



Indiana CISCO Team Academy Proctor Agreement

Congratulations, you have been selected by your Academy Support Center to become a Indiana CISCO Team Academy proctor! This document describes the procedures Indiana CISCO Team Academy Support Centers have developed for the Indiana CISCO Team Preferred Industry Credential (PIC) proctored exams. Candidates must complete the [Proctor Agreement](#) and return to their pre-assigned ASC contact.

It provides information regarding standard procedures that Indiana CISCO Team Academy Proctors must follow to ensure that security is maintained and the candidate experience is positive.

Proctor Expectations

Proctors are expected to:

- Be courteous and professional.
- Deliver exams in a timely manner.
- Follow procedures described in this "Indiana CISCO Team Academy Credential Proctor Guidelines" Document.
- Report unusual or suspicious activity to your Indiana CISCO Team Academy Support Center.
- Respond with complete, accurate and timely information during an investigation of unusual activity.

Proctor Restrictions

1. Indiana CISCO Team Academy Credential Proctors must be employed by the institution where the examination is being delivered.
2. Indiana CISCO Team Academy Credential Proctors may not be currently enrolled as students at the test site.
3. Indiana CISCO Team Academy Credential Proctors may not:
 - Give assistance to candidates during an exam.
 - Attempt to take a CISCO Academy credential exam for someone else.



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- Take a CISCO Academy credential exam without being properly proctored by another qualified Indiana CISCO Team Academy Credential Proctor.
- Violate CISCO Academy's retake policy.
- Tamper with the operation of the testing system or attempting to use it for any unauthorized purpose.
- Violate the terms of the Candidate Agreement.

As a qualified Indiana CISCO Team Credential Proctor, you confirm that you are not currently in violation nor will you be in violation in the future of the test restrictions listed above. If you are found to be in violation, you will not be allowed to proctor future Indiana CISCO Team Academy Credential examinations.

Maintaining Security

The Indiana CISCO Team Academy Support Centers are committed to providing an exam that withholds the highest level of integrity. To accomplish this, security in the exam environment while administering the exam is critical. You are an integral part of this process. Every proctor has a responsibility to help maintain security and ensure that CISCO Academy Credentials maintain value to the credential holder. You must provide a high level of integrity and security when proctoring.

Security Requirements

1. The Indiana CISCO Team Academy Credential Proctor must sign the "Indiana CISCO Team Academy Test Proctor Agreement" and return to respective Indiana CISCO Team Academy Support Center contact before proctoring certification exam(s).
2. The Indiana CISCO Team must confirm the proper identification of every candidate.
3. Every candidate must agree to the "Indiana CISCO Team Academy Candidate Rules Agreement" before being permitted to test.
4. The Indiana CISCO Team Academy Credential Proctor must complete an Indiana CISCO Team Academy Proctor Log form including ID verification, candidate sign in/sign out times, as



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well as any unscheduled breaks and incidences.

5. The testing site must not give unauthorized personnel access to servers or exam delivery workstations.

6. Mobile Devices, storage media of any type, cameras, devices for taking notes, other recording devices or other writable electronic media are not allowed into the testing room.

7. Indiana CISCO Team Academy Proctor Log form must be sent to the respective Indiana Team Academy Support Center contact at the end of the testing period.

8. Candidates are not permitted to bring personal items into the testing room. This includes, but is not limited to cell phones, PDAs, Cameras, Pagers, mass storage class adapters (i.e. USB memory sticks), calculators, watches and watch alarms, and listening devices, i.e. Radio, Headphones.

9. All exams must be taken with an Indiana CISCO Team Academy Credential Proctor present.

Exam Materials

1. Candidates are not allowed to copy, photograph or in any way record exam material or remove exam material from the test room.

2. Candidates are not to have access to the exam prior to the start of the scheduled exam delivery.

3. Only approved Indiana CISCO Team Academy Proctors are allowed to handle exam materials.

Identification Requirements

Candidates must show identification during the check in process. If candidates do not meet the identification requirement, the candidate will **NOT** be allowed to test.

Acceptable Forms of Photo Identification:

- Government-issued Driver's license/permit



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- National/State/Country Identification Card
- Passport
- Passport cards
- Military ID
- Alien Registration Card (Green Card, Permanent Resident Visa)
- School ID (without a signature for minors is acceptable)

Candidate Misconduct

The approved Indiana CISCO Team Academy Proctor must note the incident in the Indiana CISCO Academy Proctor Log form if any of the following misconduct occurs:

1. Giving any other candidate, or receiving from any other candidate, assistance of any kind related to the CISCO Academy Credential examination during the examination.
2. Using any outside aids, notes, equipment or other materials during any CISCO Academy Credential examination.
3. Attempting to take any CISCO Academy Credential examination for someone else.
4. Failing to follow testing instructions of an Indiana CISCO Team Academy Credential Proctor.
5. Causing a disturbance of any kind during test delivery.
6. Tampering with the operation of the testing room or attempting to use the computer for any function other than taking the CISCO Academy Credential examination during the examination.
7. Talking in the testing area.

