

# PROCTOR INSTRUCTIONS for the CERTIFIED CROP ADVISOR EXAMS

**\*The specialty certification (4R NMS, Resistance Management and Sustainability) exams are to be administered with the local board exam. Examinees should be given 2 hours to complete the exams as these are scenario based exam.**

**Proctors** Exam proctors must be approved by the local board—practicing CCAs or CPAs are ideal candidates. It is recommended that exam sites with more than 30 examinees have more than one proctor to expedite check-in and check-out, and to monitor the exam room. New proctors should assist an experienced proctor before proctoring alone. Proctors are not allowed to take the CCA exams for a minimum of five years after proctoring an exam.

**Proctors must complete the CCA/CPSS Exam Chain of Custody form for each exam when inventorying the materials upon receipt and again upon returning. The extra booklet envelope should only be opened in the event that you need to replace a labeled booklet or answer sheet. You will be responsible for any missing materials if you do not complete the chain of custody form.**

**Site/Room** Select a room where all examinees can be seated at tables or desks and will be visible from all points in the room—no dividers, partitions, or multiple rooms. If you must use multiple rooms, you need additional proctors. Ideally desks/chairs should all face one direction, examinees should be seated on only one side of tables, and there should be space between each examinee (for example, every other seat if possible). The room should be well lighted, accessible, and quiet. No food/drink is allowed in the exam room.

Individuals with special needs are required to notify ASA prior to the exam.

**Exam Day and Time** The exams must be administered on the day and at the times designated by the American Society of Agronomy (ASA). Any exceptions due to room availability or scheduling conflicts must be pre-approved by ASA. The International Exam must be administered in the morning at the times designated below, the local exam in the afternoon. Exams must be separately administered—an examinee cannot begin their local exam if they finish their international exam early. Begin processing examinees at least 30 minutes before the exam start time but not more than one hour ahead. At 10 minutes before the scheduled exam start time read the instructions to fill out the answer sheet. Examinees are allowed 2.5 hours to complete the International Exam.

**Suggested Timing of Exams (local times) Actual times may vary—Please see the rosters provided by ASA regarding this location**

## International Exam

Check-In Begins No Later Than	9:00 a.m.
Examinees Must Arrive By	9:15 a.m. (see page 5 regarding late arrivals)
Exam Begins	9:30 a.m.
Exam Ends	12:00 Noon

## Local Exam or Specialty Certification Exam

Check-In Begins No Later Than	1:00 p.m.
Examinees Must Arrive By	1:15 p.m. (see page 5 regarding late arrivals)
Exam Begins	1:30 p.m.
Exam Ends	Depends on Exam, see below

**Time Allowed For Local Exams** Allow one minute per multiple choice item, then round up to the nearest half hour, as shown in the examples below. This should be a plentiful amount of time for most examinees. For instance, the time allowance for the 150-item International Exam is 150 minutes or 2 hours, 30 minutes.

<u>Number of Items</u>	<u>Length of Exam</u>
50	1 hour
Specialty (4R NMS, RMS, Sustainability) Certification Exam – <i>scenario based</i>	2 hours
100	2 hours
150	2 hours, 30 minutes

## EXAM MATERIALS PROVIDED BY ASA

When exam materials arrive, immediately verify the contents against the packing slip:

### **Packing Slip Listing Contents**

Roster for International Exam

Roster for Local Board Exam

Roster for 4R NMS Exam

Roster for Resistance Management Exam

Roster for Sustainability Exam

International Exam Booklets & Answer Sheets

Local Board Exam Booklets & Answer Sheets

4R NMS Exam Booklets & Answer Sheets

Resistance Management Booklets & Answer Sheets

Sustainability Booklets & Answer Sheets

Calculators (PACKAGING AND INSTRUCTIONS MUST BE REMOVED.)

Instruction Sheets for Late Arrivals

Answer Sheet Envelopes

Next Day Return Label

Extra materials have been sent in case of defects as follows with each exam in a separate envelope:

Extra International Exam Envelope

Extra Local Board Exam Envelope

Extra 4R NMS Exam Envelope

Extra Resistance Management Exam Envelope

Extra Sustainability Exam Envelope

Ensure the number of international exam booklets and answer sheets is at least sufficient for the number of candidates on the international roster. Do the same for the local board roster and each specialty certification exam roster. If you are short of materials, please contact Michele Lovejoy at 608-268-4947 so an additional shipment can be sent to you.

