



FCC EXAMINATION ADMINISTRATION PROCEDURES Computer-based examinations



Secure Examination Environment

- The examination should be located in a well-lit, comfortable, quiet area.
- Examinee's work area should be clear of all personal belongings.
- During the examination process, only one person may be excused from the examination room at any one time.
- Examinees are not allowed to discuss the examination with other Examinees.
- Examinees are only allowed to use a calculator with NO Memory.
- **Examinees are allowed no other reference materials while taking the FCC examinations.**
- Before the examinee arrives into the test room, prepare the work station by loading the FastTestWeb test launch site, and entering the test code. DO NOT proceed to start the test – the examinee will start the test when ready.
- FCC exams are administered using the FastTestWeb WebLock system. The required software for WebLock can be downloaded at: <https://weblock.fasttestweb.com/testing/pr/20/9>

Establish Positive Identification

Each examinee must show the proctor their authorization letter and two (2) forms of ID, one of which must be a photo ID.

Begin Examination

Once identify is confirmed, the examination can commence by the examinee clicking the "begin test" button on the screen. If the examinee is required to take more than 1 element exam, all element exams will be administered in order within the test session.

All Examinees are given a four (4) hour time block to complete up to three examinations. There are NO EXCEPTIONS TO THIS RULE.

Cheating

If, at any time, cheating is suspected, the Examination Proctor is authorized by Exemplar Global to terminate the exam immediately. Any Examinee involved will be informed that they have failed. The FCC will then be notified of the incident. Cheating includes, but is not limited to, using or attempting to use unauthorized aids (e.g., Programmable or printing calculators, books, and other reference material, radios, cameras or camera phones), obtaining answers from the other examinees (with or without their knowledge), or taking an examination for another person.

Proctor Report

The Proctor is required to complete the Proctor Report for any uncommon or unforeseen events that occur during the exam event. The Proctor Report shall also be used to report any additional information regarding cheating, or suspected cheating by Examinee(s). The Proctor Report can be completed online at: <https://www.surveymonkey.com/s/ProctorReport14>

Questions During Examination Process

The Examination Proctor must not assist the Examinee in any way regarding the interpretation of a question or any of the answer choices. Should an examinee have questions or concerns regarding a question which appears on an FCC Examination:

- The Examinee is encouraged to answer the questions to the best of their ability as all test items are required to be answered.
- The Examinee can log "feedback" on individual test questions within the test session program. Submitted comments via the "Feedback" link are reviewed at Exemplar Global.
- Questions under scrutiny are presented by Exemplar Global to the FCC for review.

Examination Conclusion

The Examinee will see the result of their test on screen and the result is emailed to the examinee and the Exemplar Global Exam Administrator. The Examination Proctor must print the result page, sign the letter in the designated location, and provide this letter to the Examinee.

Conflicts of Interest

To ensure impartiality, a Proctor must not administer an examination to him/herself, an employee, a relative, a relative of an employee, or a person with whom they have an intimate relationship.

A Proctor may not require the examinee to purchase other products or services.

Thank you for helping Exemplar Global maintain its high level of testing integrity.

This is a "controlled" document on day of printing only.