

Proctor Criteria and Confidentiality Agreement

American Society of Agronomy (ASA)
ICCA Program Exam Proctors

ASA appreciates your willingness to serve as a volunteer proctor. An individual that acts as a proctor for the ICCA Program examinations must meet certain criteria to maintain exam security.

Proctor Criteria

As a proctor, you agree that you are a disinterested third party who is not a relative or spouse, nor employee of the examinee and one that has no financial or personal interest in the outcome of the examination.

You also agree a proctor who is not certified may not sit for the ICCA exams within five years of being a proctor and you do not intend to take the exams for at least five years.

Confidentiality

As a proctor, you are exposed to very confidential information, specifically, exam questions. The integrity of the exam is based on every person's involvement and adherence to keeping all exam question related materials confidential. The information related to or the exam questions themselves should not be shared with any individual.

Exam questions cannot be used as they appear on the ICCA Exam or Local Board Exam in an altered format for study materials or university examinations by you or anyone else. The American Society of Agronomy (ASA) owns all exam questions and related materials and the exams are copyright protected.

Substitute

If you are unable to be a proctor and have found a suitable substitute, please indicate who that is and have them sign the form.

Signature

By signing this agreement, I agree to uphold in the strictest sense possible the confidentiality of all exam questions and related materials written and discussed during the course of the examination process and to reveal any real and potential exam irregularities that take place at my location to the ASA Director of Certification and Licensing.

Signature

Date

Print Name

Exam Site

I am currently a CCA. Yes or No (please circle one)