

PROCTOR AFFIDAVIT

I, the undersigned, understand and acknowledge that I am acting on behalf of the Association for Facilities Engineering. I realize I am providing a service of supervision to those in attendance and will act in a professional and ethical manner. I may not, at any time, share information leading attendees to the proper selection of an answer. Furthermore, I will not jeopardize the reputation and credibility of AFE, its membership, current and past holders of CPE/CPMM/CPS certification, or those participating in an examination.

Print Name: _____

Proctor's Signature:

PROCTORING INSTRUCTIONS:

A proctor should review the following checklist items confirming their fulfillment.

CHECKLIST:

- _____ Inform attendees that the exam is an open book format (this includes all notes, handouts and review pack material)
- _____ Within your control, the proctor will see that the exam room is a quiet, distraction-free place
- _____ Ensure that each student has the exam materials and equipment needed to take the exam

In addition, the proctor will perform the following:

- _____ Check photo id of each examinee against sign-in sheet or provided list of examinees
- _____ Upon verification of attendee, provide print materials needed for the exam
- _____ Make sure that attendees are not disturbed or distracted by other people

Made sure that attendees understood the following conditions in taking the exam:

- _____ You will have 8 hours to complete the CPE exam from the time of its official start, 4hours for the CPMM/CPS exam.
- _____ Proctor will announce the time every hour on the hour and every five minutes during the last 30 minutes of the exam.
- _____ All exams, and related materials, must be turned in to the proctor at the close of the exam time limit. Failure to do so will cause forfeiture of potential and/or current AFE CPE/CPMM/CPS credentialing
- _____ Collect all question packets, scantron sheets, pencils and scratch paper used during the test

Fax to **703 435 4390**, *attn. Professional Development department* upon initial signature acceptance and include completed form with returned exam materials.