



Certified Survey Technician Online Exam Proctor Packet

Packet Includes:

- **Non-Disclosure Statement for CST Examinations**
- **Guidelines for Administering Online Examinations**
- **Proctor Approval Form**



Non-Disclosure Statement for CST Online Examinations

As a volunteer working on or administering Certified Survey Technician Examinations I understand that my work may involve access to confidential information.

I acknowledge my responsibility to respect the confidentiality and security of the examination contents, whether contained in hard copy printout form or computer files. I understand that CST examinations are owned and copyrighted by the NSPS Certified Survey Technician Board and that any unauthorized use or disclosure of the content could threaten the integrity of the certification process.

I acknowledge that any such unauthorized use of the exam content or materials could violate federal and/or state laws and that such violation could result in civil remedies and/or criminal penalties.

Accordingly, I hereby agree and affirm that I will:

1. Not look at the examinations or the test questions;
2. Strictly maintain the security and confidentiality of the examination booklets or files;
3. Not copy, duplicate, or disclose the contents of any NSPS/CST materials to any third party;
4. Not use the test questions in any training or preparatory course in which I may be involved;
5. Not use any CST materials for any unauthorized or improper purpose.

If I am serving as a proctor, I further acknowledge that I have read the *Guidelines for Administering Online Examination* and agree to strictly abide by all procedures contained therein.

Signature

Printed Name

Date



Guidelines for Administering the Online Examinations

INTRODUCTION

The NSPS Certified Survey Technician Program has developed a series of examinations offered at four levels. Certification candidates sitting for this examination have selected the level and track of office or field for which they wish to be tested. These examinations are individualized exams of variable time duration.

PROCTOR

The Proctor is responsible for:

1. Receipt and security of test materials.
2. Preparation of a seating plan for the room, or rooms to be used.
3. Administration of the examination.
4. Return of all challenge forms, scratch paper, exams and answer sheets.
5. Advising NSPS of any changes 15 days before the test date.

EXAMINATION PACKAGE

Approximately one week prior to the test date, the Proctor shall receive the Examination Package. Please notify NSPS immediately upon receipt of the Examination Package by calling 240-439-4615, ext. 112 or sending a message to cstinformation@nsp.us.com. If you leave a voice mail, include your name, phone number (with area code), testing location, date, and identify any items listed below that are missing from the Proctor's envelope. NSPS will ship replacements immediately.

It should be opened immediately and checked for the following:

1. Proctor's Envelope. This envelope will be unsealed and will contain the following:
 - a. Guidelines for Administering the examinations
 - b. Proctor script for exam administration
 - c. Rosters
 - d. Extra scratch paper and challenge forms
 - e. NSPS-CST issued pencils with erasers
 - f. Blackboard program information for proctors.
 - g. Non-Disclosure Statement
 - h. Shipping label for return package to NSPS

Please use the Proctor Envelope to return the completed roster sheets and any extra materials provided for this exam. The envelope should be sealed and enclosed along with all of the examinees' envelopes in the package used to return all the materials to NSPS.

2. Examinee Envelopes. These examination envelopes are to remain sealed until opened by the examinees. The Proctor shall check the Sign-In Roster to ensure there is an examination for each examinee.

SECURITY

To maintain the security and integrity of the NSPS CST program, proctors shall secure all examination materials prior to the test date by storing them in a place to which access is controlled. Following the examination, the proctor shall be certain that all examination materials, including scratch paper are retained at the test site and returned to the Proctor. Materials are to be secured by the proctor until they are returned to NSPS.

REMEMBER, SECURITY OF THE EXAM IS VITAL. THE FOLLOWING RULES MUST BE FOLLOWED:

1. The proctor must be in the exam room and observing the examinees at all times.
2. Do not look at the examinations or the test questions.
3. Do not copy or allow any duplication of the examination.
4. Do not reveal or discuss the examination contents with anyone at any time.
5. Watch for any possible breach of examination security.
6. Watch for any possible sign of cheating.
7. No cell phones, USB flash drives, cameras, PDA's, or any device with communication or text-editing capabilities are allowed in the examination room. If these items are brought to the site they shall be held by the proctor for the duration of the examination.
8. Proctors must ensure that the examinee does not have access to any network storage devices, network printers, email, and internet access except to the Blackboard website.

TEST CHARACTERISTICS

The examination is open-book. Text books, Technical manuals, standards and regulations are permitted, as are English grammar books and dictionaries. Technical papers and personal memoranda of a technical nature are also permitted but must be securely contained in a binder and individual sheets may not be removed.

