



## IKECA Exam Application Proctor Contact Information

### PRIVATE PROCTOR

In order to set up a privately proctored IKECA exam, you must find a qualified proctor to administer the exam. You will need to contact the proctor to arrange an appointment to take the exam that is convenient for both of you. Three hours are allowed for the BCCS, CECS and CECT exam. Two hours are allowed for the BCSI and CESI exam. One and a half hours are allowed for the BCCS and BCSI quiz. The proctor must be a disinterested, third-party, and cannot be a direct supervisor of or anyone related to the person(s) taking the exam. The exam must be taken at a Public Library, Testing Center, or College/University. Any other facility that the exam applicant wants to take the exam must be approved by IKECA. The exam will not be sent if the facility is not approved by IKECA. The exam packet will be sent to the proctor, with a prepaid return envelope, and returned by the proctor. Both the examinee and proctor will need to sign an affidavit verifying that exam procedures were followed.

### **TRANSLATOR INFORMATION (if applicable):**

If English is not your primary language, you may make arrangements to have a third-party translator proctor and deliver an IKECA certification exam in another language. For more information on finding a translator, scheduling an appointment, pricing, and who to contact, please visit [www.ikeca.org/translators](http://www.ikeca.org/translators).

Language the exam is being translated to: \_\_\_\_\_

### **EXAM PROCTOR INFORMATION:**

Date of exam: \_\_\_\_\_

Time of exam: \_\_\_\_\_

Proctor Name: \_\_\_\_\_

Company/Location: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**DEADLINE:** Applications are **due 15 days prior to the test date**. Exams scheduled earlier are subject to the \$100 rush fee (you must notify us three days in advance in order to get your exam application processed on time).

**CANCELLATION POLICY:** All cancellations must be received in writing no less than 10 business days in advance of the test date or the exam applicant may be subject to additional shipping fees.

**REFUND POLICIES:** No refunds shall be provided, however, examination fees may be applied toward taking the exam at a future administration of the exam.