The extra exam booklets or answer sheets are to be used only to replace unusable booklets or answer sheets for candidates who do not appear on the roster but can show they have preregistered. These envelopes should only be opened in the event that you need to replace a labeled exam booklet or answer sheet.

If you are using more than one exam room with multiple proctors, you may want to repack the box(es) so that each room has its own box of materials. If you divide the materials in this manner, make separate packing slips for each box so it will be easier to account for the materials during the exam day.

Please keep the materials locked in a secure place. The exams and the answer sheets must not be left unsupervised before, during, or after the exam.

## SETTING UP THE ROOM

A proctor must be present at all times the exam room is open to examinees—before, during, and after the exam. Arrive at the exam location at least an hour before the exam start time—earlier if this is your first time as proctor or if the location is new. Set up a registration table near the entrance to the exam room. Ideally, this table is located just inside the door of the exam room so you can monitor the room and the table at the same time. Examinees should not enter or exit in other places if the exam room has additional doors. No food/drink is allowed in the exam room.

Place exams on tables/desks around the room in alphabetical order. Place an answer sheet with each exam. The front of the exam booklet should be on top so that the examinee's name is visible. Examinees should be situated so that there is maximum separation among each individual. Ideally desks/chairs should all face one direction, examinees should be seated on only one side of tables, and there should be space between each examinee (for example, every other seat if possible).

Make sure there is a clock clearly visible to all examinees. If not, you should use a watch or cell phone and announce the time at least twice during the exams.

Provide a secure spot where examinees can leave any personal belongings, coats, hats, umbrellas, cell phones, digital watches, books, any electronic devices such as tablets or laptop computers, or calculators brought to the exam location, etc. A box at the registration table is often suitable for this purpose. Calculators are provided that examinees can keep (**PACKAGING AND INSTRUCTIONS MUST BE REMOVED.**)—no other calculators or devices may be used. Examinees must leave all of their personal belongings in their vehicle, outside the room, or in the place you designate inside the exam room.

The proctor should read the section toward the end of this document “Procedures for Handling Suspected Exam Improprieties” prior to the exam so it is understood how to handle and report any irregularities that take place during the exam.

## CHECKING IN EXAMINEES

Open the room and begin processing examinees at the registration table at least 30 minutes prior to the start of the exam, as follows:

1. Greet each examinee.
2. Advise them to leave all personal belongings, coats, hats, umbrellas, cell phones, digital watches, books, any electronic devices such as tablets or laptop computers, calculators, etc. in their vehicles, outside the exam room, or with you at the registration table. They may wish to take their personal belongings out and then come right back, but they must do this before you check them in.
3. Check each examinee's ID. The ID must be a government issued photo ID to ensure positive identification. See page 7 for a listing of acceptable documents.
4. **You must also check off on each roster if examinee took the exam or was a “No Show”. All rosters need to be returned with the exam materials.** The examinee's name must appear on the roster to be eligible to take the exam. In the rare event someone has an exam confirmation but does not appear on your roster, you may admit this person. Make a note of the person's name, address, email and telephone number on the roster. Let them use one of the extra exams provided and an extra exam sheet from the proctor's envelope. Walk-ins not on the roster or without a confirmation may not be admitted.
5. Hand each person a calculator provided by ASA. **PACKAGING AND INSTRUCTIONS MUST BE REMOVED.**
6. Tell examinees:
  - We will begin with instructions at around \_\_\_\_\_(time).
  - The exams are distributed around the room in alphabetical order.
  - You may go find your exam now, but please do not break the seal on the exam booklet or begin the exam until instructed to do so.

## STARTING THE EXAM

Read the following instructions to your room of examinees ten minutes before exam start time:

**Good morning/afternoon everyone, and welcome to the International or Local Board, 4R NMS, Resistance Management and Sustainability CCA Exams** (list only exams being given at your site). **In front of you should be the sealed exam booklet, the answer sheet, the calculator we provided, and a pencil or two.**

**No cell phones, digital watches or other electronic devices may be used except the calculators provided. If you have an electronic device with you, or any books, papers, etc., please let me know as soon as the exam begins and I will keep them with me until you are finished with the exam. Cell phones must be turned off to avoid distractions. Anyone found looking at notes or papers they brought in or using a cell phone, digital watch or other electronic device will not have their result reported.**

**You will have two and one half hours or time for Local Board or 4R NMS, Resistance Management and Sustainability Exam to complete the exam**(list only exams being given at your site). **All questions have equal value and it is to your advantage to answer as many as possible. There is only one correct answer for each question. No points are taken off for guessing. Please keep your answers out of view of other examinees. Any talking or other communication with another examinee is not permitted. Looking at other's exams is NOT permitted. Anyone found cheating will not have a result reported.**