Each examinee must bring complete individual resources; sharing is not permitted.

CALCULATORS

Programmable and non-programmable calculators are allowed if they are: silent, without external power or communication links (such as Bluetooth, Infrared, Wireless, no internal or external memory cards or modules, etc.) and without "QWERTY" style keyboard. No exceptions will be made. You as a proctor shall inspect all calculators at the beginning and any time during the examination. No data collectors allowed.

SCORING OF EXAMS

Scoring of the examinations is automatic. Examinee will see their scores on the screen when they hit the select button. Examinees will be notified in writing that they fall into one of the three categories below.

1. A score of 70 and above is passing. Successful examinees will receive a notification letter with a pocket card and a certificate.
2. A score of 66 to 69 is pending. All pending scores are graded at the next available CST board meeting. These meetings are held quarterly, generally in January, May, August, and October.
3. A score of 65 or below is failing. Examinees are encouraged to retake the exam.

SCHEDULING OF EXAMS

1. NSPS exams will have two completion times. All Level I exams will have a completion time of 4 hours. A Level II or Level III exam will have a completion time of 6 hours.
2. The one-hour lunch break is REQUIRED by the Board for those taking the Level II or Level III examinations and may NOT be skipped (even upon a consensus of vote).

3. Exam can not start any earlier than 8:00 am (EST)
4. Online exams are offered Monday through Friday and the second Saturday of every month.

ROOM AND SEATING ARRANGEMENTS

Proctors shall take into account that these open-book examinations call for substantially more testing space and surface than does a standard closed-book examination. For work element-structured exams, reference materials are voluminous. The surface area per examinee shall be able to accommodate the facilities computer work station, a calculator, notes, books, challenge forms, and scratch paper as well as reference material.

It is recommended that the seating arrangements be such that those finishing earliest be seated closest to the exam room exit.

Additionally, sufficient space should be left between examinees to discourage “roving eyes”.

ROSTERS

The Proctor’s Envelope in the examination package will contain a roster. The roster will list the names of examinees in alphabetical order by exam level and designed for use as the Sign-In Roster.

EXAMINATION PROCEDURES

1. Sign-In. All examinees will have been instructed to report at least one-half hour in advance of exam Start Time. Each examinee must present their confirmation notice and their government issued photo identification. All examinees must sign in. Check all calculators and other materials that they have brought with them. Give them their sealed envelopes.

Instruct all examinees to leave their envelope sealed. Have the examinees take seats in accordance with the seating plan devised by the Proctor.

Do not delay the start of testing in anticipation of late arrivals.

2. Late Arrivals. No testing for late arrivals. Examinees have been notified of this policy in their confirmation notice.
3. Exam Envelope Contents. Direct all examinees to open their envelopes and remove the test materials. These materials consist of:
 - a. Notice to Examinee
 - b. 2 challenge forms
 - c. Numbered scratch paper (1 of 3 through 3 of 3)
 - d. Pencils: Only NSPS-CST issued pencils with erasers may be used in taking the exam.
4. Challenges. If an examinee should have a question about or challenge to any of the test questions, these must be written on the challenge sheets provided. The challenge must identify the question number and the Q number and present their rationale for the challenge. Caution them that incomplete information may invalidate a challenge.
5. Copying Questions. Inform examinees that copying questions from a NSPS CST examination is strictly prohibited. The examination of any individual who violates this policy will be subject to immediate disqualification as well as other sanctions.

6. Time Announcements. Announce to the examinees how you will display clock time and elapsed time to assist them in time management during the exam. If there has been a delay and you will not be able to begin the test at the scheduled time, announce the new start time, mark it on the chalkboard/easel pad, then tell the examinees to adjust their completion time by adding the number of minutes difference between the scheduled start and the adjusted start time. (After you begin the exam, you should adjust their Roster completion times accordingly.)
7. Inform the examinees that the morning session will be 4 hours, unless previously adjusted, in duration.
8. Read Instructions. Direct the examinees to read the exam-taking instructions. Field any general procedural questions at this time.
9. Begin. Instruct the examinees to begin testing at your designated Start Time.

LUNCH BREAK PROCEDURES

1. Fifteen minutes prior to the lunch break, you should announce that fact.
2. At the elapsed time mark, or adjusted time schedule, instruct the examinees to cease work. Inform them that they are to be back at the test site in 50 minutes.
3. Instruct the examinees to leave all test materials at their table or desk and orient themselves to the location in the test room where their materials will be found upon their return.
4. Instruct the examinees to save their exam, log off of Blackboard, and close their browser. They will be able to log back in and pick up where they left off.
5. Announce that the test room will be secured during the lunch break.
6. Announce that examinees should not discuss the exam questions during break.
7. Dismiss the examinees.

