2025 Hosted Exam Proctor Guide

Proctor Requirements

- Currently IAAP certified for the exam you will be proctoring **or** sign the waiver to not sit for the exam for a min one (1) year from exam date
- Ability to perform assigned proctor duties
- Submit a signed Proctor Agreement Form

Exam Day

- Be present in person with the candidates

- Arrive **at least 1 hour** in advance

- Designate Proctor Responsibilities
  - Candidate Check In Station
  - Administrator(s)

- Candidate Check In Station for all candidates outside of the testing room/location

Candidate Check In Station Proctors

- Proctors remain at the station until start of exam, then are in the room, in person, with candidates

- Verify candidates' government issued photo IDs

- Confirm candidates' signatures on the Candidate Sign In Sheet

- Additional proctors available on site to assist with way finding to room location and restrooms

Administrator Proctors

- Shows individuals to their assigned space or workstation
- Ensure exam workstations and environment are free of devices and media beyond those used to access the exam
- Assist candidates with setting up their laptop computers and assistive technologies and getting on the internet.
- Provide candidates with their individual, unique exam links when ready

Proctors Must:

- Remind candidates to silence and put away their cell phones and electronic devices
- Ensure that all personal materials are put out of the way or along the wall
- Inform all candidates not to begin the exam until given specific instructions to do so
- Frequently monitor the exam room, in person
- Remind candidates to utilize headphones when using a screen reader.
  - If proctor is also Blind then candidate should not use headphones so the proctor can monitor the exam.
- Record start and stop times including breaks/interruptions taken by candidates along with explanations

Proctors May Not:

- Administer exams remotely
- Assist or attempt to assist with answering any questions on the exam
- Assist the candidate with translating the content of the exam to another language
- Copy any exam related materials
- Allow candidates to review any materials during the exam such as the internet, email, documents, books, or any other materials
- Discuss or disclose specific exam questions after the exam

When The Exam is About to Begin

- Once all workstations have been set up, one Administrator Proctor reads the first three screens of the exam to all candidates (content follows in this guide)

- Prompts candidates to review the next three screens on own and then pause on final screen before exam starts

- First three screens contain:
  - Copyright Notice
  - Exam Rules
  - Final Instructions

IAAP Exam Welcome

- Welcome to the IAAP (exam name)Examination

- This exam is prefaced by 3 initial pages: a copyright notice, a list of exam instructions, and a final confirmation page. Selecting "Next" on the Final Confirmation Page is the formal start of the exam. You will be advised of this notice again prior to the start of the exam. The exams are then presented with five questions on each page. On any given page, please read the questions carefully before selecting the "Next" button.

IAAP Exam Copyright Notice

Please read the following copyright notice.

This examination is protected under U.S. copyright law. The unlawful reproduction or assisting another by any means to reproduce or attempt to reproduce any portion of the examination is strictly prohibited and will be prosecuted to the full extent permitted by law. Willful infringement of a copyright for commercial advantage or private financial gain is a federal crime. Any compromise or attempt to compromise this examination may invalidate the test results of all participants in any exam in which you participated and may result in denial of any future participation in the International Association of Accessibility Professionals Certification program by you, the candidate.

IAAP Exam Copyright Notice

Prohibited activities which might compromise this examination include, but are not limited to: removing any portion of the examination from the testing location without authorization from IAAP or Professional Testing, reproduction or assisting another by any means to reproduce or attempt to reproduce any portion of the examination, having any person (whether paid or unpaid) take the examination on behalf of a candidate, and selling, distributing, buying, receiving or having unauthorized possession of any portion of the examination, collaboration with others on examination questions, and use of outside materials during the examination.

It is required that you enter your first and last name, to accept that you have read, and will adhere to, these copyright terms.

IAAP Exam Rules

- So that all candidates can be assured of consistent testing conditions, the following rules are to be adhered to at each administration of the IAAP Exam.

- Official test takers only: Only those individuals who have received formal prior approval to take the exam may do so. Those individuals must sign (or provide equivalent legally binding attestation) paperwork of acknowledgement and adherence to exam requirements. Any personal assistant, assistive technology or other accommodations to be able to take the exam must be communicated to the proctor before starting the exam.

- Time limit: Candidates have two (2) hours to complete the examination, unless prior accommodations have been made for extended time. The CPACC & CPABE exams contain a total of 100 questions. The WAS and ADS exams contain 75 questions. Should the candidate complete the examination early, he or she may leave the testing room but cannot return to the testing room during the testing period.

