



FCC EXAMINATION ADMINISTRATION PROCEDURES

Paper-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.**

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. Once confirmed, the proctor must sign the front page of the exam booklet stating the identification has been confirmed.

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>

Distribute Examination Elements

Examinees should be given all of the FCC Examination Elements for which they have registered. A Scantron Card is given for each element Examinee is taking.

Begin Examination

A No. 2 pencil must be used to fill in the Scantron Card. The Scantron Card must be completed with the Examinee's name, Test No. which is found on the bottom left corner of the Test Booklet pages and the date they are taking the Examination.

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

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 credit may not be given for blank answers on the Scantron Card.
- The Examinee should write their comments regarding the questions on the supplied Candidate Comment Form. Completed Comment Forms are reviewed at Exemplar Global.
- Questions under scrutiny are presented by Exemplar Global to the FCC for review.

Examination Conclusion

The Examination Proctor must collect all Exam Booklets and Scantron Cards.

- **A copy of all Scantron Cards must be faxed to Exemplar Global**, attn. Exam Administrator at +1-414-765-8661 or scanned and emailed to fcc@exemplarglobal.org at the completion of the exam.
- ALL Examinations must be mailed/returned to Exemplar Global **within 24 hours: Exemplar Global, Attn Exam Administrator, 600 N Plankinton Avenue, Suite 301, Milwaukee, WI, 53203**
- All packages with exams should be returned to Exemplar Global via traceable US Mail, UPS or Fed Ex. Avoid 3rd or 4th class US Mail. **PLEASE MARK "NO SIGNATURE REQUIRED" ON UPS AND FEDEX PACKAGES**
- Email the tracking number to the Exam Administrator at fcc@exemplarglobal.org

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.