COMPLETION OF THE EXAM

Instruct all examinees that when they have completed the day's testing, they are to gather all the test materials and place everything inside the envelope but not to seal the envelope. Explain that the envelope is to be brought to the proctor's table when finished or the allocated testing time has expired. Make sure that each examinee completes and signs the Examinee Inventory Form and that you verify and sign the contents before sealing the envelope in the presence of the examinee.

Return of the Examination Materials

When testing is completed, the proctor must have collected all exam materials.

The proctor's envelope and examinee envelopes and all other materials shall then be secured while awaiting shipment. After the exam, the Proctor is responsible for shipping the examinations back to the NSPS office by the designated shipping company. The signed **Non-Disclosure Statement and the Proctor Inventory Form** shall be returned with the examination materials.

On the next business day after the exam, the materials shall be shipped using the provided shipping label. If any problems arise notify the CST Program Coordinator 240-439-4615, ext. 112 or cstinformation@nsps.us.com immediately.



CST Online Testing

CERTIFIED SURVEY TECHNICIAN PROGRAM REQUEST FOR PROCTOR APPROVAL FORM

The NSPS Certified Survey Technician Board reserves the right to determine proctor eligibility. The examination proctor must be a disinterested third party. This condition is imposed to protect all parties concerned against any insinuation that the examinees received special advantages. The proctor should be a Surveyor, Engineer or active CST Level IV normally from outside the sponsoring organization, however, Educators and others can be approved upon fulfilling the requirements noted herein.

Proctor Information

1. Name: _____
Address: _____
Organization: _____
Business Phone: _____ Email Address: _____
Position/Title of Proctor: _____
Qualifications: LS, PE, active CST Level IV or other (circle one)

(LS or PE please provide seal on page 3)

License or Certification # _____

Other: _____ must be notarized on page 3

(Please state profession)

2. Mail Proctor Package To: (Exams will not be shipped to P.O. BOX Addresses)

 3. Online Exam Location: _____
- Exam Date: _____ Exam Start Time: _____

PROCTOR QUALIFICATION CHECK LIST (please read and initial in the boxes provided)

I certify that I am a disinterested third party who has no interest in the outcome of this exam.

I certify that I am not a direct supervisor of the examinee(s).

I certify that I am at least 21 years of age.

I agree to preserve and protect the NSPS-CST exam from being copied or compromised in anyway.

I agree to notify NSPS if I know or suspect that the NSPS-CST exam has been compromised in any way.

I agree that I have thoroughly read the Guidelines to Administering Online Examinations and to proctor the exam in accordance with all guidelines set forth by NSPS.

I certify that I will not delegate my proctor responsibilities to anyone else.

By signing this agreement I affirm that all information I have provided is true and correct. I also acknowledge and understand that expenses incurred by me during this activity will not be reimbursed by NSPS.

Proctor Signature: _____ Date: _____

Please return completed proctor approval form to the CST Program Coordinator at the address listed on page 3. A copy of this form can be faxed to 240-439-4952 or emailed to cstinformation@nsp.us.com, but the original must be sent to NSPS for permanent record. If the proposed proctor is not a licensed surveyor, engineer or CST Level IV this form must be notarized.

See next page this document for Notary Certification and Seal

Notary in State of: _____

I hereby certify that _____ who signed the certification on page

(print proctor name)

2 of this document is known to me and that such person has signed as their free act and deed, and that such person has reached the age of 21 years.

Name of Notary _____ My Commission Expires Date: _____

(print notary name)

Signature of Notary _____ Date: _____

SEAL (LS, PE, Notary):

CST Coordinator Contacted

Proctor - Date you notified your state CST Coordinator of the date and time that you will be conducting a CST exam? (Coordinator list can be found at www.nsps.us.com)

Date _____ State Coordinator _____

The NSPS reserves the right to contact any proposed Proctor to request additional information or verify the information provided. NSPS reserves the right to rescind Proctor approval at any time.

Mail all signed and sealed documents to:

NSPS CST Program
5119 Pegasus Ct Suite Q
Frederick, MD 21704
240-439-4615, ext 112 | 240-439-4952 (fax) www.nsps.us.com | cstinformation@nsps.us.com

PROCTOR FORM REVIEWED AND APPROVED BY A CST BOARD MEMBER:

Approval by: _____ Date _____