



---

## **GUIDELINES FOR SCHEDULING AND PROCTORING THE ICEA CERTIFICATION EXAMINATION**

1. You may not make changes (date, location, time, proctor, etc.) without prior approval from the ICEA Central Office. Changes for dates must allow for the sixty-day notice. There will be a \$25 processing fee for all date changes. All fees are nonrefundable.
2. The proctor is to place the “Certification Exam” sign at the door of the examination room.
3. The examination location must be a public building; it may not be a private home. The proctor must not be a family member or a certification candidate.
4. The candidate must not see the examination until the time of the examination.
5. Candidates may be required to present a picture identification before being given her/his examination. If the candidate does not have a photo identification, s/he may be asked to write her/his signature and then present a form of identification containing the signature for comparison by the proctor.
6. The proctor should bring additional pencils. If there is no pencil sharpener at the facility, the proctor should also bring a small hand-held sharpener.
7. Candidates and proctors may bring snacks and/or juice.
8. Candidates are to sit far enough apart so that they cannot easily see other candidates’ examinations.
9. Examinations are to start at the scheduled time. The atmosphere is to be kept on a professional basis. Only examination candidates and proctors are allowed to enter the examination area. Under no circumstances is the testing room to be left unsupervised without a proctor.
10. All efforts are to be made to maintain the integrity of the examination and to prevent cheating. Proctors are to note any persons who appear to be cheating on the examination. The proctor is to mark where in the test the person was when the questionable behavior occurred and is to write a brief explanation of the situation as the proctor saw it. This is to be attached to the candidate’s examination before sending it back to the ICEA Central Office. The candidate may finish the examination.
11. Proctors are to be alert and watchful during the examination. Proctors sharpen pencils, retrieve dropped pencils or papers if needed, and supervise the comings and goings of people to the bathroom or drinking fountains. Candidates should not leave the room without the proctor knowing where they are going. Candidates may take stretch breaks at their table, or brief 3-4 minute breaks outside the room, provided the proctor is sure

there is no recourse to notes or study aids during this time. Any person who abuses privileges is to be noted in writing and a report sent along with the examinations to the ICEA Central Office.

12. At the beginning of the examination the proctor should make the following announcements:
  - Candidates may not bring cellular phones, beepers, or calculators into the exam room.
  - No children, spouses or friends can be present during the examination.
  - There is to be no talking once the examination has begun. Persons who talk among themselves will be noted and a report of the situation will be sent to the ICEA Central Office with the completed examinations. There is to be no talking in the examination room as long as anyone is still working.
  - DO NOT write in the examination booklet.
  - The exam is “closed book.” No aids of any sort may be used. However, if your primary language is not English, you may use a nonmedical primary language/English dictionary, if you have obtained prior approval.
  - Proctors may not read examination questions, answer questions about examination content or discuss the examination.
  - Eating is allowed during the examination.
  - You may go to the bathroom or drinking fountain one at a time.
  - You may take 3-4 minute stretch breaks.
  - You have four hours to complete the examination unless a special request has been granted by the ICEA Certification Coordinator at the ICEA Central Office. Work at your own pace.
  - When you have completed the examination, place the answer sheets, examination booklet, acknowledgement letter, and any notes you have made into the envelope with your name on it that has been provided, seal and give to proctor. Once sealed, the envelope cannot be reopened. You may not take any notes from the examination room.
  - It is unethical to describe or discuss specific examination questions with anyone after the examination.
  
13. Proctors must return all examinations to the ICEA Central Office **within three days**. Candidates are responsible for return postage fees. They are to return the “Certification Exam” sign(s) along with the sealed examination envelopes. The names of any registered candidates who did not appear are to be listed and returned with the examinations. Any notes on persons who did not follow the testing rules are to be submitted at this time. Examinations must be returned by **certified mail** to ICEA, 1500 Sunday Drive, Suite 102 Raleigh, N.C. 27607 USA.

**Failure to comply with any portion of the examination guidelines will jeopardize a candidate’s status in the certification program and will result in the examination being declared invalid or in a candidate being removed from the program.**