted to use a calculator.

4. You are permitted to use scratch paper, but you must turn it in to me at the end of your exam.

5. You are forbidden from communicating with other testers or talking/texting on phones or other devices. If I suspect you are cheating in any way, I will report the irregularity to WSO for investigation and determination.

6. If your written exam is interrupted for any reason, such as power outage, emergency, medical condition, etc., I will annotate the reason and time to ensure you are given full remaining time when the interruption is over. If your electronic exam is interrupted for any reason, such as power outage, emergency, medical condition, etc., I will annotate the time and reason for the interruption, and WSO will coordinate with you to re-take the exam.

Additional Testers (continue on reverse if necessary):

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