If the Indiana CISCO Team Academy Credential Proctor witnesses any misconduct he/she will:

1. Terminate the candidate's exam immediately.
2. Retain all materials related to the incident (i.e. notes confiscated) and forward them with the Indiana CISCO Team Academy Proctor Log form to the respective Indiana CISCO Team Academy Support Center.



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Indiana CISCO Team Academy Candidate Agreement and Indiana CISCO Team Academy Proctor Log form

“Indiana CISCO Team Academy Candidate Agreement” and “Indiana CISCO Team Academy Proctor Log form” Documents:

- Each candidate must agree to and accept the “Indiana CISCO Team Academy Candidate Agreement” document. This document is presented to the candidate prior to taking the Cisco Academy Credential examination. If the candidate chooses not to accept the agreement, the candidate will not be allowed to take the exam.
- The Indiana CISCO Team Academy Credential Proctor must maintain an Indiana CISCO Team Academy Proctor Log form for all candidates.
- In the Indiana CISCO Team Academy Credential Proctor Log Form the following must be completed:

1. The Indiana CISCO Team Academy Credential Proctor must acknowledge by initialing in the “Valid ID Check” column that identification has been verified.

2. Candidates should fill in and initial the sign-in time once he or she is ready to begin the exam and fill in and initial the sign out time when the candidate has completed testing and collected his or her belongings.

3. The unscheduled break column is for the test center to fill in if the candidate needs to leave the exam for *any reason*. The test time will continue during an unscheduled break.

4. The final column is the ‘Incident’ column, if you, as the Indiana CISCO Team Cisco Academy Credential Proctor notice any security issues or concerns, please include a “y” for yes for the candidate in question, and submit a separate sheet explaining the incident.

5. The Indiana CISCO Team Academy Proctor Log form and supporting incident documents are to be uploaded to your Indiana CISCO Team Academy Support Center via NetAcad.



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Candidate Check in Process

Before a candidate begins the exam, the candidate must be checked-in by the Indiana CISCO Team Academy Credential Proctor. Once the proctor completes the check-in process, he/she may then allow the candidate to start the exam.

Follow the steps below:

1. Greet and welcome the candidate.
2. Ask the candidate for Identification and verify his/her identification.
3. Confirm the exam that the candidate is taking and remind the candidate that there are no scheduled breaks during the test time.
4. Inform the candidate that no materials or personal items are allowed in the testing room.
5. Complete all sign in columns in the Indiana CISCO Team Academy Proctor Log form.
6. Have the candidate sign into www.netacad.com.
7. Check the candidate's workstation and confirm all security guidelines are being followed. Authorize delivery of the exam. If a technical error occurs, proctor should follow the institution's technical support procedures.

Candidate Check out process

After a candidate completes his/her exam, the candidate must complete the check out-process. Please follow the steps below:

1. Ensure the Cisco Academy survey has been completed and the Cisco Academy Credential score has been recorded.
2. Confirm the candidate has logged off the NetAcad assessment system and does



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not remove any materials from the testing room.

3. Have the candidate note his/her log out time on the Indiana CISCO Team Academy Proctor Log form.

4. Make sure the candidate collects all personal belongings

5. Review the Indiana CISCO Team Academy Proctor Log form for all candidates, scan the Indiana CISCO Team Academy Proctor Log form and upload it via NetAcad to your respective Indiana CISCO Team Academy Support Center.



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Indiana CISCO Team Academy Credential Proctor Agreement

I, _____, in consideration of serving as an authorized Indiana CISCO Team Academy Credential Proctor agree as follows:

1. I agree to adhere to all policies applicable to administering Cisco Academy credential tests, including policies related to security, candidate misconduct, retake policies and any other policies issued by Indiana CISCO Team Academy Support Centers and identified in the “Indiana CISCO Team Academy Proctor Guidelines and Agreement” documents.
2. I understand and agree that it is vital to the integrity of the credential and the protection of proprietary and/or confidential processes and materials to maintain the confidentiality of the test questions and answers, the topics covered in Cisco Academy credential exams, administrator passwords and certain internal processes of Indiana CISCO Team Academy Credential Proctors which may be used to access such confidential information. I will keep all such information confidential.
3. I understand that I cannot assist candidates in any way in answering test questions or in providing any accommodations that are not specifically authorized for students with identified disabilities.
4. I understand that adherence to this agreement is of the utmost importance to maintain the integrity of the Cisco Academy Credential testing process and that my failure to do so may result in revocation as a qualified Indiana CISCO Team Academy Credential Proctor.

I have read, understand and agree to abide by this Indiana CISCO Team Academy Credential Proctor Agreement.

Indiana CISCO Team Academy Credential Proctor Name:

Name (printed):

Date:

Signature (or digital signature):

Academy Location (school):

Cisco Academy Institution ID:

Supporting ASC (VU, Ivy Tech, Ball State):