**If you need to leave the room to use the restroom, please check with the proctor before you leave and check back in when you return. Leave all of your exam materials on your desk/table. Anyone that uses their cell phone or checks notes or books without the proctor's permission while outside the room will not have their result reported.**

**Do not yet break the seal of the exam booklet, but please read the statement underneath your name label on the exam booklet. By signing and breaking this exam seal, you agree that you are the person indicated, that you have not been provided answers to any of the exam questions by another person, and that your exam result will not be reported if found copying or using unauthorized materials. Your signature acknowledges that you have read and understand this statement.**

**Next, let's fill out your name and some other information on the answer sheet. Write your name in the appropriate boxes on the answer sheet. Last name followed by your first name and middle initial. Underneath each letter fill in the circle with the appropriate letter ending with the last letter. There is no need to fill in the blank spaces circles.**

**Then, fill in the site number. The site number for this exam is \_\_\_\_.** The site code is a two letter and two digit code for the state in which you are giving the exam. To find your site code, please check the exam site code list which is the last page of this packet.

**Please write in the two digits for the month and the two digits for the year you were born and fill in the circles with the appropriate numbers.**

**Please fill in the appropriate circle indicating if you are retaking this exam.**

**Please write the ASA Number in the boxes starting on the left hand side and then fill in the circles with the appropriate numbers. The ASA Number is indicated on the label on the front of your exam booklet. YOUR RESULT WILL NOT BE RECORDED IF YOU DO NOT FILL IN THE CIRCLES WITH THE APPROPRIATE LETTERS AND NUMBERS.**

**Make sure you mark the answers to each question on the answer sheet not in the exam booklet. (Hold up answer sheet)**

**When you complete the exam hand in all of your exam materials to one of the proctors. You can keep the calculator. Once you turn in your exam materials and leave the room, you may not return. Your results will be emailed to you in 6 weeks. No results will be given over the telephone.**

**Are there any questions?**

**(At exam start time) You may break the seal on the exam booklet and begin the exam.**

## MONITORING THE ROOM DURING THE EXAM

1. Late arrivals may be admitted up to 15 minutes past the start time at the discretion of the proctor, and only if there are weather, traffic, accident, or other issues beyond the control of the examinees. Late admittance is not guaranteed and is entirely at the discretion of the proctor. Absolutely no admittance 15 minutes past the exam start time.
2. If you admit any late arrivals, check them in, seat them, and hand them the instructions for them to read on their own. Late arrivals must finish at the time designated for other examinees—no extra time can be allowed.
3. A proctor must be present in the exam room at all times.
4. As soon as exam begins, walk around the room to ensure that the only items on desks/tables are the exam booklet, answer sheet, the calculator provided (**PACKAGING AND INSTRUCTIONS MUST BE REMOVED**), and pencils. If there are other items present, ask the examinee to place them at the designated spot at the registration table, or you can take them and place them there.
5. Monitor the room to ensure examinees are not talking, exchanging notes, using electronic devices, or other improprieties. Report all improprieties to ASA on the Irregularity form provided.
6. If an individual needs to use the restroom, have them leave their exam materials on their table/desk, and check out and back in with you.
7. Make sure there is a clock clearly visible to all examinees. If not, you should announce the time at least twice during the exams.
8. Proctors cannot provide any information or clarification about exam items. This includes helping an examinee by explaining an exam item, providing clarification, or providing hints as to the answer, etc. If there appears to be a mistake on an exam item, report this back to ASA on the irregularities form.

## CHECKING OUT EXAMINEES WHO ARE FINISHED

1. Process each examinee one at a time. Do not let examinees put their materials in a stack and walk out without being individually processed.
2. Ensure each examinee returns to you one exam booklet and one answer sheet. They may keep their calculators (**PACKAGING AND INSTRUCTIONS MUST BE REMOVED**).
3. Check each exam booklet to ensure examinee has signed the front.
4. Check each answer sheet to see that they have been filled in correctly.
5. Mark each examinee out in the roster.
6. Remind examinees that if they are taking the local board exam, they are to return by \_\_\_\_\_ time.
7. Make separate stacks for the exam booklet and the answer sheet. Answer sheet should not be left in exam booklet.
8. Exams must be separately administered—an examinee cannot begin their local exam early if they finish their international exam.
9. At the end of the exam time allowed ask the remaining examinees to put down their pencils and hand in their exam booklets and answer sheets to one of the proctors.

