

**AMERICAN SOCIETY OF POWER ENGINEERS**  
**TEST ADMINISTRATOR/PROCTOR REGISTRATION FORM**

This form must be completed by all Test Proctors to maintain Proctor Status.  
 This form must be returned without delay to: ASOPE Inc, PO Box 4188, Lawrenceburg, IN 47025  
 Or by Fax: (812) 577-0096

Test Proctor's Name :		
Employer/Company:		
Address:		
City/State/Zip:		
Phone:	Fax:	Email:

**The rules and procedures require the following of me:**

- I will review “*Proctor Training and Guidelines*” slide show on [www.asope.org](http://www.asope.org) website.
- I will carefully read and execute the test instructions for each testing session.
- I will be certain that test packets remain sealed until the person who is taking the test breaks the individual packet seal.
- I will not read or handle any testing materials outside of the sealed test packets except for the brief time that I may verify that the person(s) being tested have correctly filled in the personal information side of the test response sheets.
- I will require that examinees to enclose all testing materials in the test packet envelope and to seal the envelope before that test packets are returned to ASOPE as each examinee completes the testing session.
- I will administer the test as a closed book test and monitor the testing to ensure that no materials are being used.
- I will complete the Verification of Testing Process form which accompanies each test order, providing an answer for each block, and I will sign and date the form as required.
- I will return all testing materials (including any unused packets) to ASOPE sealed in their original envelopes no later than 7 days from the scheduled test date.
- I will report any testing irregularities to ASOPE.
- As test Administrator/Proctor I accept full responsibility for the security of all test materials.
- I acknowledge that neither I nor any other person or organization is authorized to copy or reproduce any of the testing materials by any means.
- I will not proctor my own test and/or the test of any relative
- I acknowledge that failure to faithfully comply with these rules and procedures will result in suspension of my Test Administrator/Proctor status.
- I will collect and submit, with application and/or exam, all examination fees to ASOPE. I will make sure that personal check information match with applicant's ID, **NO 2-Party Checks** will be accepted and **NO Cash**.

I hereby attest that I read and understand the above rules and procedures established for administering and proctoring the American Society of Power Engineers (ASOPE) certification tests and I pledge to administer the tests and handle the test materials in strict accordance with the program rules.

I further attest that I will not be participating as a student in the instructional sessions where tests are administered and that state and/or local codes may require an independent test proctor who is not an employee of the same company. I understand that test results from individual testing sessions are monitored and that I will be contacted regarding any irregularities that may be identified.

**Applicant's Signature:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Approved by:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date