ENVIROCERT
International, Inc.

PROFESSIONAL STANDARDS POLICY

Title: EXAM PROCTORS POLICY

Doc ID: PS6001   **Date Established:**   December 2015

Revision: 0.03   **Date Last Revised:**   December 2021

Committee: Professional Standards Committee   **Next Revision Review:**   December 2027

Written by: M. McKinney, R. Anderson, M. Goldsmith

Approved by: Board of Directors

Notes: 2016 Exam and Exam Proctoring Policy which includes precluding Trainers/Presenters from proctoring and established procedures for setting up exams and exam proctors.

Table of Contents

POLICY STATEMENT

EnviroCert International, Inc. (ECI) shall be responsible for setting up and coordinating all certification exams to ensure exam integrity and security. Therefore, this Policy is broken into four parts:

Part 1: Trainer/Proctoring

No trainers/presenters, except staff, shall be permitted to proctor an exam or come in contact with any exam that covers the certification review that they are approved to present. Violation of this policy will result in the removal of the trainer/presenter from ECI training and shall be deemed an ethics violation subject to discipline as determined solely by the Board of Directors.

Part 2: Independent Third Party Proctors

Proctors shall be third-party independent organizations, staff, approved ECI Board or Committee members, or other industry partners or persons who hold unique qualifications or relationships that justify and ensure the integrity of the exams will be maintained.

Part 3: Exam Coordination

All exams will be coordinated and arranged exclusively through ECI Program Department, unless otherwise approved by ECI.

Part 4: Ethical Duty by all Registrants

Applicants, certified professionals, or other persons associated with ECI are required to report any evidence of test subversion.

BACKGROUND

For over thirty (30) years, ECI has been the gold standard and leading certification body in the stormwater field. ECI awards certifications based on an applicant demonstrating minimum thresholds of competency by thorough testing that requires that a successful certified professionals demonstrate the depth and breadth of competency.

ECI, through its family of certifications, serves the public trust by providing programs that certify qualified environmental professionals in a variety of fields. As such ECI recognizes the need to provide a secure, consistent testing methodology for all individuals writing its certification exams. One component of this methodology is the thoughtful and deliberate selection and administration of exam proctors to ensure and maintain the integrity of the certifications.

PURPOSE

The Exam Proctors Policy was developed to ensure the security and integrity of the ECI examination process through the use of third-party proctoring organizations or approved private proctors.

APPLICABILITY

This policy applies to all ECI certification exams.

DEFINITIONS

Certification Exam: A test designed to verify that approved applicants possess the technical and ethical knowledge required by each ECI certification program.

Proctoring Organization: An approved organization that provides supervision and monitoring of certification exam events on behalf of ECI.

Proctor: An approved individual that provides supervision and monitoring of certification exam events on behalf of ECI.

RESPONSIBILITY

ECI Trainer/Presenter: The ECI trainer/presenter is responsible for the following items:
- Maintain a working knowledge of this policy and procedures, as well as updates provided by ECI.
- Direct applicants to ECI office for questions and information.

Executive Director: The ECI Executive Director is responsible for the following items:
- Provide annual exam proctoring compliance reports to the ECI Board
- Investigate and resolving proctoring issues
- Escalate issues to the Board as needed

Proctor/Proctoring Organization: The Proctor or Proctoring Organization is responsible for the following items:
- Fulfill the proctor responsibilities required by ECI.
- Shall verify a student's identity by checking a photo ID.
- Administer an exam to ECI applicants (individuals who have been approved to sit for a certification exam).
- Ensure academic integrity guidelines during exams are followed (e.g. no notes, textbooks, or other outside assistance, etc.)
- Ensure that ECI proctoring instructions are followed including ID check, use of approved calculator, and any other guidelines set by ECI
- Where exams are shipped to the site, prompt return (one working day) of exam

materials once an exam is completed.
- Excellent client service for examinees (including but not limited to professional, positive, and accommodating to an extent reasonable within the policies and procedures).
- In the event of a perceived or actual security breach, Prometric must stop the examination immediately and are to notify ECI within twenty-four (24) hours. All details, including video recording of examination, are to be provided to ECI for review. ECI staff will review all information, and if it is determined a breach by the examinee has taken place, staff will begin an ethics complaint as outlined in PS 6013 Code of Ethics and Professional Conduct Policy. The candidate will not be allowed to re-test or move forward with certification until the ethics complaint and determination have been completed.

