Water Quality Association Exam Procedures

GUIDELINES FOR SELECTION OF EXAM PROCTORS

A. All Proctors to be used for WQA Certification exam sessions, either public or private exam sessions, must be chosen by or approved by WQA.

The WQA Educational Program Coordinator will contact a suggested Proctor to determine suitability of the Proctor, explain what is required, and to find out if the person will accept the assignment as explained.

Water Quality Association has the right to deny use of any Proctor who does not meet our qualifications or who might be considered inappropriate.

B. Certain persons automatically can NOT be Proctors:
   1. Proctor cannot be involved in the water treatment industry in any capacity.
   2. Proctor cannot be related to any person taking an exam or involved with the company for which the examinee works.

C. Proctor must be someone familiar with testing or counseling processes and the security and confidentiality procedures required for such processes. The Proctor must be in the testing room at all times during the examination process.

D. Preferred Proctors are testing administrators or faculty (without expertise in water treatment) from a local community college. Community college employees often see proctoring as a service to the local community and generally charge reasonable fees.

E. Under some circumstances acceptable Proctors may include:
   1. High school, college or trade school teachers (provided teachers are not involved in water-related areas or programs)
   2. School principals or deans
   3. Educational personnel accustomed to regular administration of standardized tests: (a.)School social worker (b.)School psychologist (c.)School counselor
   4. Clergy

F. A Request for WQA Proctor Approval must be completed and sent to the WQA Certification Program Coordinator at least 3½ weeks prior to the exam session.

G. Examinations are sent to the Proctor directly and returned directly to WQA by the Proctor.
Public Exam Sessions

Public exam sessions are sessions open to any examinee. Public sessions are usually sponsored by WQA or by state or regional Water Quality Associations, and sessions are typically held at conventions or association meetings.

A. The examinee registers through the Water Quality Association (in Lisle, Illinois) and exam fees must be paid at least five full business days prior to the exam session. (All exams must be prepaid.)

B. The sponsoring association and WQA are responsible for choosing a Proctor and appropriate exam room.

Private Exam Sessions

Private exam sessions are sessions created specifically for one person or for a certain category of persons. The purpose of a special private exam session is to create more flexibility in both times and locations at which an examinee can take an exam.

A private exam session may be a one-person/one-Proctor session set up for the convenience of the individual examinee, or the session may be set up specifically for the employees of a certain company.

A. The fee for taking an exam at a private session is somewhat higher since WQA incurs higher administrative costs in dealing with a Proctor and arranging an exam session for one or a few individuals.

B. The examinee registers through the Water Quality Association (in Lisle, Illinois) and exam fees must be paid at least five full business days prior to the exam session. (All exams must be prepaid.)

C. The individual examinee (or the sponsoring company) is responsible for choosing a Proctor that meets WQA guidelines. The person taking the exam (or the sponsoring company) is responsible for paying the Proctor’s fee.

D. The person taking the exam (or the sponsoring company) is responsible for arranging for an appropriate offsite testing room which is not located on the premises of the company for which the examinee works or on any private premises owned by the company, the examinee, or person related to examinee. A school class room, hotel meeting room, or other appropriate quiet and comfortable room is acceptable.

Questions about Proctors or exam session scheduling should be directed to Daniel LeBlanc: Phone: 630-929-2508 or Email: dleblanc@wqa.org.