Check to make sure the number of exam booklets and answer sheets correspond to the number you received. If the number matches, place the answer sheets in the envelope provided and seal and sign the envelope. If the number of booklets does not match the number of answer sheets, try to determine the booklet or answer sheet that is missing. Use the Irregularity Report Form to record the missing book or answer sheet. Please keep all exam materials in a secure place.

## ADMINISTRATION OF LOCAL BOARD AND SPECIALTY EXAMS

Follow the same guidelines for placing the local board and specialty exam booklets and answer sheets around the room, checking in examinees, reading the instructions, starting the exam, monitoring the room during the exams, and checking out examinees. The time allowed for the exams is determined by the number of exam items—see suggested times on page 1.

## RETURNING EXAM MATERIALS TO ASA

**Returning the Answer Sheets and Exam Materials** Within one business day of the exam, place completed answer sheets in one of the envelopes provided and all remaining exam materials (exam booklets and the proctor's envelope) in the box. Attach the UPS Return Service bar coded label to the box, and either take to a UPS store or arrange for the box to be picked up by UPS. This can be dropped in a UPS box, taken to a UPS store, or you can arrange for a pickup by calling UPS at -800-742-5877/1-800-PICK-UPS. DO NOT return the answer sheets by US Mail. If you would need to address a label, the address label should read:

Michele Lovejoy  
ASA/CCA  
5585 Guilford Road  
Fitchburg, WI 53711-5801

Exam results will not be released until ASA has received all exam materials.

## LIST OF APPROVED PHOTO IDs in THE UNITED STATES

Source: [http://www.tsa.gov/travelers/airtravel/acceptable\\_documents.shtm](http://www.tsa.gov/travelers/airtravel/acceptable_documents.shtm)

- U.S. passport
- U.S. passport card
- DHS "Trusted Traveler" cards (NEXUS, SENTRI, FAST)
- U.S. Military ID (active duty or retired military and their dependents, and DOD civilians)
- Permanent Resident Card
- Border Crossing Card
- DHS-designated enhanced driver's license
- Drivers Licenses or other state photo identity cards issued by Department of Motor Vehicles
- A Native American Tribal Photo ID
- An airline or airport-issued ID (if issued under a TSA-approved security plan)
- A foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada (INAC) card
- Transportation Worker Identification Credential (TWIC)

## LIST OF APPROVED PHOTO IDs in CANADA

Source: <http://www.passengerprotect.gc.ca/identity-requirements.html>

- Passport
- Citizenship card
- Permanent-resident card
- Driver's license
- Provincial health card
- Provincial or territorial government identification cards (GICs)
- Birth certificate
- Record of Landing Form/Confirmation of Permanent Residence (IMM 5292)
- Immigration documents issued to foreign nationals (e.g., Work Permit, Study Permit, Visitor Record, Temporary Resident Permit, Refugee Approved Status)
- Canadian military identification
- Federal police identification
- Federal, provincial or municipal government employee identification cards
- Old Age Security (OAS) identification card
- Certificate of Indian Status (Status card) issued by Indian and Northern Affairs Canada (INAC)
- Canada Border Services Agency NEXUS card
- Firearms license

## PROCEDURES FOR HANDLING SUSPECTED EXAM IMPROPRIETIES

**Proctor Responsibilities During Exam** If a proctor observes an examinee engaging in any of the improprieties described below, the proctor shall take actions as he or she deems prudent to confirm the impropriety and/or prevent its continuation. The impropriety can be explicit or suspected.

**Proctor Reporting Responsibilities** The proctor who witnessed the improprieties shall send details of the incidents to ASA on the Impropriety Reporting Form.

Improprieties include any action by an examinee that compromises the security of the exam, constitutes cheating, or interferes with other examinees, or any event that might interfere with an examinee taking the exam, including:

- A. Removal of pages from exam booklets inside or outside the exam room.
- B. Removal of exam materials from the exam site.
- C. Exchange of any unauthorized material inside or outside the exam room between examinees, including but not limited to pages from exam booklets, answer sheets, scratch paper, notes, reference pages, pens and pencils, watches, wallets, purses, medications, and clothing.
- D. Copying of any material from exam booklets inside or outside the exam room.
- E. Use of unauthorized devices inside or outside the exam room, including but not limited to tape recorders, radios, cell phones, electronic devices, computers and fax machines.
- F. Conversations between examinees inside the exam room.
- G. Disruption of assigned seating order or unauthorized movement of exam booklets by examinees.
- H. Substitution by an examinee of another person to sit in the exam room and write one or more of the exam questions.
- I. Missing exam booklets.
- J. Personal behavior inside the exam room that severely disrupts other examinees.
- K. Other actions that support a conclusion that the examinee is cheating on the exam.
- L. Notification by one examinee that another examinee appears to be engaging in the activities specified in items A-K above.
- M. Power failures, natural disasters, and other like occurrences.

