



PROCTOR FORM AND AGREEMENT

Today's Date: _____

Proctor Name: _____

Proctor Phone Number: _____

Proctor Email Address: (Required) _____

Company: _____

Proctor Shipping Address: (Required for paper/pencil exams, no PO boxes) ☐ Home ☐ Work

City, State, Zip: _____

Examinee Name _____

(If you are proctoring for a group please attach a list of all examinees)

Date of Exam: _____ Time of Exam: _____

Please select the exam that will be administered:

☐ Certified Manufacturing Associate

Please select the exam format:

☐ Online

Please complete this form and return it to SME at least **two weeks before your scheduled exam date**. You can email it to certification@sme.org, or mail it to SME at 1000 Town Center Drive, Suite 1910, Southfield, MI 48075.

The SME test security policy is designed for the protection of SME certification assessments and normative data. When all parties involved in the testing process adhere to the security policy, test participants are ensured an equal opportunity to demonstrate knowledge and skills in their chosen occupational area.

Test Material Security

The SME certification assessments are copyrighted and may not be used for any purpose other than the legitimate assessment of authorized test participants. Entire assessments, individual questions, or special projects may not be copied, transmitted, or reproduced in any manner, under any circumstances, unless prior written authorization is granted by an authorized SME representative.

Breaches of Security

SME must be notified immediately if any breach of security occurs for an SME certification assessment. A breach of security is ultimately the responsibility of the institution/company. Once SME has been notified of a breach, steps will be taken to determine the extent of damages as well as the steps needed to remedy the breach. This may include, but is not limited to, consultation with legal counsel, legal action, test revision with costs incurred by the test site, and probation or suspension of the institution/company as an authorized user of SME certification assessments.

Test Administration Security

All institutions/companies must be approved by SME prior to test administration. SME reserves the right to approve or deny testing sites in its sole discretion based on the information provided at the time of application and based on the performance of the testing site any time after approval is granted. Sites that display inappropriate or questionable testing practices or breach the security of any SME certification assessment are subject to review, probation, and/or termination.

Company/Institution Responsibilities

Companies and institutions are entrusted with the security of all SME certification assessment materials that are being administered at their site. Along with testing materials, they are responsible and liable for the conduct of staff and consultants employed by the corporation or institution as related to the testing program, including the Proctor.

Proctor Signature

Date

Proctor Name (printed)