

REC FOUNDATION PROCTOR & NON DISCLOSURE AGREEMENT

This proctor agreement is between the Robotics Education & Competition Foundation, Inc. (REC Foundation), a 501(c)(3) education non-profit corporation under the laws of the State of Michigan, United States of America, and _____ (the "Proctor").

The REC Foundation is an independent provider of educational, assessment, examination and certification programs. The REC Foundation wishes to use the Proctor to administer Certification exams on behalf of the REC Foundation and to perform duties listed in this document. The integrity and validity of the REC Foundation Certification is fundamental to the mission of the REC Foundation. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. Once an individual or an organization is approved as a Proctor, they reflect upon the REC Foundation and they are responsible for executing duties aligned with the promotion, administration, and following all applicable local and state laws and regulations regarding testing for the integrity and validity of the examination process. The exam administration duties include:

- Ensuring the security of the examination environment before, during and after the exam.
- Providing a quiet, well-lighted area free from noise and distraction within supervisory distance of the Proctor.
- Only proctor provided paper/pencils/pens and calculators are permitted. Used paper will be picked up by the proctor at the end of the exam.
- Proctoring the REC Foundation Certification only by REC Foundation Authorized Testing Center.
- Verifying the time limits of the certification exam.
- Terminating the examination if there is improper conduct on the part of the candidate or any evidence that the examination process has been violated. Confiscation of exam materials and immediate notification of the REC Foundation is mandatory
- Supervising the students during the examination sessions. Assure that no copy of the test or notes that contain the content of the test questions or answers are used by the students during the examination. No electronic devices with cameras permitted/cell phones etc. No backpacks or materials of any kind permitted in the testing area.
- Treating all Certification materials as confidential and keep them secure.
- Remaining with or within a reasonable distance of the student(s) throughout each certification.

As the Proctor or as the program instructor, I understand and agree to carry out the responsibilities of an examination Proctor in accordance with the requirements stated above. This contract shall remain in effect for a term to be determined by the REC Foundation and communicated to the Proctor in writing or via electronic communication.

The REC Foundation reserves the right to verify a Proctor's identity or require additional proof of eligibility. This Proctor Agreement may be terminated by the REC Foundation or the Proctor at any time through notification in writing or electronic communication to all parties involved. The REC Foundation reserves the right to withhold test scores and any exam refunds in the event the Proctor fails to perform the terms under the terms of this agreement.

REC Foundation:

Proctor:

Name: _____
Title: _____
Email: _____

Name: _____
Phone: _____
Email: _____