



# **Certified Survey Technician Paper Exam Proctor Packet**

## **Packet Includes:**

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



## Non-Disclosure Statement for CST Paper 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 National Society of Professional Surveyors, Inc. (NSPS) 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. All violations will be reported to state regulatory boards.

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 and 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.
6. Not aid any examinee during the exam.
7. Uphold ethical standards, practices, and procedures.

**Warning:** If found to be in violation of examination policies, you will be removed as a proctor and the exam session will be invalidated. Additional action may be taken up to and including reporting the violation to the appropriate governing body which may include the State Board. Failure to uphold the integrity of the examination process may lead to significant consequences for both the proctor and the individuals involved. The CST Board will review the situation and take appropriate action in accordance with relevant laws and regulations.

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

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Signature

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Date

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Printed Name



## CST Paper Testing

# Guidelines for Administering the Paper Examinations

### INTRODUCTION

The NSPS Certified Survey Technician Program consists of 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.

### 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. 14 or sending a message to [cstinformation@nsp.us.com](mailto: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.

The examination package should be opened immediately and checked for the following items:

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. Shipping label for returning package 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.

**When returning the sealed Proctor Envelope** to NSPS enclose the completed roster sheets, extra materials, and all of the examinees' envelopes.

## **SECURITY**

To maintain the security and integrity of the NSPS CST exam, 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 BY THE PROCTOR(S):

1. Be in the exam room observing the examinees at all times.
2. Do not look at the examinations or 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, 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. Ensure that the examinee does not have access to any network storage devices, network printers, email, and internet access.

## **TEST CHARACTERISTICS**

The examination is open book. Textbooks, 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**

The following calculator models are the only ones acceptable for use during the exams:

- Casio: All fx-115 and fx-991 models (Any Casio calculator must have “fx-115” or “fx-991” in its model name.)
- Hewlett Packard: The HP 33s and HP 35s models, but no others
- Texas Instruments: All TI-30X and TI-36X models (Any Texas Instruments calculator must have “TI-30X” or “TI-36X” in its model name.)

## **SCORING OF EXAMS**

Scoring of the examinations will be within approximately three weeks. 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, April, July, and October.
3. A score of 65 or below is failing. Examinees are encouraged to retake the exam.

## **SCHEDULING OF EXAMS**

1. Exams cannot start any earlier than 8:00 am (EST).
2. All exams are 4 hours.
3. Paper exams are offered on any date.

## ROOM AND SEATING ARRANGEMENTS

Proctors shall take into account that these open-book examinations call for substantially more testing space and surface. The surface area per examinee shall be able to accommodate the facilities computer workstation, a calculator, notes, books, challenge forms, scratch paper and reference material.

Additionally, sufficient space should be left between examinees.

## 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 shall be used 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 materials.
2. Distribute sealed examinee envelopes and instruct all examinees to leave their envelope sealed.
3. Have the examinees take seats in accordance with the seating plan devised by the Proctor.
4. Do not delay the start of testing in anticipation of late arrivals.
5. Late arrivals will not be tested. Examinees have been notified of this policy in their confirmation notice.
6. Direct all examinees to open their examinee envelopes and remove the following test materials:
  - a. Notice to Examinee
  - b. The examination (the first three pages contain instructions for taking the exam)
  - c. Exam answer sheet (Scantron)
  - d. Challenge forms
  - e. Numbered scratch paper
7. CST pencils and Flip Charts are provided for use during exam and for the **applicants to keep.**
8. Answer Sheet Preparation. A supply of extra answer sheets as well as extra challenge forms and scratch paper will be found in the Proctor's Envelope. Directions for filling out the answer sheets are included in the Proctor Script. Please stress to the examinees that correct coding is essential to match their answer sheet with their answer key; miscoding will result in a substantial delay in producing test results.
9. Marking on the Examination. The printed exam may be marked on freely.
10. Notice to all examinees. Direct examinees to the first page of the exam booklet that requires the examinee to sign a statement, which is to be read and signed at this point in time. Examinees should be instructed, "DO NOT TURN PAGE."
11. 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.

12. Copying Questions or Removing Exam Pages. 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.
13. 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.)
14. Read Instructions. Direct the examinees to read the exam-taking instructions. Field any general procedural questions at this time.
15. Begin. Instruct the examinees to begin testing at your designated Start Time.

### **COMPLETION OF THE EXAM**

Instruct all examinees that when they have completed the day's testing, they are to gather all the test materials (including examination, answer sheet, challenge forms, and scratch paper) and place everything inside the examinee envelope but do not seal the envelope. Explain that the examinee envelope is to be brought to the proctor's table when finished or the allocated testing time has expired. Make sure the examinee completes and signs the Examinee Inventory Form and you the proctor verifies the contents before sealing the envelope in the presence of the examinee.

Return of the Examination Materials.

When testing is completed, the proctor must gather all examinee envelopes containing exams, answer sheets, scratch paper and challenge forms.

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.

**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. 14 or [cstinformation@nsps.us.com](mailto:cstinformation@nsps.us.com) immediately.**



# CST Paper 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 licensed surveyor, engineer, educator, or other experienced exam proctor normally from outside the sponsoring organization.

### Proctor Information

- 1. Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Organization: \_\_\_\_\_
- Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Position/Title of Proctor: \_\_\_\_\_
- Qualifications: Check One  LS  PE  Educator  Other

(LS or PE please provide seal on page 3)

License or Certification # \_\_\_\_\_

Educator / 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. Paper Exam Location: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Exam Start Time: \_\_\_\_\_

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

- \_\_\_\_\_ I hereby certify that I am a disinterested third party with no personal or professional interest in the outcome of this examination.
- \_\_\_\_\_ I further certify that I am not, and have never been, a direct supervisor of any of the examinees involved in this examination process.
- \_\_\_\_\_ I confirm that I am at least 21 years of age, and I possess the legal capacity to fulfill the responsibilities required of a proctor.
- \_\_\_\_\_ I solemnly agree to take all necessary precautions to ensure the integrity of the NSPS-CST exam by preventing any form of unauthorized copying, distribution, or compromise of the exam materials in any manner.
- \_\_\_\_\_ Should I become aware of any actual or suspected compromise of the NSPS-CST exam, I commit to immediately reporting such information to NSPS to facilitate prompt corrective action.
- \_\_\_\_\_ I certify that I have thoroughly reviewed and fully understand the "Guidelines for Administering Online Examinations," and I agree to proctor the examination in strict accordance with all guidelines and protocols established by NSPS.
- \_\_\_\_\_ Additionally, I affirm that I will not delegate or transfer my proctoring responsibilities to any other individual at any time during the administration of the exam.

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](mailto:cstinformation@nsp.us.com), but the original must be sent to NSPS for permanent record. If the proposed proctor is not a licensed surveyor or engineer 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 2  
(print proctor name)

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 [cstnsps.com](http://cstnsps.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  
21 Byte Court, Suite H  
Frederick, MD 21702  
240-439-4615, ext. 14 | 240-439-4952 (fax) [cstnsps.com](http://cstnsps.com) | [cstinformation@nsps.us.com](mailto:cstinformation@nsps.us.com)

PROCTOR FORM REVIEWED AND APPROVED BY A CST BOARD MEMBER:

Approval by: \_\_\_\_\_ Date \_\_\_\_\_