

# CERTIFICATION

## Proctor Guide

Instructions for Written  
Assessment Administration

Revised January 2016



## Table of Contents

<b>Acknowledgement</b> .....	3
<b>Security Policy</b> .....	4
<b>Responsibilities</b> .....	5
Proctor Responsibilities.....	5
Exam Participant Responsibilities .....	6
<b>Exam Materials</b> .....	6
<b>Administering the Exam</b> .....	7
Exam Guidelines .....	7
Preparing to Take the Exam .....	8
Before the Exam .....	9
Answer Sheet Instructions .....	9
During the Exam.....	13
After the Exam .....	13
<b>Script for Proctors</b> .....	14
<b>Comment Sheet</b> .....	18
<b>Irregularity Report</b> .....	19

## Acknowledgement

This Proctor Guide contains instructions for exam administration. It is extremely important that all proctors follow the same procedures. You should become familiar with the instructions presented in this guide before administering the exam. In following these procedures, you will assure the validity of the exam results and greatly reduce the likelihood of confusion or error before, during, and after the exam.

When you have finished reading this guide and are familiar with the instructions provided, please acknowledge by signing below. Return this page to SME prior to the administration of the exam. You can email the form to [certification@sme.org](mailto:certification@sme.org) or fax it to 313.425.3404.

---

I have read the Proctor Guide, understand my role and responsibilities as a proctor, and agree to abide by the guidelines provided. I understand I must be present and remain in the exam room for the entire duration of administering the exam.

---

Proctor Signature

---

Date

---

Proctor Name (printed)

---

Examinee Name or Group Name

Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

## Security Policy

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

### Exam Material Security

The SME certification assessments are copyrighted and may not be used for any purpose other than the legitimate assessment of authorized 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, exam revision, with costs incurred by the exam site, and probation or suspension of the institution/company as an authorized user of SME certification assessments.

### Exam Administration Security

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

### Proctor Responsibilities

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

An exam proctor will be liable for the full development cost of a replacement SME certification assessment (up to \$250,000.00) if said instrument or individual exam items are compromised through loss, unauthorized copying or permitting access by any unauthorized person or persons.

# Responsibilities

## Proctor Responsibilities

Proctors are responsible for the actual administration and evaluation of written assessments. This responsibility includes the security of exam materials in their possession during administration of the exam and the prompt return of all exam materials to SME after administration of the exam. Proctors are expressly prohibited from coaching participants during the exam and altering or interfering with a participant's responses. Additional responsibilities include:

- Familiarize yourself with the administration procedures in this guide
- Be present at all times during the administration of the exam and ensure that the exam is conducted in a quiet and efficient manner.
- Communicate instructions for the exam session to participants.
- Inform participants that any unanswered questions will be scored as incorrect.
- Conduct the exam session in a quiet and efficient manner.
- Inventory exam materials before and after the exam
- Ensure exam site has adequate seating and desktop space for participants.
- Confirm the identity of each exam participant.
- Inform participants that the exam is open book and open notes, and a calculator can be used.
  - o Technical exams: Any quiet, hand-held, non-broadcasting or receiving calculator. The exam proctor is responsible for ensuring that all programmable memory is cleared before and after the exam.
  - o Lean Certification exams: A basic calculator can be used.
- Distribute, collect, and ensure security of all exam materials.
- Use of the Internet by exam participants is strictly prohibited.
- With the exception of a device used for eBooks (CMfgT and CMfgE only), notify participants that the use of iPhones®, smart phones, mobile devices, cellular phones, wrist watches with calculators, smart watches, devices that can record data, and similar technology is **not allowed during the session**.
- Monitor the exam process during administration by moving unobtrusively around the room.
- Protect participants from disturbances and distractions.
- Ensure that participants follow the exam procedures and security policy requirements and enforce proper procedures in the event of non-compliance.
- Promptly complete the Comment Sheet and/or Irregularity Report (if applicable) and return to SME.

- Return all exam materials to SME immediately after the exam using the return shipper provided by SME.
- Report any breach of security, no matter how small or insignificant, to SME.

## Exam Participant Responsibilities

Exam procedures must be followed by all participants and enforced by the proctor. If a violation of the exam procedure occurs, the participant must cease testing and all of the participant's exam materials shall be collected by the proctor. The time and nature of the incident must be recorded on the Irregularity Report (located in the back of this guide) and returned to SME with the answer sheets.

The following behavior is prohibited by exam participants during administration:

- Looking at another participant's materials or answer sheet.
- Giving or receiving assistance from the proctor or another individual.
- With the exception of a device used for eBooks (CMfgT and CMfgE only), using an iPhone®, smart phone, mobile device, cellular phone, wrist watch with calculators, smart watch, devices that can record data, and similar.
- Copying, transmitting, or reproducing any portion of the exam in any manner whatsoever.
- Attempting to remove exam materials or notes/scrap paper taken during the exam from the exam site.
- Creating a disturbance or allowing a cell phone or alarm to sound in the exam room.
- Failing to follow the exam procedures as outlined by the proctor.
- Presenting or using inaccurate documents to identify oneself.

## Exam Materials

SME will provide the following materials for exam administration. Please inventory all materials prior to the exam to ensure you have everything you need. Count all materials and record how many you have of each.

- Proctor Guide (this booklet)
- Written exam booklet for each participant
- Answer sheet for each participant
- Demographic Sheet for each participant
- Attendance roster (if more than one participant)

## Administering the Exam

Written exams can be administered to a large number of participants at one time. Written exams consist of multiple-choice answers and measure the level of knowledge acquired by the participant in a particular area.

### Exam Guidelines

#### Exam Room Environment

The exam room and external conditions may have a significant effect on a participant's exam score. Ideally, the exam room should be closed off from all other activity and is quiet and devoid of distracting movement. The room should also have ample lighting, adequate heating or cooling, comfortable seating, and ample workspace for each participant to lay out their exam materials.

If more than one person is tested at the same time, participants should have at least one empty chair (or approximately three feet) space between them. This will encourage the participants to focus on the exam and discourage cheating or talking.

#### Late Arrivals

Close the exam room five minutes before the time designated to begin the exam session. Any participant arriving after the door is closed may be admitted at the proctor's discretion, provided the actual exam has not started. As the proctor, you should have a predetermined policy for handling late arrivals. This policy should be adhered to consistently throughout the entire exam process.

#### Early Completion

Each site will decide and communicate whether participants may leave the room after completing the exam or whether they should remain seated until the exam time is over.

## Exam Time

The maximum time limit for most certification exams/assessments is three hours. Please check with SME if you are unsure of a time limit. SME uses the following exam times:

Exam	Exam Time
<ul style="list-style-type: none"> <li>• Certified Manufacturing Technologist (CMfgT)</li> <li>• Lean Bronze Certification</li> <li>• Lean Silver Certification</li> <li>• Lean Gold Certification</li> <li>• Electrical/Electronic Engineering Technology (EET)</li> </ul>	3 hours
<ul style="list-style-type: none"> <li>• Certified Manufacturing Engineer (CMfgE)</li> </ul>	4 hours

## Requests to Leave the Room

If a participant needs to leave the exam room for any reason, the proctor must collect all exam materials and hold until the participant returns. When the participant returns, make sure no materials have been brought into the room and return the exam materials to the participant.

**NOTE: Only one participant is allowed to leave the room at a given time. Any time used by participants for breaks is considered part of the allotted exam time.**

## Preparing to Take the Exam

Begin the exam session by making sure participants are seated and all unauthorized devices/materials are put away except those used specifically to take the exam. The exam booklets and answer sheets should not be distributed until both the proctor and the participants are ready to begin. Every participant should have at least two, #2 pencils and an eraser.

