PROCTOR INSTRUCTIONS FOR SBE CERTIFICATION EXAMINATIONS
Updated 2020

PLEASE READ INSTRUCTIONS BEFORE APPLICANTS OPEN THEIR TEST EXAMINATIONS:

Examinations will be sent in sealed envelopes showing the applicant's name and level of the examination. The examination room should be arranged so the applicants are spread out and cannot see another applicant's exam.

TEST INSTRUCTIONS FOR ALL SBE EXAMS (excluding CTO & CRO):

These instructions are for all exams except for the Certified Television Operator and the Certified Radio Operator. If you are proctoring an exam that has an essay portion, that portion is closed book whereas no books, devices or notes can be used during the essay question portion.

Multiple Choice portion

Each exam contains 50 multiple-choice questions.

The exam is open book during the 50 multiple-choice question portion. Internet access, smart phones, tablets and laptops will be permitted. Handwritten notes may be utilized during the examination process. However, if you make notes during the exam, those must be turned in with the test and can not be taken out of the "testing room".

It is not up to the proctor to procure the internet access. The applicant has been notified of their test opportunity and made aware that procuring the internet connection is up to them. Furthermore, the applicant does not need to access the internet, the decision is up to them.

Examinees are not permitted to email or text message, Skype, etc. during the exam.

Essay Question portion
(CBNE, CSRE, CSTE, 8-VSB, AMD, DRB)

The essay(s) is not to be opened until the examinee has completed the multiple-choice question test. The essay is **closed book.** Graph paper has been provided for their answer of the essay question. Their answer is to be written on the graph paper only. The graph paper is to be put in the large envelope along with the completed test and all scrap paper. All essay(s) must be returned in the test packet.

The examinee will have 3 hours, total, to complete this test.

Additional information regarding essays:
Essays are sealed in a separate envelope. The applicant is allowed to choose which essay he/she wants to complete (if applicable). The essay is closed book. **All essays are to be returned in the exam packet.**

- Senior certification exams include three essays and the examinee will choose one to complete.
- Networking Engineer exams include two essays and the examinee will choose one to complete
- Specialist exams include one essay.

Additional Information for Proctors

Proctors must be certified SBE members, or special assigned proctors where there are not SBE chapters. SBE proctors must be certified equal to or on a higher level than the test they are administering.

Scratch paper may be used, but must be resealed with the exam. Only blank paper may be taken from the examination room.

After the applicant has completed his/her exam, the proctors will have the applicant sign the statement that he/she will not divulge the content of the exam. The proctors will also sign the statement as witnesses.

PROCTORS ARE RESPONSIBLE FOR MAINTAINING THE INTEGRITY OF THE EXAMS
AND MUST SEE THAT NO INFORMATION ABOUT THE EXAMS IS TAKEN FROM THE
ROOM IN WRITTEN OR STORED FORM.