



## APPA Proctor Responsibilities

As an official APPA proctor, you are volunteering to administer the APPA Credentialing Exam on behalf of APPA. This is not a position that APPA takes lightly. It will be expected that you follow the rules and responsibilities that are given. If you feel you do not wish to be an APPA Proctor, please contact Kelly Ostergrant as soon as possible so that we can assign this position to someone else.

You will be responsible for:

- Following all of the instructions given to you from Webassessor by Kryterion.
- Following all of the instructions given to you from APPA including launching the exam and formally closing it down.
- Being available and present with the test taker for a duration of at least 3 hours for the EFP exam and 4 hours for the CEFP exam.
- Notifying APPA immediately if you feel the exam has been compromised; this could mean the test taker accessed study material online or hard copy, discussed the exam with anyone outside of the testing room, or left the room for any reason after the exam was launched prior to submittal.

Thank you for volunteering to serve as APPA's official proctor.