Water Quality Association Exam Procedures
INTERNATIONAL GUIDELINES FOR SELECTION OF EXAM PROCTORS

I. Who can be a WQA examination Proctor (administrator)?

A. The exam Proctor (administrator) is responsible for administering the exam in such a way that the Water Quality Association can be assured that the work represented by the exam is work done solely by the registered examinee during the scheduled examination time. The Proctor must be prepared to certify to WQA that the exam was completed by the examinee, alone, without the use of books or other materials and without any assistance from the Proctor which related to the questions on the exam.

All Proctors to be used for WQA Certification exam sessions must be chosen by or approved by WQA. 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:
   • Proctor cannot be involved in water treatment in any capacity.
   • 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 test administration 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 university or college.

II. What Proctor-related forms must be returned prior to the exam session?

A. The examinee must provide to the Proctor the WQA Proctor Instructions, and the Proctor must sign the Proctor Instructions form to indicate that he/she understands and accepts the responsibilities of Proctor. This form must be returned to WQA along with the documents listed below in B. and C.

B. The Proctor must provide to WQA a photocopy of some form of identification document showing that he/she is on the faculty or staff at the university or college. A photocopy of a faculty ID card is acceptable. A copy of a letter or document on university letterhead stationery which would document the fact that this person is on the staff or faculty is also acceptable. A page from a faculty directory showing the person’s name would be accepted if the name of the college or university as the publisher is clearly shown.

C. The Request for WQA Proctor Approval form must be completed by the examinee or examinee’s company and returned with the documents outlined in A and B above.
   • The Request for Proctor Approval form must show clearly a Proctor address which is accessible by mail or by international delivery (such as FedEx or UPS).
   • Credit card information for exam payment must be provided on the Request for Proctor Approval form.
     ALL FUNDS MUST BE PAID IN U.S. DOLLARS.

D. Documents listed in A, B, and C above must be received by the WQA Certification Program Coordinator at least 6 weeks prior to the scheduled exam session. Examinations will not be sent until these forms are received.

Examinations will be sent to the Proctor directly and returned directly to WQA by the Proctor.

Questions regarding above? Daniel: Phone 630-505-0160; Fax 630-505-9637; email: dleblanc@wqa.org