**Filing and Scoring Exams; Submission of Reports.** The proctor shall forward completed exams from examinees suspected of engaging in exam improprieties to ASA Headquarters, along with all reports of exam improprieties. Exams shall be forwarded prior to scoring.

**Initial Determination.** Within 30 days of receiving the report of the exam irregularity, ASA will make an initial determination as to the veracity of the report(s).

If ASA determines that the examinee did not engage in the improprieties or that the improprieties did not undermine the integrity of the exam, ASA shall score the exam and respond to the examinee in the standard manner.

If ASA determines the examinee engaged in the improprieties or that the improprieties did undermine the integrity of the exam, ASA will so advise the examinee. ASA will simultaneously advise the examinee in writing that the examinee has the right to appeal ASA's initial determination. The examinee has the right to a hearing at which the examinee may be represented by counsel. The exam will not be scored unless it is determined that the examinee did not engage in improprieties and, until such time, the exam result will be recorded as not scored.

**Right to Appeal to Exam and Procedures Committee.** The examinee has 30 days from the date of ASA's initial determination letter to submit a written report for an appeal to the Exam and Procedures Committee.

In the request for an appeal, the examinee shall indicate whether the appeal will consist of Exam and Procedures Committee's review of written materials submitted by both parties or a hearing conducted by Exam and Procedures Committee. If a written review is requested, all written materials shall be submitted within 30 days. If a hearing is requested, the examinee may request that the hearing be closed to the public.

The appeal shall be considered at the next regularly scheduled meeting of the Exam and Procedures Committee, but in no event later than 90 days from the date that the request for an appeal is received.



If the examinee fails to file a timely request for an appeal or fails to timely submit written materials, the initial determination shall be the final and binding determination on all parties. In such cases, the exam shall not be scored. The result reported shall remain not scored. The examinee is not eligible to retake the CCA exam for two years from the date of the final determination, and the reports of improprieties shall remain in the applicant's credential file for five years from the date of the final determination.

**Final Determination by Exam and Procedures Committee.** Following consideration of the evidence and such inquiry as the Exam and Procedures Committee deems desirable or necessary, the Exam and Procedures Committee shall meet in executive session to consider the evidence to determine whether there is clear and convincing evidence that the examinee engaged in the improprieties.

If the Exam and Procedures Committee determines that such evidence exists, the Committee shall simultaneously determine the penalty for engaging in such improprieties.

If the Exam and Procedures Committee determines that such evidence does not exist, the exam shall be scored and the result released. If necessary, the examinee may also take the next regularly scheduled CCA exam, in the same manner as other examinees. The record of the alleged improprieties shall be expunged from the examinees credential file.

The Exam and Procedures Committee shall notify the examinee of its final determination within 10 days of the meeting at which the evidence was considered.

**Penalties for Engaging in Exam Irregularities.** If the Exam and Procedures Committee reaches a final determination that the examinee engaged in improprieties, the Exam and Procedures Committee shall impose any or all of the following penalties in its discretion:

- The examinee will not be eligible to take the CCA exam for at least two years, and for up to five years from the date of the final determination.
- A failing grade or not scored grade will be reported on all or some of the sections of the exam.
- The CCA exam will not be scored or otherwise released.

The report of improprieties will remain in the CCA credential file for at least five years from the date of final determination. It will only be expunged at some later point if directed by the Exam and Procedures Committee. Additional penalties may be imposed at the discretion of the Exam and Procedures Committee if they deem it appropriate under the particular circumstances presented.

**Repeat Offenses.** If an examinee has received a final determination that he or she engaged in improprieties during an exam, and is found to engage in improprieties during a subsequent exam, he or she will be barred from retaking the CCA exam for a period of 10 years from the most recent final determination.

IMPROPRIETY REPORTING FORM

Date: \_\_\_\_\_

City and State Exam Given In: \_\_\_\_\_

Exam Proctor: \_\_\_\_\_

Please detail below any improprieties that occurred during the administration of the Certified Crop Adviser exams.

If you have any questions, please do not hesitate to call ASA at 608-268-4947