



ACORD Certified Expert

Test Locations & Responsibilities

Minimum Qualifications

In order to gain approval as an ACORD Certified Expert proctor, individuals must have one of the following:

1. Have documented approval to proctor by their state (i.e., provide a Monitor Approval Document).
2. Be accredited as a proctor by an industry organization (i.e., LOMA, CPCU, IIA/AICPCU) and provide documentation to ACORD.
3. Be an ACORD approved proctor or Human Resource approved staff personnel, Educational Coordinators or Managers not sitting for exams.

ACORD can also provide proctors based on time and location. Please contact ace@acord.org to find out if a proctor is available in your region.

Administrator & Proctor Responsibilities

Pre-Exam

- Schedule exam appointments for examinees.
- Be sure you have provided ACORD with all necessary documentation for your proctor qualification.

Exam Day

- Confirm the identity of each examinee, for example a co-worker you know or someone who can produce picture ID (i.e., driver's license).
- Have each examinee sign the confidentiality agreement and hand it to you prior to starting.
- Distribute tests to examinees:
 - a. Have examinees fill out the information on the cover page.
 - b. Have examinees fill out the information on Scantron form.
- Instruct them **not** to open the test until told to do so as this is a timed exam.

- Students should be instructed to use only No. 2 pencils, as other marking devices will not be read by the Scantron machine.
 - Circles must be filled in fully and darkly.
 - Changed answers must be erased completely.
- No reference materials are allowed during the test.
- Test must be completed in the specified time allotted.
- Remind the students that we would appreciate any feedback on the questions (e.g. confusing, two right answers, etc.).
- Monitor the security of the testing process.

Post-Exam

- Return all signed confidentiality agreements.
- Return all test forms and answer sheets.
- After tests have been administered, place all items received for this exam in the enclosed envelope including extra supplies. Drop off at your closest FedEx location in the prepared and pre-paid envelope.

In the event that you cannot use the FedEx label provided, please send all materials to:

ACORD Certified Expert Program
ACORD
Two Blue Hill Plaza
3rd Floor
PO Box 1529
Pearl River, New York 10965

Telephone: 845 620 1700
Email: ace@acord.org