- Scrap paper and/or the exam booklet may be used for calculations and notes. The exam proctor must collect all scrap paper/notes at the end of the exam session.
- The following calculators can be used for the exam:
  - **Technical exams:** Any quiet, hand-held, non-broadcasting or receiving calculator may be used. All programmable memory **MUST** be cleared before and after the exam.
  - **Lean Certification exams:** A basic calculator can be used.
- Use of the Internet by exam participants is strictly prohibited.
- With the exception of a device used for eBooks (**CMfgT and CMfgE only**), the use of iPhones®, smart phones, mobile devices, cellular phones, wrist watches with



calculators, smart watches, devices that can record data, and similar technology is **not allowed during the session.**

- **Technical exams (CMfgT and CMfgE) ONLY:** A device may be used to access the eBook(s) of the recommended reading materials.
- Reference materials (if applicable) should be prepared for distribution before the exam begins. Remove any unauthorized reference material before beginning the exam.

### Before the Exam

- Provide instructions to the participants on how the exam will be administered.
- Send the attendance roster around the room (if group setting) and ask each participant to fill in their name and Participant ID number (located on the front of the exam envelope).
- Assist the participants in completing the demographic information on the answer sheet.
- Post the exam start and end time for participant reference.

### Answer Sheet Instructions

An original answer sheet must be used for all paper/pencil exam administrations. Please take the time to become familiar with this form. Answer sheets must be completed with a #2 pencil and must be filled out completely and correctly to ensure timely and accurate processing of results. Answer sheets completed incorrectly may be returned and which may incur additional fees.

The answer sheet is one sheet, double-sided and divided into the sections below. It is important that the participants complete ALL boxes and fill in the corresponding bubble.

Front of Answer Sheet (example)

**Nocti Business Solutions**  
Your Corporate Assessment Partner  
www.noctiassess.com

### PARTICIPANT INFORMATION

**MARKING INSTRUCTIONS**

- Use number 2 pencil only.
- Make dark marks that fill the oval completely.
- Erase cleanly any mark you wish to change.
- Make no stray marks.

USE A NO. 2 PENCIL ONLY

#### A Participant Information

1	2	3	4
LAST NAME			PARTICIPANT ID
SMITH			2004451305
FIRST NAME			MI
KRIS			

#### B Assessment Information

5	6	7	8	9
TEST DATE			TEST CODE	VERSION NUMBER
02 24 2013			9001	02
SITE CODE			DEMOG/PINC CODE	
9996			1064	

All fields must be filled out completely and correctly to ensure timely and accurate processing of results.

10 Title of Assessment (Taken from Booklet Cover)  
Electricity

#### C Demographics

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

PLEASE DO NOT WRITE IN THIS AREA

317932

**Section A: Participant Information**

1. LAST NAME
2. FIRST NAME
3. MI

The participant should write his/her name in the boxes provided. In some cases, the allowed space may not accommodate long names. Do not abbreviate. Make sure to write in as much of the long name as will fit.

**4. PARTICIPANT ID#**

The participant must write his/her ID number in the box provided. The ID is printed on the front of the envelope that contains the exam. ID's cannot be reused for different participants from year to year. Their participant ID number is their actual certification number through SME.

**Section B: Assessment Information****5. TEST DATE**

The participant must write in the date the assessment is being administered in the format specified (month, day, year). The month and day must be recorded as two digits. For example, February 1 would be 02 01. A portion of the year is pre-filled for your convenience.

**6. TEST CODE**

The test code is a four-digit number located on the front cover of the exam booklet.

**7. VERSION NUMBER**

The version number is located on the front cover of the booklet. It is important that the correct version number be used. If an incorrect version number is used, participant answers will be scored against an answer key that may not match the assessment version being administered.

**8. SITE CODE**

SME will provide the four-digit site code to the proctor. This is also printed on the front of the envelope containing the exam.

**9. DEMOGRAPHIC CODE**

The demographic code is found on the top of the Demographic Sheet.

**10. TITLE OF ASSESSMENT**

The title is located on the front cover of the assessment booklet.

**Section C: Demographics**

Using the Demographic Sheet, participants should complete the demographic questions by filling in the bubble that corresponds to the choice that best describes him/her.