Program Department: The ECI Program Department is responsible for the following items:
- Monitor the Professional Standards Committee for compliance with this policy.
- Provide regular reports of proctoring activities to the Executive Director.
- Report violations of this policy to the Executive Director in a timely manner.
- Assist the Executive Director with investigating and resolving proctoring issues.
- Communicate changes to this policy to Proctors/Proctoring Organizations, and ECI staff in a timely manner.
- Recommend changes to this policy to the Executive Director as needed.
- Report directly to the Board of Directors at any time it is necessary to ensure the integrity of the exam process.

Professional Standards Committee:
- Review this policy annually.
- Propose policy changes as determined necessary.
- Report to the Board any inconsistencies or failure by staff, organization, or others to follow this policy.
- Conduct independent audits and reviews.
- Prepare annual reports for the Board of Directors.

History

Previously, ECI conducted exams in conjunction with training sessions. ECI has decoupled this prior procedure. All exams will be separate from training sessions. This policy creates a firewall between trainers and exams. This also addresses the findings and recommendations of the Technical Committee that applicants shall spend time after the review/training sessions studying reference materials to improve their probabilities for passing the exam.

Updates

This policy should be reviewed annually by the Professional Standards Committee and revised as necessary.

The Professional Standards Committee shall conduct an independent assessment and audit of staff procedures related to Exam setup and proctoring procedures. This may include, but is not limited to, the Program day-to-day coordination by staff as well as any companies, groups, and

independent proctors.

Funds shall be allocated to have exams audited by a designated member(s) appointed, by the Professional Standards Committee to assess policies and procedures with or without notice. The Board will allocate funds and ensure that the Committee, or their appointed representative(s), perform(s) the necessary steps to ensure conformance. The results of the policy review should be presented in a formal report to the Board of Directors independent of the Executive Director's report.

The Executive Director shall present a formal report to the Board of Directors annually. The report should include a discussion of current staff procedures, issues, problems, and positive undertakings.

PROCEDURES

All exam proctoring shall be performed by individuals or organizations pre-approved by the ECI Professional Standards Committee. Proctors must comply with the Procedures for Proctoring Exams in effect at the time that proctoring arrangements are finalized.

ECI will maintain a list of all approved organizations and individuals, and attached as Appendix A for the current list of approved organizations and individuals. Appendix A shall be posted on the ECI webpage.

This policy does not address, or in any way influence exam content, which falls under the purview of the Exam Committee.

ECI Trainer/Proctoring

ECI Trainers/Presenters shall not set up exam sessions in conjunction with training sessions, and are not allowed to proctor exams.

Independent Third Party Proctors Qualifications

Proctors shall not be a coach, relative, partner, spouse, business associate, supervisor, co-worker, or close personal friend of the applicant taking the exam. ECI recognizes that the stormwater community is a network. Therefore, where proctors encounter situations where there is more than a remote knowledge or friendship with an applicant, the proctor should contact ECI and discuss. ECI will be the sole decision maker on the approval of a proctor. If an applicant is found to have intentionally arranged for a proctor who does not satisfy these conditions, without prior express approval of ECI, the applicant will be subject to disciplinary action which can range from verbal warnings to invalidation of the test or revocation of the registration, at the sole discretion of the Board of Directors. Likewise, the privileges of the proctor, or proctoring organization, may be revoked.

Except by prior ECI approval, Proctors shall hold one of the following occupational titles:

- ECI staff or Board member or approved Committee Member after signing Disclosure and Confidentiality Agreements and expressly approved by ECI;
- School or public librarian, full-time teacher, or professor who is not an ECI trainer;
- School superintendent, principal, assistant principal, or other administrator;
- Local college/professional testing center staff or administrator
- Professional learning/tutoring center;
- Embassy education officer, military base/ station education officer
- Local groups (e.g. conservation groups, other non-profits, etc.) or persons that provide independent and substantiating qualifications;
- Human Resource for a particular agency or organization that is not a ECI or other stormwater related Certificate Holder.

An appropriate testing environment shall be required for all exams. In general these will be public facilities, offices, conferences, or other locations that can readily be reached or audited with or without notice.

ECI reserves the right to deny any proctor or assign proctors to students as necessary, and may revoke such privileges without notice.

Exam Scheduling and Coordination By Applicant

The following steps shall be followed for applying for, scheduling, and sitting for the exam:

Step 1: Apply for the certification through ECI. Applications will be submitted through the ECI Certification Portal with the required application, experience record, references, transcripts, and an application fee.

Step 2: Once approved, ECI will send an approval email and the related General Principles Study Guide. The approval letter should be brought to the exam.

Step 3: Review the ECI sponsored events or contact ECI for a list of approved third party proctor vendors in your area.

Step 4: Register for the selected exam event with ECI or an approved exam vendor, and pay the corresponding examination event/vendor fee.

Step 5: When attending an exam event, bring:
- Approval Letter
- Calculator (see specific calculator policy at (http://ncees.org/exams/calculator/)
- Pencils (#2 or softer) and Eraser
- Scale and/or Straight Edge
- Government Issued Photo ID

Step 7: If taking a hand written exam, ensure the exam and any hand written notes/calculation sheet are properly secured and sealed in the envelope with the security strip intact after you have completed the exam. Follow the Proctor's instructions carefully.

<u>Exam Proctoring Locations and Conditions</u>

The following provides the general outline for exam proctoring:

Step 1: If ECI has arranged the exam location, the proctor will be provided the location times, address, and specific details.

Step 2: All exam event registrations will be through ECI. ECI will provide candidates the relevant exam location, dates, and other details.

Step 3: Coordinate with ECI Program staff as necessary for exam coordination. If the Proctor must cancel or if the exam location must change, coordinate this with ECI at least five business days prior to the event. The Proctor shall review the examinee list at least five business days prior to an exam event. If a relationship (out of compliance with this policy) exists, notify ECI immediately.

Step 4: ECI will ship the exams prior to the exam date, which will include an approved list of test applicants. ECI will provide updated information on the ECI website for guidance on approved proctors and their websites.

Step 5: Verify each applicant's letter (this may be waived with a sealed test) and ID. The ID must be a valid, government-issued picture ID.

> Note 5a: If an exam candidate does not appear, return the sealed exam with the completed exams. Under no circumstances, shall the proctor open or keep the exam. ECI policy requires the examination fee be forfeited unless the examinee makes prior arrangements with ECI.

> Note 5b: Unless expressly approved by ECI, applicants may only take the exam provided as labeled for that individual. Additional exams may be shipped but shall not be opened or used without express approval of ECI. The additional tests, if shipped, are only provided in the event of a late exam registration, change in condition, or a mistake. In the unlikely event an issue occurs, call ECI immediate for direction. If the proctor is unable to reach ECI for guidance, they must follow the established procedure without deviation.

Failure to strictly adhere to these procedures will result in revocation as an ECI approved proctor.

If a test candidate takes an exam without appropriate approval(s), such a violation shall be deemed intentional subversion. Such action may be subject to disciplinary actions ranging from verbal warnings to invalidation of the exam or certification (if obtained), dependent on the decision of the ECI Board of Directors.

Step 6: Verify the candidate only has a pencil, approved calculator, straightedge and/or scale. No other tools or materials are permitted.

Cell phones shall be shut off and stored away. Backpacks, purses, bags, cell phones, notes, manuals, etc. shall be stored at a location out of reach of the test candidate, and shall not be accessed without the proctor permission and oversight.

Step 7: ECI provides the exam candidate with 8.5" x 11" scratch paper.

Step 8: Review the appropriate Exam and Proctor rules and regulations with the candidate(s), including filling out any test forms, Scantron forms, etc. If any security tape or envelope is found to have been compromised, the proctor shall notify ECI immediately.

Step 9: Ensure that exam candidates are spaced at intervals to ensure that they cannot visually see the others tests or notes. Tables that are 6-feet or less wide shall only have one person per table.

Step 10: Initiate the start of the test and provide regular time progress.

Step 11: Verify during the exam that the test candidate does not talk, review notes, reference documents, or other take actions that could possibly deem, in any way, as exam subversion. Once the exam begins, the candidates may only leave their seats for humanitarian breaks. Only one candidate can leave at a time. No communications of any kind shall occur during these breaks. Improper communications will be deemed as valid grounds for disqualification of the exam and ethics charges with corresponding disciplinary actions to the examinee and/or Proctor, depending on the circumstances.

Step 12: If the candidate has a question or issue with a question during the exam, make the appropriate note, and forward to ECI. At no time shall the proctor review or discuss any aspect of the exam other than filling out the Scantron forms at the starting, ending, and time related announcements during the exam.

Step 13: At the conclusion of the exam, the Examinee shall compile the exam booklets, Scantron, and all scratch paper. Assure that the Examinee seals, signs, and dates the corresponding envelope. The proctor collects the sealed envelopes and returns to ECI within 24-hours or a business day, using the ECI packaging slip.

Part 4: Ethical Duty by all Registrants

All applicants, exam candidates, proctors and ECI certified professionals have an ethical duty to report any incidents of potential exam subversion. Failure of any applicant, candidate, registrant, Proctor, or other parties to report subversion shall be deemed an ethics violation. Violations shall be subject to discipline by the ECI Board of Directors that may range from a verbal warning to removal of persons certification and corresponding privileges granted by ECI.

RELATED DOCUMENTS

ECI Documents:

ECI Training Policy PS 6002

Other Documents:

ECI Code of Ethics and Professional Conduct PS6013

Related Links:

- PSI (http://www.envirocertintl.org/calendar/)

- Sylvan Learning (www.sylvanlearning.com)

- ECI Offices (www.envirocert.org)

- Calculator policy (http://ncees.org/exams/calculator/)

![ENVIROCERT International, Inc.]

APPENDIX A

Board-Approved Proctoring Organizations

The following organizations are approved by the ECI Board as proctoring organizations:

- PSI (http://www.envirocertintl.org/calendar/)

- Sylvan Learning (www.sylvanlearning.com)

- ECI Offices (www.envirocert.org)

Board Approved Proctoring Individuals

APPENDIX B

Board-Approved Testing Facilities

The following organizations are approved by the EnviroCert Board as proctoring testing facilities:

- PSI (http://www.envirocertintl.org/calendar/)

- Sylvan Learning (www.sylvanlearning.com)

- ECI Offices (www.envirocert.org)

Board Approved Testing Individuals

ENVIROCERT
International, Inc.

APPENDIX C

Testing and Proctoring Fees

ECI Test Fees:	$ 50.00
ECI Re-Test Fees:	$ 50.00
ECI Sponsored Proctors:	$ 100.00
ECI Approved Proctors:	Contact Proctors for Associated Fees

ECI Annual Registration Renewals

CPESC	$ 135.00
CPSWQ	$ 135.00
CMS4S	$ 110.00
CESSWI	$ 100.00
In-Training (IT)	$ 80.00

Late Fee	$ 35.00

Additional Copies of Training
        Course Review Manuals*: $ 85.00 (Hard Copy)
                                           $ 45.00 (PDF Electronic Copy)

* Plus Shipping and Handling