

Proctor and Exam Candidate Guidelines for the ACE Certification Program

PROCTOR DUTIES

A proctor is an individual who serves as a champion of the ACE Certification Program and assists prospective exam candidates as they complete the steps necessary for ACE credit. Upon notification that an employee is interested in acquiring ACE credits, the proctor provides the necessary guidance and instruction that the employee will need to complete the process successfully. This includes notifying Team AgLearn to assign the candidates selected curriculum for study and notifying the candidate when the assignment has been done. Proctors will provide candidates with the “**EXAM CANDIDATE RESPONSIBILITIES**” document (below) and answer any questions that the candidate has regarding the program. If a proctor is unable to answer a question, the proctor will contact his/her ACE training coordinator for assistance. The ACE training coordinator will provide assistance or request additional assistance of Team AgLearn by submitting an ATS ticket or by contact the AgLearn Agency Lead to submit a ticket.

Monitoring Exams

The proctor agrees to monitor ACE exams presented through AgLearn and affirms the exam was delivered in a suitable environment. The proctor will also verify that the candidate completed the exam according to all of the specific directions provided.

Exam candidates may use the following in an exam: two (2) sheets of clean scratch paper, a pen or pencil, and a simple, non-programmable calculator. Any exam candidate with a disability, language, or reading concern should contact their proctor before registering for an exam to discuss special needs issues, suitable accommodations or alternative test taking methods. The proctor should then contact Team AgLearn to identify what alternative test taking methods will be accepted.

To supervise an exam as a proctor, the person acting in this official capacity must be willing to execute the following duties:

- Be available during the entire exam appointment.
- Communicate to exam candidates what is allowed at the testing site (i.e. calculator, disability accommodation).
- Affirm the test environment is a quiet area with adequate space and comfort for taking the exam.
- Identify the student by photo ID.
- Verify that PDAs, computers, Blackberrys, iPhones, reference books, notes accessed from purses, backpacks, hats, etc. are not opened or used in the test room.
- Start the exam by logging in each exam candidate with the proctor ID and password.
- Confirm the exam given is the correct one for the candidate.

- Do not allow the student to leave the test room for any reason until it is completed. If a candidate leaves the test room for any non-emergency reason, the exam will be considered completed.
- Ensure that exam questions are not written, printed, copied, reproduced or retained in any form by anyone (student, proctor, employer or anyone else).
- Proctors should remind exam candidates that the information they have provided in their AgLearn profile will be the information that appears on their ACE credentials. If necessary, students should update their AgLearn profile prior to taking the exam. The proctor must verify all information – legal name, correct address and contact information, correct company information, etc.

NOTE: Relatives, regardless of their position, are not permitted to be proctors.

EXAM CANDIDATE RESPONSIBILITIES

[Optional] All study in preparation for the exam must be done outside of business hours. Since AgLearn is accessible from anywhere an Internet connection is available, candidates can study and prepare for the exam at home, at a public library or at any facility that provides access to the Internet.

Once you are notified that your requested curriculum has been assigned to you, you can login to AgLearn and access courses in the curriculum. Courses can be completed in any order but once launched each course will only be available for a limited time and **must be completed within 30 days of launch**.

When all courses in the curriculum have been completed, it is time to schedule your exam. Contact your proctor via email and request to have your exam scheduled. Your proctor will provide you with an available date, time and location for your exam.

Before You Take Your Exam

Please note that the information you have provided in your AgLearn profile will be the information that appears on your ACE credentials. If necessary, update your AgLearn profile prior to taking the exam.

Make sure that any child care or other personal matters are taken care of before the exam begins.

You may use the following in an exam: two (2) sheets of clean scratch paper, a pen or pencil, and a simple, non-programmable calculator. Any exam candidate with a disability, language, or reading concern should contact their proctor before registering for an exam to discuss special needs issues, suitable accommodations or alternative test taking methods. The proctor will then contact Team AgLearn to identify what alternative test taking methods will be accepted.

The Day of the Exam

On the day of the exam, arrive at the testing room with a photo ID at least 15 minutes prior to the start of the exam.

The proctor will verify all information – legal name, correct address and contact information, correct work address, etc.

The proctor will need to login to AgLearn before you to unlock the ACE exam.

Once the exam begins, you may not leave the test room for any reason (except certified emergency) until it is completed; the exam will be considered complete when you leave the room.

Exam questions are not to be written, copied, reproduced or retained in any form.

Any deviation(s) from these guidelines may invalidate the exam.

Once you have completed the exam, notify the proctor that you have finished so that the exam can be locked. You will no longer have access to the exam once the proctor locks the exam.