IAAP Exam Rules

- No devices or reference materials: No reference materials, calculators, electronic devices of any kind are permitted to be used during the exam with the possible exception of pre-approved medical devices and any assistive technology required to interpret exam questions and/or provide exam answers. All cell phones, pagers, and beepers must be turned off, and no one will be permitted to make or receive phone calls while the examination is in session. This will be strictly enforced.

- No translation assistance: Dictionaries, glossaries, translation assistance from the proctor, and/or any form of electronic language translation assistance (e.g., devices, web browser extensions, apps, software) are not permitted during IAAP Certification Exams. This will be strictly enforced.

- Each candidate is allowed two sheets of paper upon which they may mark questions to return to. For those using assistive technology, candidates are allowed a notepad or single document file. The paper and files must be disposed of and/or deleted by your proctor at the conclusion of the exam.

- Personal materials: All personal materials including backpacks, briefcases and handbags, food or drinks must be put under your chair or along a wall. If you need access to any of your personal things during the exam, please request help from the proctor and wait until a proctor has inspected the item.

- Restroom usage: While the examination is in session, candidates may use the restroom but only one person may leave the room at any given time. The candidate should ask the proctor for permission for a restroom break. Candidates may not take any electronic devices from the exam room during a restroom break.

- Clarifying questions: Should a candidate have a question, he or she may request help from the proctor. The proctor will attempt to answer the question as long as doing so will not compromise the integrity of the examination.

- Feedback: The final page of the exam includes a Candidate Feedback Field. This field is to be used to document any issue that candidates may have regarding any question on the examination. Candidates should include specific information, such as question number, in order to ensure that the issue is properly evaluated.

- Results: Candidates will be notified by IAAP with regard to the official pass/fail status within four to six weeks of close of the exam session.

- No collaboration: Communication with other candidates during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities.

IAAP Exam Rules

- No reproduction of exam materials: Please be advised that reproducing or copying the examination you are taking is a serious breach of security. Any individuals caught copying or attempting to copy examination materials, by any means, will not be allowed to continue the exam and will be reported to the proper authorities. The consequences for cheating or violating these rules could include denial of your application for the credential you are pursuing and financial responsibility for any examination materials compromised by your actions.

- No disruptions: Rude or disruptive behavior will not be tolerated. Behavior of this sort will result in your dismissal from the examination.

Final Instructions

- Please discuss anything else you need to take the exam with the proctor. You may also go back to any of the previous pages to review the rules and conditions one more time. When the exam starts you will be able to use the allotted time to answer 100 questions on the CPACC or CPABE Exams or 75 questions on the WAS or ADS Exams. The exams are not organized into categories; a variety of questions will be featured throughout the exam. All questions are presented as radio button selections. On the CPACC and CPABE Exams 100 questions are presented with five questions per page. On the WAS and ADS Exams the 75 questions are presented with five questions per page. You may proceed back to earlier questions at any time, but once the "Submit" button is selected on the final page, the exam is concluded.

- Do not select Next, on this page, until you have been instructed to do so by the proctor. Proceeding from this page will start the exam.

The Exam is About to Begin

- Proctor will monitor and verify that all candidates have reviewed the first three screens before starting the exam.

- Candidates may have up to two sheets of paper to list questions to return to and to create comments for feedback(or notepad document). This paper/document must be collected and discarded/deleted by the proctor at the completion of the exam.

- All candidates must begin the exam at the same time.

- Remind candidates that the clock begins once they have started the exam

During the Exam

- Proctors must frequently circulate in the room to monitor the candidates' use of only the exam URL and no other devices or media

- Only one candidate may leave the room at a time.

- Announce and/or post remaining time at one hour and in regular 30-minute intervals

- Candidates who finish early are permitted to leave upon conclusion

At the End of the Exam

- When time is up:
  - Inform the candidates that they are out of time
  - They must submit their exam at this time
- Ensure that the candidate has exited the exam website prior to exiting the exam room.
- Ensure that no materials written during the exam that pertain to the exam have been saved on paper or to the candidates' personal devices.
- Double check that no belongings have been left behind.
- Return IAAP Sign-in and Site-evaluation form to the IAAP Certification Team.
  - Any breaks, interruptions, or technical issues must be documented included time of any problems.

Questions?

certification@accessibilityassociation.org

THANK YOU!