## During the Exam

- Make sure the exam room remains quiet and free from distractions.
- Handle necessary interruptions as quickly and quietly as possible.
- Remind participants of the procedures to follow if they complete the assessment early, following the predetermined policy.
- Document any irregularities that occur (i.e., fire alarm, electrical outage).
- Make an announcement when 30 minutes remain in the exam time.
- End the exam session by instructing participants to stop, put down their pencils, and close their assessment booklets.

## After the Exam

- Count the exam booklets. Be sure that the number agrees with those you originally received from SME.
- Count the answer sheets. Be sure that the number agrees with the number of participants on the Attendance Roster and the number originally received from SME.
- Verify that there are no answer sheets inserted inside the assessment booklets.
- Verify that the answer sheets are completed correctly.
  - **Verify that the participant information has been accurately completed.**
  - Make any necessary changes to Educational Level, Test Date, Test Code, Version Number, Site Code, and Demographic Code. These fields are essential for proper grading and reporting. If you are unsure of any of this information, please contact SME.
- **Erase any stray marks from the answer sheets. Check to see that all answer marks are heavy and dark.**
- Answer sheets **MUST** be sorted by exam title if multiple exams are being administered.
- Place attendance roster on top of answer sheets.
- Complete the Comment Sheet and Irregularity Report and return to SME with the answer sheets and booklets.
- Return Demographic Sheets, answer sheets, and exam booklets (both used and unused) to SME.

## Script for Proctors

Good morning/afternoon. My name is \_\_\_\_\_ and I will be serving as the proctor for today's exam session. On behalf of SME, I want to welcome you and wish you success in your efforts. Today you are participating in a process that provides one measure of your knowledge in your particular craft or technical field.

If you have any questions to these instructions, please let me know.

Before distributing the exam materials, I will explain the process and general rules for today's session.

At this time, please turn off all cell phones, beepers, and other electronic devices until you leave the exam room. **Technical exams (CMfgT and CMfgE) ONLY:** A device may be used to access the eBook(s) of the recommended reading materials.

You are authorized to use only those reference materials that have been approved by SME for your exam. If you have a question about any of your reference materials, please let me know.

### **(Pause)**

You are responsible for your own reference materials. You will not be allowed to share reference materials of any kind during the session. No talking or comparing of materials between participants will be allowed.

Please place all non-exam materials under your seat (*on the floor, out of view, etc.*) now.

A #2 pencil is needed to complete the answer sheet. Please raise your hand if you do not have at least one #2 pencil. *[If applicable]* The pencil sharpener is located (*state location*).

### **(Pause)**

The following rules will be observed at all times during the exam:

- No smoking, eating, drinking, or talking.
- If during this session you need to use the restroom or leave the exam room, please raise your hand. I will collect your exam materials and return them to you when you return.
- Only one person will be permitted to leave the room at a given time.
- While on a break, you are not permitted to talk with anyone outside the exam room.
- You will not be granted any additional time for taking your exam for time spent outside the exam room; therefore, make your breaks as short as possible.

Restrooms are located (give directions to the restrooms). Please keep in mind that the time allotted for testing continues while you are away from the exam room.

At the end of the session, I will collect your exam materials and scrap paper/notes you took during the exam. If you finish before the end of the session, raise your hand. Once all materials have been accounted for, you will be permitted to . . . *(leave the exam room or remain until all participants are finished –this policy should be determined by the Proctor/exam site prior to administration).*

To pass this exam you must score at least \_\_\_%.

- Lean Certification passing score is 75%
- Certified Manufacturing Technologist and Certified Manufacturing Engineer is 60%
- Electrical/Electronic Engineering Technology (EET) is a certificate of completion for sitting the exam

When the exam materials are distributed, do not open your booklet until my instruction.

***(At this time, you should distribute the exam booklets, Demographic Sheets, and answer sheets, one at a time, to every participant. Do not ask participants pass booklets to other participants. Once each participant has received the exam materials, continue with the instructions.)***

Please look at the name of the exam/assessment on the front cover and verify that you have the correct exam booklet. If you do not have the correct booklet, raise your hand so I may provide you with the right exam booklet.

**Please print and sign your name on the cover of your exam booklet.**

***(Pause)***

Please locate your answer sheet. Listen to the following instructions carefully while filling out the information on your answer sheet. This information must be completed properly to accurately process your exam score. As we walk through the process of completing the answer sheet, please raise your hand if you have a question. If you make a mistake or wish to change an answer, make clean erasures.

Under section A, Participant Information, **items 1, 2, and 3** on the front of the answer sheet require your last name, first name and middle initial (MI). Please complete each of these by printing your name in the boxes provided, one letter per box, and darkening the corresponding letter bubble below each letter in the box.

If you are entering more than one name in either the first or last name sections, please leave a blank box between the names and darken the corresponding bubble located below.

**Item 4** asks for your participant ID number. Your participant ID is printed on the front of your exam materials envelope. Write in your participant ID number and fill in the corresponding bubble below each number. **Do not add zeroes after your ID number to fill in the remaining blank boxes.**

Under section B, Assessment Information, enter today's date, which is (*provide date*), using two-digit month, two-digit day, and four-digit year in **item 5**. Darken the corresponding bubble below each number.

**Item 6** asks for the test code, which is located on the front cover of your exam booklet. Print the test code in the appropriate spaces and darken the corresponding bubble below each number.

Use **item 7** to record the version number of the exam. The version number is located on the front cover of the exam booklet.

**Item 8** asks for the site code. Enter (*provide site code, site codes are four or five digits in length – located on the exam envelope label*) and darken the bubble below each number. Do not add a zero before or after a four-digit site code.

Use demographic code (*found at the top of the Demographic Sheet*) to complete **item 9**. Again, fill in the appropriate space and darken the corresponding bubble below each number.

***(It may be helpful to have the site code and demographic code written on a chalk/white board for reference.)***

Please print the exam title in the space provided for **item 10**. The title can be found on the front cover of your exam booklet.

***(Pause)***

Please refer to the Demographic Sheet. Answer the questions from the Demographic Sheet by darkening bubbles in section C, Demographics of the answer sheet that correspond to the question.

Your answers for this exam are recorded on the back side of the answer sheet in section D - Written (Cognitive). Be sure to darken the bubbles completely.

**Do not write in Section E: Performance (Psychomotor) Ratings**



Are all answer sheets complete? Are there any questions before we begin the exam?

**(Pause)**

Please open your exam booklet and read the “Instructions for the Written Assessment.” Read only this page and do not turn the page until I instruct you to do so.

**(Pause)**

Are there any questions regarding the instructions?

**(Pause)**

There is only one correct answer for each question and unanswered questions will be marked incorrect. This exam is timed and must be completed within *(insert time period based on exam below)*.

Exam	Exam Time
<ul style="list-style-type: none"> <li>• Certified Manufacturing Technologist (CMfgT)</li> <li>• Lean Bronze Certification</li> <li>• Lean Silver Certification</li> <li>• Lean Gold Certification</li> <li>• Electrical/Electronic Engineering Technology (EET)</li> </ul>	3 hours
<ul style="list-style-type: none"> <li>• Certified Manufacturing Engineer (CMfgE)</li> </ul>	4 hours

Good luck. You may begin your exam.

## Comment Sheet

If you have any suggestions or comments to report, please include them here and return to SME. Make additional copies as needed. A separate comment sheet should be completed for each exam.

Site Name: \_\_\_\_\_

Proctor/Evaluator's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Site Code: \_\_\_\_\_ Date: \_\_\_\_\_

Test Title: \_\_\_\_\_ Test Code: \_\_\_\_\_

## Irregularity Report

If you have any test administration irregularities to report, please write them on this page and return to SME with your answer sheets.

Site Name: \_\_\_\_\_

Proctor/Evaluator's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Site Code: \_\_\_\_\_ Date: \_\_\_\_\_

Online Test Title: \_\_\_\_\_ Test Code: \_\_\_\_\_

**Irregularities:**

**Additional Comments:**