



**NCWM Agreement for Proctoring
Basic Level Competency Exams
Under National Conference on Weights and Measures Rules**

WHEREAS the National Conference on Weights and Measures (“NCWM”) has established testing procedures for administering the NCWM Professional Certification Program; and

The NCWM has requested and the undersigned has agreed to serve as a proctor during such exams, and to enforce the following rules and regulations in accordance with this Agreement;

NOW, THEREFORE the parties agree as follows:

1. Qualifications for Proctors:

The undersigned represents that he or she is an independent party, e.g., a representative of the Human Resources Department of the local jurisdiction, or an individual with limited conflict of interest that is removed from direct inspection, training, or administration of weights and measures matters within the local jurisdiction. The undersigned represents that he or she has been chosen by the appropriate state or local jurisdiction to serve as a proctor, and that having submitted his or her qualifications to serve as proctor, that the undersigned has previously been approved by NCWM.

2. Rules for the Candidate:

The proctor agrees to enforce the following rules as to all candidates under the NCWM Professional Certification Program, as follows:

- Only handbooks and reference materials provided by the proctor may be used.

- Proctors may allow viewing of PDF files of reference materials provided by NCWM and customized to each exam.
- All questions on the exam are copyrighted by the NCWM. No copying or sharing of the questions or answers is permitted.
- Calculators may be used for the exam if they have been approved or supplied by the proctor. Approved models may have scientific and statistical functions and be capable of storing numeric values. Programmable calculators are not permitted, i.e., capable of storing multiple operation functions and calculation sequences.
- While taking the NCWM exam, candidates are not permitted to:
 - Receive assistance from any other person in answering questions;
 - Access email, software applications, apps, or websites other than the NCWM testing service;
 - Possess cameras, cell phones, or memory devices, such as flash drives; or
 - Rewrite or copy questions or answers, in whole or in part. Candidates may use note paper provided by the proctor to perform calculations. All paper will be collected by the proctor at the end of the exam and will be destroyed.
- Candidates shall not write in the reference materials provided by the proctor and shall return any computers, calculators, or reference materials provided by the proctor in good condition.

3. Rules for the Proctor:

The proctor agrees to the following rules and conditions for administration of testing under the Professional Certification Program, as follows:

- Provide a suitable environment for the candidate to take the exam and where the candidate's activities can be closely monitored. Space should be free from outside noise, interruptions, etc.
- Provide a computer with internet access for the online exam.
- Provide copies of reference materials used by the candidate that are clean and free of margin notes or highlights. Exams are Open Book but limited to the following:
 - 1) NIST Handbook 44, Handbook 133, or Handbook 130, as appropriate to the exam
 - 2) Other reference materials as specifically provided in the exam announcement, such as NIST Examination Procedure as applicable to the exam, Handbook 112 Examination Procedure Outline(s) for devices included in the exam, and reference tables.
- Provide 3 sheets of blank copy paper for calculations. Additional sheets may be requested if required.
- Approve candidate's calculator or supply an 8-digit scientific calculator with statistical functions for mean and standard deviation. Approved models may have scientific and statistical functions and may store values in memory. Programmable calculators are not permitted, i.e., capable of storing multiple operation functions and calculation sequences. If the calculator is provided by the proctor, ensure the candidate has time to become familiarized with the operations before the exam begins.
- Access the NCWM testing service through the NCWM website and enter the log-in credentials as proctor of the exam.
- During the exam, the proctor shall ensure the candidate:
 - Does not receive assistance from any other person in answering the exam questions;

- Does not access email, software applications, apps, or websites other than the NCWM testing service;
- Does not possess or operate cameras, cell phones, or memory devices such as flash drives;
- Does not rewrite or copy questions or answers, in whole or in part; or
- Uses only note paper provided by the proctor to perform calculations.
- Answer questions from the candidate only with regard to the operation of the computer or the calculator provided by the proctor.
- After the candidate completes the exam, collect and account for all paper provided to the candidate and destroy any paper written on by the candidate.
- Ensure all computers, calculators, and reference materials provided by the proctor are returned by the candidate in good condition.

4. Applicable Law, Venue, and Jurisdiction:

NCWM and the proctor agree that the law of the State of Nebraska shall apply exclusively to the interpretation and enforcement of this Agreement; further, that any matters arising out of or related to the enforcement or interpretation of this Agreement shall be brought solely in the State District Court for Lancaster County located in Lincoln, Nebraska; further, that such venue is the exclusive venue of choice of both the proctor and NCWM; that the parties expressly consent to the exercise of said Court with respect to in personal jurisdiction and subject matter jurisdiction.

5. This written Agreement constitutes the entire agreement by and between the parties with respect to this subject matter herein, and may not be modified, altered, or otherwise changed by the parties without a further written agreement signed by the NCWM and the proctor referencing this document.

6. Status of Proctor:

Proctor agrees that proctor is not an employee of NCWM, that no employment relationship is created or implied by this Agreement; NCWM is not paying any compensation for the services of proctor. Proctor agrees that NCWM may withdraw its permission/authority for the proctor at NCWM's absolute discretion.

7. Cooperation with NCWM:

The proctor agrees to cooperate with NCWM with respect to all phases of the Professional Certification Program and to adhere to the rules and requirements set forth above and as further provided by NCWM in good faith in administering all testing.

Date	
_____	_____
Proctor Signature	Employer
_____	_____
Printed Name	Street
_____	_____
Email Address	City
_____	_____
Phone	State, Zip Code

Submit by email to don.onwiler@ncwm.net or fax to 1-402-434-4878