



NCWM Basic Competency Exams Guidelines for Proctoring

Approved August 1, 2018

Rules for the Candidate

- Only handbooks and reference materials provided by the proctor may be used.
- 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.
- PDF reference materials will be provided and may be viewed using the computer provided by the proctor in lieu of the proctor providing printed reference materials.

Qualifications for Proctors

- Chosen by the State or local jurisdiction; and
- Approved by NCWM.

Rules for the Proctor

- Sign an agreement with NCWM acknowledging responsibilities and duties as a proctor.
- 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.
- Optionally, provide copies of reference materials supplied by NCWM at no charge and customized to each exam to be viewed electronically or in printed form.
- 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.

Rules for the Proctor (cont.)

- 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.