

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 RECF Certification is fundamental to the mission of RECF. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. Once an individual 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. This agreement binds the signer to agreeing with these guidelines. Two Proctors are recommended for testing more than 25 students. The exam administration duties include:

- *Proctors are required to read the exam rules and student instructions to the students and review the following rules prior to each exam session*
- No backpacks, purses, any copy of the test, study guides, textbooks or notes that contain the content of the test questions or answers within proximity of students, during the certification examination.
- NO electronic devices "at all"—this includes any device brought in as student property, or school issued for student use with cameras, cell phones, tablets, I-pads, any type of laptop computer, flash drives, google or similar screen glasses or "any type" of storage devices are permitted. Students personal, or school issued student laptops, may NOT be used as a designated certification exam station.
- Proctors will ensure the security of the examination environment before, during and after the exam.
- Providing a quiet, well-lit area free from noise and distraction within supervisory distance of the Proctor.
- Only proctors provided paper/pencils/pens and calculators are permitted. Used paper, pens/pencils and calculators will be picked up by the proctor at the end of each exam after all students are completed.
- Proctoring the REC Foundation Certification only by REC Foundation Authorized Testing Center (A designated testing lab or classroom with computer stations—not removable student or school issued student laptops, administered by ONLY approved Proctors through the REC Foundations signed Proctor/Non-Disclosure Agreement).
- Verifying/monitoring the time limits of the certification exam in progress (each exam also has an individual timer).
- The examination will be terminated 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 to the REC Foundation is mandatory
- NO other websites, search engines, electronic dictionaries, or any similar programs or AP's, may be permitted to be open or used in any way during the testing sites designated certifications exam station.
- NO screenshots or photos of any page of a testing screen is permitted to be taken or saved in any circumstance.
- Treating all Certification materials, including related hardware and software, as confidential and keeping all secure.
- Remaining a reasonable distance of the student(s) throughout each certification to monitor each computer screen.

As the Proctor or as the program instructor (instructors must NOT proctor their own students), 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 this agreement.

REC Foundation:

Proctor: