



ACORD Certified Expert

Proctor Qualifications

Process

Any individual wishing to administer the ACORD Certified Expert exams must read, complete, and submit an official ACE Proctor Application form. Following a review, submitters will be notified as to whether they have been approved as a proctor or not.

Proctors

A proctored exam is one that is supervised and managed by an individual authorized by ACORD. Proctors must meet minimum qualifications as outlined below and provide documentation to prove their qualification:

1. Be accredited as a proctor by an industry organization (i.e., LOMA, CPCU, IIA/AICPCU) and provide documentation to ACORD OR
2. Be a current ACORD Certified Expert in good standing OR
3. Be a proctor as certified by a state or other governing body OR
4. Be a member of a company's human resources department

In some cases, individuals may be approved by ACORD as proctors under special circumstances. Please contact ace@acord.org with any questions.

Proctors may **not** be:

1. Currently pursuing an ACE designation or planning to do so in the future.
2. Related to the candidate, his/her family, or someone who has family ties to the candidate.
3. A co-worker with personal ties to the candidate.

Responsibilities

Approved proctors must:

1. Be available to administer test as scheduled.
2. Follow guidelines provided by ACORD for test administration and secure proctoring.
3. Have a corporate email address and access to the internet.

Facility Requirements

Authorized proctors must ensure that the following environmental conditions are met:

- Lighting in testing room should be appropriate for office work.
- Room should be well ventilated with temperature controls.
- Environment should be quiet and distraction free.
- No other activities should take place in the room during the exam.
- Restrooms must be available to candidate within facility.
- Adequate space to accommodate multiple candidates when needed.