



EPA 608 Proctor Instructions

As the proctor of this examination, your job is to ensure, to the best of your ability, that the exams are taken in a fair and proper manner in accordance with EPA 608 Certification testing regulations published in the Federal Register (40 CFR Part 82, Subpart F, Appendix D). This includes verifying that the person taking the exam is the same as the name on the exam and that participants are not cheating or using any unapproved aids during the exam. This also includes following generally accepted and customary proctor practices and using ethical behavior. **You may not proctor your own exam and are only authorized to proctor employees of your company on behalf of your company.**

The proctor process consists of the following:

1. Fill out sign-in sheet & check participant identification
2. Arrange the room for proper monitoring
3. Remove training aids
4. Hand out the exams
5. Read the exam instructions to the participants
6. Proctor the exam
7. Collect all exam materials and mail them back to TPC Training

1. Fill Out Sign-In Sheet & Check Participant Identification

As the proctor, fill out the top of the sign-in sheet with your name, signature, and Proctor ID#. Have the test takers put down their name on the sign-in sheet as they check in. To check in for the exam, participants must present a valid form of photo identification to the proctor. Acceptable forms of identification include a driver's license, government ID card, or passport. All participants must sign in on the provided registration sheet, even if there is only one participant.

2. Arrange the Room for Proper Monitoring

The room and tables should be arranged to minimize the possibility of cheating. Please have participants spread out if there is enough space, as long as you can see all participants at all times.

3. Remove Training Aids

Remove all instructional and training aids in the room that might assist a participant on the exam.

4. Hand Out Exams

If you have multiple participants, make sure that you distribute different versions of the exam. Two test takers that are sitting next to each other should never have the same exam code on their test booklet.

5. Read the Exam Instructions

Read the following exam instructions out loud:

- This is a closed-book exam. You may not use notes or other references, so please remove them from your desk. The refrigerant temperature/pressure charts is located on the back of the exam booklet and can be referenced during the exam. You may not use any electronic devices during the exam, including cell phones, so please turn them off and remove them from your desk.
- Do not write in the exam booklets.
- You may not talk to other participants during the exam.
- Once the exam has started, you may not leave the room until you have finished the exam.
- You will have two hours to complete the exam. You may use pen or pencil to fill out the answer sheet, but do not use white out. To change an answer, simply “X” out the incorrect response.
- Take time now to fill out the answer sheet, including your name, student ID (if available; otherwise, leave blank), date, address, exam code, proctor ID, and signature. If the answer sheet is not filled out completely, especially the EXAM CODE, the test will not be graded.
- When you have completed the exam, return the exam and booklet to the proctor.

6. Proctor the Exam

You should place yourself in a position where you can view all participants, preferably from behind. Occasionally walk the floor to view participants closely to make sure they are not using any aids.

7. Collect the Exams

Collect all exams, including exam booklets and answer sheets. Do not fold or staple the answer sheets. Verify all answer sheets have every section filled out, especially the exam code.

Place all exam booklets*, answer sheets, and the sign-in sheet in an envelope and mail back to TPC Training for processing at 9785 Maroon Cir Suite 300 Englewood, CO 80112. We recommend mailing these via a trackable method. If the exams are lost in the mail, they will not be replaced without additional payment.

For participants with previous certifications that are only taking selected sections of the exam (for example, someone who has previously passed Type I but not Type III), the participant must provide a copy of their previous certification and you must include this copy with the exam materials when you return them. If we do not receive a copy of the previous certification, they will not receive credit for those sections; they will only receive results for the completed portions on the answer sheet.

If you have questions about any part of the proctoring process, please contact the Testing Department at 303-867-5035 or testing@tpctraining.com.

*Only TPC Trainco instructors are allowed retain the exam booklets in a secure and locked location when they are not being used for testing; all other proctors must return the exam booklets as soon as they are used.